



Student Discretionary Bursary Awards

Chadsgrove Educational Trust Specialist College has a small annual allocation of discretionary bursary money that can be used to support any student experiencing financial hardship. Our aim is to support learners who might otherwise be financially disadvantaged from accessing their learning at CET. Discretionary bursary awards can help students with the cost of travel to college, to buy essential learning materials the student would otherwise need to pay for to participate, equipment or specialist clothing (such as protective overalls, aprons). There are specific criteria set by the Department for Education that need to be met in order to be eligible for a bursary award. Please consider the information below carefully before deciding whether to apply.

Eligibility criteria

Students must meet the age, residency and financial criteria which follow to be eligible for help from the discretionary bursary fund.

- Age** A student must be aged under 24 on 31 August 2021 and have an Education, Health and Care Plan (EHCP) to be eligible for help from the discretionary bursary fund in the 2021 to 2022 academic year.
- Residency** To be eligible for funding the student must have been resident in the UK for the 3 years preceding the beginning of their programme of study. For further information if you have any query about residency eligibility please see the **Funding Guidance for Young People 2021-2022** (available online) or contact the college.
- Financial** Institutions must base all decisions about which students receive a discretionary bursary on actual financial need. We will ask for the 3 most recent monthly Universal Credit award statements in order to support making an assessment of individual need.

Submission of Bursary Applications

Wherever possible applications for a discretionary bursary should be submitted on the attached form by 30th November 2021. However, where a student's circumstances and needs change during the academic year, later applications will be accepted, subject to funds being available.

The application process is confidential, and decisions to make awards will be communicated to the student along with how any awarded bursary will be paid.

Students and/or their representative must sign the application form, including the declaration that the evidence they have provided is correct and complete to the best of their knowledge and belief. Students and their representatives should be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

Paying bursary funding to eligible students

Discretionary bursaries will normally be paid in-kind, through issuing vouchers or making purchases on behalf of the student. In some circumstances CET may opt to pay the funding by BACS transfer to the student's own bank account. Bursary payments may be paid into another person's account where a student is unable to administer their own account.

Conditions for receiving bursary funding

Payments for a discretionary bursary are conditional on the student meeting standards of attendance and behaviour identified in the awarding letter, taking into consideration the impact on attendance that might be caused by illness or other exceptional circumstances.

Regular payments will normally be stopped where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have made a decision to withdraw from a study programme.

Bursary money will be reclaimed from students if it has not been spent for the reasons it was awarded to them.

If CET purchases books or equipment for a student, the student must return these at the end of their study programme so they can be used again by another student where appropriate.

Any student or representative who is unhappy with how their application for bursary funding has been handled should follow the College's complaints procedure.



Discretionary Bursary Fund Application Form

Please ensure you have read and understood the College's guidelines regarding bursary applications before completing this form.

Please return completed form to the college office along with any relevant evidence

Please complete all information in BLOCK capitals:

Student surname:		Student forename:	
Date of birth:	Age at 31/8/2021	Date of application:	
Home address:			
How long have you been resident in the UK?			
Student's representative details			
Name			
Relationship			
Contact telephone number			
Email address			
Purpose for which bursary is required:			
Amount of bursary requested		£	

How many dependents under the age of 16 are there in your household?			
What is your total annual household income? (Please complete the breakdown below)		£	
Salaried Income	£	Universal Credit	£
Tax Credit	£	Other Benefits / Pensions	£
Self Employed Earnings	£	Other income	£

Please supply evidence of your household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification, Payslips, Other Income Support, Benefits, Pensions or Self Employed Income Notification.

BACS details

Where the bursary is paid directly to the student, it paid by BACS transfer to their own account or to another nominated account where a student is unable to administer their own account. CET will verify the appropriateness of nominated accounts.

Name of account holder	
Name and address of bank / building society	
Sort code	
Account number	

I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary or discretionary award will be provided on the basis that certain conditions set by the college and understand that money may be claimed back if I/we knowingly gave information which is discovered to be false.			
Student Signature		Date	
Parent Carer Signature		Date	
Data Protection Declaration <i>The information recorded on this form will be processed solely for the purpose of establishing eligibility and administering bursary payments. It will be treated as confidential, but may be shared with government funding agencies for audit purposes. Your application will be retained for 6 years.</i>			

CET Office Use Only

Date received		Income check	
Residency check		Age & EHCP check	
Evidence copied			
Purpose agreed			
Date of Panel		Panel outcome	Awarded / Declined
Bursary amount		Student advised	
BACS set up		Payment schedule	