



# Chadsgrove Educational Trust Specialist College

Meadow Road, Catshill, Worcestershire B61 0JL  
Tel: 01527 871511 Ext 400 Office Mobile: 07513 438814  
Email: [info@chadsgrovespecialistcollege.org.uk](mailto:info@chadsgrovespecialistcollege.org.uk)  
Website: [www.chadsgrovespecialistcollege.org.uk](http://www.chadsgrovespecialistcollege.org.uk)

---

June 2025

Dear Parent Carer / Advocate,

## **Student Bursary Funding**

Chadsgrove Educational Trust (CET) Specialist College receives 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. It is important that the information below is carefully considered before any application is made.

## **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 2025 and have an Education, Health and Care Plan (EHCP) to be eligible for help from the Discretionary Bursary fund in the 2025 to 2026 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, or if you have any query about residency eligibility, please see the most current [Funding Guidance 2025 to 2026](#) (Section 3: Student Eligibility) 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 and ask for details of family income 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 appropriate application form – available from the College office. Student circumstances and needs can change at any point during the academic year. Should a student become eligible for the bursary funding, an application completed and deemed successful, awarded amounts will be subject to funds being available at the date of application.

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

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.

Any 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.

If you would like to find out more about the Discretionary Bursary or if you would like to request an application form, please contact the College office on Tel: 01527 871511 Ext 400.

Yours sincerely,

Hayley Jepson

**College Business Manager**