Application

Mervyn Cooke Award

Chelmsford College

2026/2027

Learner Personal Details

To be completed by student (if applicable)

Student Reference Number

I M P O R T A N T Please note all correspondence wll be sent to your College email address.

Have you applied for Discretionary Bursary through the College? ☐ YES ☐ NO

Surname: _____ First names: _____

Your College email address: _____ @student.chelmsford.ac.uk

Personal email address: _____

Address: _____

_____

_____

Postcode: _____ Date of Birth: _____

Home Telephone Number: _____ Mobile Telephone Number: _____

Study Programme Details: _____

Level: _____

Duration (please tick): ☐ Full Time ☐ Part Time ☐ Apprenticeship

Financial Need

What costs do you required support with (please tick):

- ☐ Equipment
- ☐ Travel
- ☐ Course costs
- ☐ Meal support
- ☐ Childcare
- ☐ Living costs
- ☐ Other study related needs

Please give a brief description of your circumstances and how the Mervyn Cooke Award can assist you to remain on your study programme:

Please attach your supporting evidence to support your application for financial assistance

Award Amounts (please tick):

- ☐ Standard Award - £500 - £1000
- ☐ Exception Circumstances Award - upto £1500 for students experiencing significant financial hardship or barriers to continuing your studies.

What do you need?

Description	Costs
	£
	£
	£
	£

Declaration

☐ I have read and understand the Mervyn Cooke Award Policy

☐ I agree that, to the best of my knowledge, the information I have given is correct

☐ I agree to provide the College with details of any changes in personal circumstances as they occur

☐ I understand the continuation of any award is conditional on achieving an attendance of 90% or above across my study programme and meeting College expectations of coursework and behaviour

☐ I understand that all funds are subject to availability of funds and if demand exceeds the College allocation, reduced awards may be given

☐ In processing this application. we will store data you have supplied both as part of this form and within our electronic systems and databases. It will be necessary for the College to contact you by either letter, email or telephone. You are asked to consent to this processing below. Should you refuse to consent, we will be unable to progress with your application further

☐ I confirm that I have read the notes on how my data will be stored and used and how I may be contacted and I give my consent for it to be processed in this way

I have attached supporting evidence ☐ YES ☐ NO

☐ I will provide additional supporting evidence if requested

☐ I agree to provide my bank details for payment(s) if bursary approved

Signed:_____ **Date:**_____

Forms to be returned as soon as possible with supporting evidence to:

Attention: Bursary Team - Room M004
Learner Safeguarding and Wellbeing Team
Chelmsford College
Moulsham Street
Chelmsford
Essex CM2 0JQ

Students will be notified in writing by email of the outcome of your application within 10 working days.

FOR STAFF USE ONLY

Date_____ Initials_____

Date of Panel:	Current Attendance_____% Progress Report received ☐ YES ☐ NO
☐ Approved ☐ Further Evidence required ☐ YES ☐ NO ☐ Declined	☐ Equipment ☐ Travel ☐ YES ☐ NO ☐ Course costs ☐ College Meals ☐ Childcare ☐ Living cost ☐ Other study related needs

Date and Staff Initials	Notes