

# Cirencester College Learner Bursary (CCLB)

## Application Form 2026 - 2027

for students aged 16 -19

Please read the information below very carefully. All sections of the form must be completed in full. As funds are limited and not guaranteed, applications will be processed in date order of receipt. NO assumption should be made that you will receive funding.

### What Financial support is available?

#### Free Meals in Further Education

If you or your parents are in receipt of one or more of the following benefits you may be entitled to receive free meals at college:

- Income-related Employment and Support Allowance (ESA)
- Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

#### 16-19 Bursary Fund - Vulnerable Bursary of up to £1200

Students who meet the criteria below and who have a financial need can apply for the Vulnerable bursary. This bursary can pay up to £1,200 in support of a student studying a course lasting 30 weeks or more (pro-rata payments for less than 30 weeks).

- Be aged 16-18 on 31<sup>st</sup> August 2026. *Students aged 19 or over are NOT eligible for the Vulnerable Bursary*
- And at least one of the following criteria:
  - Be in care or a care leaver
  - Be in receipt of Income Support or Universal Credit in their own name because they are financially supporting themselves or someone who is dependent on them and living with them such as a child or partner
  - Be in receipt of Disability Living Allowance (DLA) **AND** either Employment & Support Allowance (ESA) or Universal Credit in the students' own name
  - Be in receipt of Personal Independence Payments (PIP) **AND** either Employment & Support Allowance (ESA) or Universal Credit in the students' own name

**IMPORTANT NOTE:** The full amount is not automatically awarded. In some cases, a young person might meet the eligibility criteria but not have a financial need in order to continue to participate in education. This might be because their financial needs are already met and/or they have little or no educational-related costs (eg. travel or course related costs). In these cases, there may be a possibility of no award or only a partial award.

#### 16-19 Bursary Fund – Discretionary Funding

This bursary supports students with the additional costs of remaining in education e.g.: travel, some materials, course-related trips and travel to university open days. To be eligible for this funding, students need to:

- Be aged 16-18 on 31<sup>st</sup> August 2026 and studying a course at Cirencester College funded by the Department of Education (DfE) **or** be aged 19 and continuing a course you began aged 16-18 (19+ continuers) **or** have a current Education, Health & Care Plan (EHCP)
- Have lived in the UK for 3 years prior to the start of your course or meet the residency criteria in the DfE funding rules for post-16 provision
- Be living in a household where the total household income is under £45,000 (this includes earned income, benefit payments, Universal Credit and Working & Child Tax Credits)

Students who are NOT eligible for this funding are:

- Students on Higher Education courses who receive support through Student Finance England
- Students on an Apprenticeship training scheme
- Students under the age of 16 on 31<sup>st</sup> August 2026

The level of funding offered is based on total household income as below:

| FUNDING LEVELS                                                                               | Level 1                                                                                                       | Level 2                       | Level 3                       | Level 4                       |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| TOTAL HOUSEHOLD INCOME BEFORE TAX                                                            | up to £18,000                                                                                                 | £18,001 - £27,000             | £27,001 - £36,000             | £36,001- £45,000              |
| Academic Year 25/26 bus pass for Go South Coast buses (bought through the College)           | You will only pay £170                                                                                        | You will only pay £245        | You will only pay £440        | You will only pay £770        |
| Academic Year 25/26 bus pass for Go South Coast buses (bought direct from Go South Coast)    | You can claim back up to £710                                                                                 | You can claim back up to £635 | You can claim back up to £440 | You can claim back up to £110 |
| Weekly/daily bus tickets (reimbursed on a weekly basis)                                      | You can claim back up to £400                                                                                 | You can claim back up to £350 | You can claim back up to £300 |                               |
| College Car Park permit ( <b>we cannot contribute towards fuel costs</b> )                   | If you have not used your allocation towards a bus pass, the cost of a permit to park on site will be covered |                               |                               |                               |
| Trips - <b>essential course-related only</b>                                                 | Up to £250                                                                                                    | Up to £200                    | Up to £150                    |                               |
| Reprographics (incl printing) / Shop                                                         | £40                                                                                                           | £30                           | £25                           |                               |
| This amount will be loaded onto your student ID card                                         | £100 if studying an Art&Design based subject                                                                  |                               |                               |                               |
| Support to attend University open day visits                                                 | Contribution to travel costs of up to £50 per visit for a maximum of 2 visits only                            |                               |                               |                               |
| University application fee (UCAS)                                                            | Full Cost will be covered                                                                                     |                               |                               |                               |
| Uniform / kit (only if mandatory for the course)                                             | Up to £75                                                                                                     | Up to £50                     | Up to £25                     |                               |
| Discretionary Meals (if you are not eligible for Government Free Meals in Further Education) | Yes                                                                                                           |                               |                               |                               |

