

Cirencester College Learner Bursary (CCLB)

Application Form 2022 -2023

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 received free meals at school and are now aged 16-18 on 31st August 2022, you may be entitled to free meals at College as well - if your parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (**provided you are not entitled to Working Tax Credit**) with gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7400 per annum

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 to a student studying a course lasting 30 weeks or more (pro-rata payments for less than 30 weeks). *Students aged 19 or over are NOT eligible for the Vulnerable Bursary.*

IMPORTANT NOTE: The full amount is not guaranteed, as in some cases, a young person might meet the eligibility criteria but not have an actual 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. no travel costs or course related costs). In these cases, there may be a possibility of no award or only a partial award.

- Be aged 16-18 on 31st August 2022
- Be in care or a care leaver
- Or 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
- Or be in receipt of Disability Living Allowance (DLA) AND either Employment & Support Allowance (ESA) or Universal Credit in their own name
- Or be in receipt of Personal Independence Payments (PIP) AND either Employment & Support Allowance (ESA) or Universal Credit in their own name

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 31st August 2022 and studying a course at Cirencester College funded by the Education and Skills Funding Agency (ESFA)
- Be aged 19 and continuing a course you began aged 16-18 (19+ continuers) or you have a current Education, Health & Care Plan (EHCP)
- Have lived in the UK for 3 years prior to the start of your course
- Be living in a household where the total household income is under £40,000 (this includes earned income, benefit payments 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 31st August 2022

Due to the current pressures on household income, the College is extending the income threshold for the travel bursary for the academic year 2022/23. This is likely to be just for this year but will be reviewed in April 2023. The grid below shows the different levels of funding being offered within certain total household income brackets:

| FUNDING LEVELS | Level 1 | Level 2 | Level 3 | Level 4 |
|--|---|-------------------------------|-------------------------------|-------------------------------|
| TOTAL HOUSEHOLD INCOME BEFORE TAX | up to £16,190 | £16,191-£25,595 | £25,596-£35,000 | £35,001-40,000 |
| Stagecoach Academic Year Megarider costing £695 (bought through the College) | You will only pay £100 | You will only pay £150 | You will only pay £330 | You will only pay £580 |
| Stagecoach Academic Year Megarider (bought direct from Stagecoach) | You can claim back up to £595 | You can claim back up to £545 | You can claim back up to £365 | You can claim back up to £115 |
| Weekly/daily bus tickets (reimbursed weekly by student journey cashier) | 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 (we cannot contribute towards fuel costs) | If you have not used your allocation towards a bus pass, the cost of a permit to park on site will be covered | | | |
| Trips course-related | Up to £250 | Up to £200 | Up to £150 | |
| Reprographics (incl printing) / Shop This amount will be loaded onto your student ID card | £40 | £30 | £25 | |
| | £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 send your completed application form with the relevant supporting evidence to: Student Journey Team, Cirencester College, Stroud Road, Cirencester, GL7 1XA.
- Alternatively you can email your application form and scanned supporting evidence to CCLB@cirencester.ac.uk
- 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, with the exception of a 3-week period between 15th July – 8th August. Any forms received during this period will be processed in date order from 9th August onwards.
- 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 contact the Student Journey Team on 01285 640994 or email CCLB@cirencester.ac.uk

Application for Financial Support 2022-2023

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

Sections 1-9 to be completed clearly in black ink by the applicant

| | | | | | | | | | |
|--------------------------------------|--|-----------------------------|--|------------------------|---------------------------|----------------------------------|--|---|------------|
| Section 1: Student's Details: | | | | | | | | | |
| Surname: | | | | | First Name: | | | | |
| Date of Birth: | | | | Age on 31/8/22: | | | | Student College ID number (6-digit number in your offer email): | |
| Address (including postcode): | | | | | | | | | |
| Home Tel No: | | | | | Student Mobile No: | | | | |
| Student Email: | | | | | Parent Email: | | | | |
| Nationality: | | Do you have an EHCP? | | Yes | No | Are you an asylum seeker? | | Yes | No |
| | | | | | | | | Do you have the right of abode & been resident in the UK for the last 3 years? | Yes |
| | | | | | | | | | No |

| | | | |
|---|--|--|--|
| Section 2: Who do you (the student) live with? | | | |
| Please tick the relevant box | <input type="checkbox"/> I live in a household with others | <input type="checkbox"/> I live independently | |
| Please state all members of your household and their relationship to you? 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. This will need to be confirmed either against your Child Tax Credit award or a Child Benefit letter. | | | |
| Name of each person (except the student) | Relationship to the student | Age (ONLY if under 19 and in full time education) | |
| | | | |
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|--|--|-----------------------------------|--|---|--------------------------|
| Section 3: Course subject details: | | | | | |
| Courses applied for/studying: | | | | | |
| Please tick what year of study it is: | | <input type="checkbox"/> New Yr.1 | <input type="checkbox"/> Returning as a Yr.1 | <input type="checkbox"/> Continuing into Yr.2 | <input type="checkbox"/> |

