



## 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 31/8/2025	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?			
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.***

Discretionary Bursaries are awarded to students depending on eligibility, their actual financial needs and household income. Please refer to our Bursary Policy for more information.

## 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 College 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	
<b>Data Protection Declaration</b> <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 on 31/08/2025:		EHCP	Y/N
Household Income:	£	Below Threshold?	Y/N	Household Income Evidence:			
Student Income and Evidence seen:	Period Income Assessed:						
	<b>Income Type</b>	<b>£ (p/m or p/a)</b>		<b>Evidence Seen</b>			
	Salaried Income						
	Tax Credits						
	Self Employed Earnings						
	Universal Credit						
	Other Benefits /						
	Pensions						
Purpose agreed							
Date of Panel				Panel outcome	Awarded / Declined		
Bursary amount				Student advised			
BACS set up				Payment schedule			
Item(s) purchased				Receipts attached			
Impact / benefits awarded bursary has on Student:							