### How do I apply?

- Complete all the sections of this form. Incomplete, unsigned, undated forms will be returned to you.
- Only photocopied evidence of household income will be accepted. Any original documentation will not be accepted, and we cannot guarantee its return.
- Please return your completed application form and supporting evidence to: CCLB@cirencester.ac.uk **OR** Post to: Bursary Administrator, Cirencester College, Stroud Road, Cirencester, GL7 1XA
- All awards will depend on the funding the College receives from the Government.
- Please remember that no assumption should be made that you will get funding, and the College reserves the right to stop and remove funding at any time.
- Applications received after the start of term will only receive support from the date of approval.

### What happens next?

- If all the details are complete and you have supplied the correct supporting evidence, we will aim to process your application within 10 working days from the date that we receive it.
- If you have not answered all the questions or provided enough evidence, we will contact you by email and this will unfortunately delay your application.
- When we have assessed your application, you will receive an email explaining the details of your award. Please make sure you read it thoroughly and keep this email safe for future reference.
- If your application is unsuccessful, we will email you explaining why and will include details of how you can appeal the decision.
- Please contact us if there is any change in your circumstances.
- A new application must be made for each year of study as personal circumstances may change.

If you have any queries, please email CCLB@cirencester.ac.uk or contact the Bursary Administrator on 01285 640994

# Cirencester College Learner Bursary (CCLB)

## Application for Financial Support 2026 - 2027



|                               |                     |                              |  |  |
|-------------------------------|---------------------|------------------------------|--|--|
| <b>OFFICE USE ONLY</b>        |                     | <b>Date received</b>         |  |  |
| <b>APPROVED: Yes / No</b>     | <b>CCLB level 1</b> | <b>Authorising signature</b> |  |  |
| <b>Vulnerable</b>             | <b>CCLB level 2</b> | <b>Date</b>                  |  |  |
| <b>Free Meals in FE</b>       | <b>CCLB level 3</b> |                              |  |  |
| <b>Art &amp; Design Repro</b> | <b>CCLB level 4</b> |                              |  |  |

**Sections 1-9 to be completed clearly in black ink by the student.**

|                                      |     |                         |                                  |                                                                        |  |                                                               |     |  |  |
|--------------------------------------|-----|-------------------------|----------------------------------|------------------------------------------------------------------------|--|---------------------------------------------------------------|-----|--|--|
| <b>Section 1: Student's Details:</b> |     |                         |                                  |                                                                        |  |                                                               |     |  |  |
| <b>Surname:</b>                      |     |                         | <b>First Name:</b>               |                                                                        |  |                                                               |     |  |  |
| <b>Date of Birth:</b>                |     | <b>Age on 31/08/26:</b> |                                  | <b>Student College ID number (6-digit number in your offer email):</b> |  |                                                               |     |  |  |
| <b>Address (including postcode):</b> |     |                         |                                  |                                                                        |  |                                                               |     |  |  |
| <b>Home Tel No:</b>                  |     |                         |                                  | <b>Student Mobile No:</b>                                              |  |                                                               |     |  |  |
| <b>Student Email:</b>                |     |                         |                                  | <b>Parent Email:</b>                                                   |  |                                                               |     |  |  |
| <b>Do you have an EHCP?</b>          | Yes |                         | <b>Are you an asylum seeker?</b> | Yes                                                                    |  | <b>Have you been resident in the UK for the last 3 years?</b> | Yes |  |  |
|                                      | No  |                         |                                  | No                                                                     |  |                                                               | No  |  |  |

|                                                                                                                                                                                                                                                                                                                                     |  |                                   |                                                                             |  |  |  |                                                          |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------|-----------------------------------------------------------------------------|--|--|--|----------------------------------------------------------|--|--|
| <b>Section 2: Who does the student live with?</b>                                                                                                                                                                                                                                                                                   |  |                                   |                                                                             |  |  |  |                                                          |  |  |
| <b>Please tick the relevant box</b>                                                                                                                                                                                                                                                                                                 |  | I live in a household with others |                                                                             |  |  |  | I live independently                                     |  |  |
| <b>Please list all members of your household and their relationship to you?</b> We will deduct £1,000 from the household income for each child in the household in full-time education under the age of 19 excluding the student. <b>This will need to be confirmed either against your UC statement or a Child Benefit letter.</b> |  |                                   |                                                                             |  |  |  |                                                          |  |  |
| <b>Name of each person in the household (except the student)</b>                                                                                                                                                                                                                                                                    |  |                                   | <b>Their relationship to the student e.g.: mum / dad / brother / sister</b> |  |  |  | <b>Age (ONLY if under 19 and in full time education)</b> |  |  |
|                                                                                                                                                                                                                                                                                                                                     |  |                                   |                                                                             |  |  |  |                                                          |  |  |
|                                                                                                                                                                                                                                                                                                                                     |  |                                   |                                                                             |  |  |  |                                                          |  |  |
|                                                                                                                                                                                                                                                                                                                                     |  |                                   |                                                                             |  |  |  |                                                          |  |  |
|                                                                                                                                                                                                                                                                                                                                     |  |                                   |                                                                             |  |  |  |                                                          |  |  |