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 | | Stagecoach / other Service bus | |
|------|--|-----------------|--|---|--|--|--|--------------------------------|--|

If you plan to use a Stagecoach / other service bus, please tick which option you would prefer:

| | |
|---|--|
| Stagecoach Academic Year Megarider – I have already purchased or plan to purchase this pass direct from Stagecoach myself. (the discount 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) | |
| Stagecoach Academic Year Megarider – 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.) | |
| Stagecoach/other public bus – 4-weekly / weekly / daily tickets bought on the bus. (Students will need to keep used tickets for reimbursement on a weekly basis out of their approved allocation from the Student Journey Cashier) | |

Section 5: Vulnerable Bursary - this section ONLY APPLIES to students who are classed as being 'in care', 'care leaver' or who are living independently

Although you may meet the eligibility criteria below, you may not have an actual financial need in order to continue to participate in education. This might be because your financial needs are already met and/or you have little or no education-related costs (eg. no travel costs or course related costs). Please be aware that in these cases, there may be a possibility of no award or a partial award.

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

| Qualifying benefit | Supporting evidence required | Please tick |
|---|---|-------------|
| In care or Care Leaver | A letter 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 detailing your entitlements and deductions including take-home pay. These must be downloaded/printed from your online account AND documentation confirming independent status eg 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 | |

OFFICE USE ONLY - Assessment of educational / course-related costs for Vulnerable bursary

| | | | |
|---|--|----------------------|--|
| Travel | | Course related trips | |
| Clothing / uniform mandatory for the course | | Other | |
| Books / equipment for the course | | TOTAL | |

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, Carers Allowance, 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 then please provide a covering letter explaining your financial situation.

| Type of Income | Gross Annual income for 2022/23 | This is the evidence required for each type of income that you receive |
|--|---------------------------------|--|
| Income Support / Jobseekers Allowance / Employment & Support Allowance | £ | An award letter no more than 6 months old, we cannot accept a bank statement. |
| Working & Child Tax Credit | £ | ALL the pages of your <u>2022/23</u> Tax Credit Award (TC602) or your Tax Credit Annual review for 2021/22 (TC603R). If you have not received either of these, then send ALL pages of your 2021/22 Tax Credit award (TC602). We will still need the 2022/23 award by the end of the first term to ensure you are on the correct level of support. |
| Universal Credit | £ | Your last 3 assessment periods each detailing your entitlements and deductions including take-home pay. These must be printed / saved as a PDF from your online account. |
| Salary / Wages from paid employment for all jobs | £ | A copy of your P60 for 2021/22 AND your last 3 months or 8 weekly pay slips. If you changed jobs during 2021/22 please enclose your P45 or the final payslip for that job. |
| Self Employed Earnings | £ | Audited accounts for the most recent tax year OR your latest Tax Return |
| In receipt of a State or Private Pension | £ | Annual Pension Statement |
| Any other income you think we should consider (please give details) | £ | EG: Child maintenance payments / income on savings |
| 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. This will need to be confirmed either against your Child Tax Credit award or a Child Benefit letter. |
| TOTAL | £ | |

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 Support / Job Seekers Allowance (JSA) / Employment & Support Allowance (ESA) | Evidence required as per section 6. | |
| Child Tax Credit (<i>provided you are not entitled to Working Tax Credit</i>) with a gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs | Evidence required as per section 6. | |
| Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum | Evidence required as per section 6. If self-employed you will be asked to complete self-employment declaration form | |
| The guaranteed element of the State Pension Credit | An award letter no more than 6 months old | |
| Support under Part VI of the immigration & Asylum Act 1999 | Confirmation from the local authority | |

Section 9: Declaration and Signatures

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

- 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.
- I understand that the College has the right to reclaim any funding if I am found to have misused the scheme, provided incorrect or fraudulent information or do not complete the course I am enrolled on.
- I understand that payments and awards may be stopped or suspended if I am subject to any part of the College's disciplinary process or teaching staff feel that my attendance, behaviour and completion of work falls below the standards that they expect and have set.
- I understand 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 will notify the College of any changes in my circumstances that may affect my funding.
- I understand 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.
- I understand that the same levels of support cannot be guaranteed year on year as funding and government criteria change each year.
- If I withdraw from my course, I will return the bus pass to the Student Journey Team.
- I have fully read and understood the College's Student Bursary Policy (see College website).

The information you provide on this application form will 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 will be shared internally within the College and externally with the Education and Skills Funding Agency (ESFA) 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

Please ensure the student signs this declaration

Parent/Carer signature Date

If student is under 19 parent/carers signature is also needed