|                                              |  |                 |  |                            |  |                             |  |  |  |
|----------------------------------------------|--|-----------------|--|----------------------------|--|-----------------------------|--|--|--|
| <b>Section 3: Course subject details:</b>    |  |                 |  |                            |  |                             |  |  |  |
| <b>Courses applied for/studying:</b>         |  |                 |  |                            |  |                             |  |  |  |
| <b>Please tick what year of study it is:</b> |  | <b>New Yr.1</b> |  | <b>Returning as a Yr.1</b> |  | <b>Continuing into Yr.2</b> |  |  |  |

## Section 4: Travel – How will you travel to college?

Help with travel is available if you live more than 2 miles walking distance from college (using google maps). Unfortunately, we are unable to contribute to petrol costs.

Please tick the relevant box below:

|      |  |                 |  |                                         |  |                                                  |  |                                           |  |
|------|--|-----------------|--|-----------------------------------------|--|--------------------------------------------------|--|-------------------------------------------|--|
| Walk |  | Car - passenger |  | Motorcycle / Moped (there is no charge) |  | Driving – I would like a College Car Park permit |  | Go South Coast routes / other Service bus |  |
|------|--|-----------------|--|-----------------------------------------|--|--------------------------------------------------|--|-------------------------------------------|--|

If you plan to use a Go South Coast / other service bus, please tick ONE of the 3 options you would prefer:

Go South Coast Academic Year bus pass – I would like the College to purchase this pass for me once I have paid my contribution to the college.

(Please note: the pass will NOT be issued until your contribution has been paid in full to the college.)

Go South Coast Academic Year bus pass – I have already purchased or plan to purchase this pass direct from Go South Coast myself.

(Please note: the funding that you are awarded will be reimbursed on a pro-rata basis at the end of each half term based on the number of weeks in that period)

All public bus services – 4-weekly / weekly / multiday / daily tickets bought via app or on the bus.

(Students will need to keep used tickets for reimbursement on a weekly basis out of their approved allocation from the Cashier)

## Section 5: This section ONLY APPLIES to students who are classed as being ‘in care’, ‘care leaver’ or who are living independently – Vulnerable Bursary

Please remember the full amount is not automatically awarded, it will depend on whether your financial needs are already met and/or whether you have any education-related costs. Please be aware that in these cases, there may be a possibility of no award or a partial award.

**VULNERABLE BURSARY ONLY – If you require support to remain in education, what items you are looking for support with? Please tick the relevant boxes:**

|                                            |  |                                             |  |                           |  |
|--------------------------------------------|--|---------------------------------------------|--|---------------------------|--|
| Travel – bus tickets/pass                  |  | Course related trips                        |  | A meal on days at college |  |
| Booklets / equipment / printing allocation |  | Clothing / uniform mandatory for the course |  |                           |  |

The following supporting evidence is required, please tick the relevant box:

| Qualifying benefit                                | Supporting evidence required                                                                                                                                                                                                                                                                                                                                                                                          | Tick |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| In Care or Care Leaver                            | A letter or email from your social worker dated no more than 6 months old                                                                                                                                                                                                                                                                                                                                             |      |
| Income Support (in the student's name)            | Award letter no more than 6 months old                                                                                                                                                                                                                                                                                                                                                                                |      |
| Universal Credit (in the student's name)          | Your last 3 assessment periods, each clearly showing your entitlements and deductions including take-home pay. These can be printed / saved as a PDF from your online account.<br><br>Please <b>also</b> provide documentation confirming independent status e.g. a tenancy agreement (in the student's name) or a letter from the landlord. If you have a child – child's birth certificate or child benefit notice. |      |
| DLA & ESA / PIP & ESA (all in the student's name) | Award letter no more than 6 months old                                                                                                                                                                                                                                                                                                                                                                                |      |

**Section 6: Discretionary Funding - Details of evidence required for household income:**

**Your application will be assessed on the total gross household income of all the adults that you live with. We do NOT include Child Benefit, Housing Benefit, Disability Living Allowance or Personal Independence Payments.**

You must provide **photocopied/scanned/screenshot** evidence to support your form otherwise your application will not be processed. As part of our assessment process, we may ask for further evidence to support your application. If your financial circumstances are not reflected in any of the categories listed below, please provide a covering letter explaining your financial situation.

| Type of Income                                                           | This is the evidence you MUST supply for each type of income that you receive                                                                                                                                                       | Estimated Gross Annual income |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Income Support<br>Jobseekers Allowance<br>Employment & Support Allowance | An award letter no more than 6 months old, <b>we cannot accept a bank statement.</b>                                                                                                                                                | £ .....                       |
| Universal Credit                                                         | Last 3 assessment periods (or less if you have only just moved over) each clearly showing the entitlements and deductions sections. These can be printed / saved as a PDF from your online account.                                 | £ .....                       |
| Gross Salary / Wages from paid employment for all parents/carers         | Last 3 months or 12 weekly pay slips from all working adults in the household. If you have changed jobs since April 2026, please also enclose your final payslip for the previous job.                                              | £ .....                       |
| Self Employed Earnings                                                   | Tax return or audited accounts for 2025/26                                                                                                                                                                                          | £ .....                       |
| Receiving a State or a Private Pension                                   | Annual Pension Statement                                                                                                                                                                                                            | £ .....                       |
| Child Maintenance                                                        | Maintenance Payments for any children within the household                                                                                                                                                                          | £ .....                       |
| Any other income/Interest on Savings                                     | Please give details:                                                                                                                                                                                                                | £ .....                       |
| Less any sibling discount                                                | We will deduct £1,000 from the household income for each child in the household in full-time education under the age of 19 excluding the student. (Confirmed either from your Universal Credit statement or a Child Benefit letter. | (£ .....                      |
| TOTAL INCOME                                                             |                                                                                                                                                                                                                                     | £ .....                       |

**Section 7: Please fully state the reason as to why you are requesting financial support. This is vital in supporting your application.**

**It is important to give us any additional information which you feel might be relevant to support your application. Please use a separate sheet if you need more space.**

## Section 8: Government funded Free Meals in Further Education – supporting evidence

You need to provide photocopied evidence dated no more than 6 months old otherwise we will not be able to process your application. **As part of our assessment process, we may ask for further evidence to support your application**

| Qualifying benefit                                         | Supporting evidence required                                                                                                                                                                        | Please tick |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Income Related Employment & Support Allowance (ESA)        | An award letter no more than 6 months old, <b>we cannot accept a bank statement.</b>                                                                                                                |             |
| Universal Credit                                           | Last 3 assessment periods (or less if you have only just moved over) each clearly showing the entitlements and deductions sections. These can be printed / saved as a PDF from your online account. |             |
| The <b>guaranteed element</b> of the State Pension Credit  | A 'Pension Credit M1000 Award Notice' clearly showing details of any Guarantee Pension Credit in payment                                                                                            |             |
| Support under Part VI of the immigration & Asylum Act 1999 | A letter from the Home Office stating that they are receiving support under Part VI of the Immigration and Asylum Act 1999;                                                                         |             |

## Section 9: Declaration and Signatures – both student & parent must sign & date this form

I understand that if I am in receipt of a Student Bursary Award:

- It is my responsibility to ensure that my attendance is above 95% and I successfully complete my course in full.
- I agree that all the information given on this application form is correct.
- That Cirencester College has the right to reclaim any funding if I am found to have misused the scheme or provided incorrect or fraudulent information, and that this may result in referral to relevant authorities and prosecution.
- That payments and awards may be stopped or suspended if I am subject to any part of the College's disciplinary process, if I do not complete the course I am enrolled on or if teaching staff feel that my attendance, behaviour and completion of work falls below the standards that they expect and have set.
- That any items purchased through Cirencester College remain the property of Cirencester College and I may be asked to return them at the end of my course.
- I must notify the College of any changes in my circumstances that may affect my funding.
- That this application only applies to one academic year and that I will need to reapply if I require financial assistance with study for further years.
- That the same levels of support may not be offered year on year as funding and government criteria change each year.
- That If I withdraw from my course, my bus pass will be cancelled.
- I have fully read and understood the College's Student Bursary Policy (see College website).

The information you provide on this application form will remain confidential. It will only be used for the purposes of supporting your education through the provision of funding via College's Student Bursary Schemes as outlined in the College's approved Student Bursary Policy. It may be shared internally within the College and externally with the Department of Education (DfE) and all agencies supporting your education. In signing this application form you give your consent to the use of your personal data in this way.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carers signature \_\_\_\_\_ Date \_\_\_\_\_