

## Application for assistance from the HE Support Fund 2019-20

### Important

- **Applications open on 1<sup>st</sup> day of term in Sept 2019 and close on 30<sup>th</sup> May 2020.**
- You **MUST** have applied for all statutory funding available to you before applying to the HE Support Fund.
- Read the accompanying guidance notes **BEFORE** completing this form.
- Your application will not be considered if you do not answer all appropriate questions and attach copies of all relevant documents.
- A maximum of £200 would be awarded per learner per academic year.

**If you need help completing this form, please contact the Learner Services Finance Team.**

### Section 1: Personal Details

Student Number  Title

First Name  Surname

Address   
Postcode

Date of Birth  Home tel.

Age on 1/9/2019  Mobile

Email Address

### Section 2: Course Details

Course  Faculty/Department

Undergraduate  Postgraduate  Campus

Start date of course  Start date this year

Year of course 1  2  3  4  Other

Are you studying Full time  Part time  Distance learning

Is this a repeat year? Yes  No  Is this your final year? Yes  No

Is this a placement year? Yes  No  Is it Paid  Unpaid

### Section 3: Living Arrangements

Are you:

- A single person living with children?  In a Foyer Scheme or Care Leaver?
- A single person living alone?  Living with a partner and children?
- A single person living with parents?  A single person living in shared accommodation?
- Living with a partner but no children? If yes, how many share the household expenses?

### Section 3: Dependants

Do you have any children who are financially dependent on you?

Yes  please give details below      No

Name of Child	Date of Birth	Relationship to you	Living with you?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have any adults who are financially dependent on you? Yes  No

Full Name	Relationship to you	Living with you?	Details
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

(continue on a separate sheet if necessary and attach it to this form)

#### Section 4: Disability/Special Medical Needs

Do you have a disability or chronic medical condition (including a long-term health condition, mental health condition or specific learning difficulty such as dyslexia)?      Yes       No

Have you applied for Disabled Students' Allowances (DSAs)?      Yes       No

Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA or to help towards the cost of a diagnostic test (e.g. dyslexia)?      Yes       No

If yes, please give details

#### Section 5: Your Expenditure - all students must complete this section for their (and partner's) living costs

Rent / mortgage	<input type="text"/>
Council tax	<input type="text"/>
Composite Living Costs (CLCs) estimate per week @ £85 for a single student, £137 for a student and partner, £94/ week per 1 <sup>st</sup> dependent child under 19 in FT education, £73 per child for additional children thereafter.	<input type="text"/>
Childcare costs	<input type="text"/>
Travel costs (weekly travel costs to and from UCG, using lowest cost travel)	<input type="text"/>
Books / equipment / course costs	<input type="text"/>
Other costs (please specify)	<input type="text"/>
Debts (please specify each one)	<input type="text"/>
1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
<b>TOTAL EXPENDITURE</b>	£ <input type="text"/>

**Section 6: Your Income** - all students must complete this section

Please give the amounts of any income you and your partner receive in 2019-20. Please state the frequency the amount specified is paid (weekly/monthly/annually)

	<b>You</b>	Weekly / monthly/ yearly	<b>Your Partner</b>	Weekly / monthly/ yearly
<b>Student Funding</b>				
Tuition fee loan	<input type="text"/>		<input type="text"/>	
Maintenance Loan	<input type="text"/>		<input type="text"/>	
Prof & Career Development Loan	<input type="text"/>		<input type="text"/>	
<b>Tax Credits and Benefits</b>				
Child Benefit	<input type="text"/>		<input type="text"/>	
Child / Working Tax Credit	<input type="text"/>		<input type="text"/>	
Universal Credit/IS/JSA	<input type="text"/>		<input type="text"/>	
Housing Benefit	<input type="text"/>		<input type="text"/>	
Council Tax Benefit	<input type="text"/>		<input type="text"/>	
Other benefit (please specify)	<input type="text"/>		<input type="text"/>	
<b>Other Earned or Unearned Income</b>				
Net earnings from paid work	<input type="text"/>		<input type="text"/>	
Maintenance / child support	<input type="text"/>		<input type="text"/>	
Parental / partner contribution	<input type="text"/>		<input type="text"/>	
Other (please specify) (e.g. income from investments/savings/ISAs etc.)	<input type="text"/>		<input type="text"/>	
<b>TOTAL INCOME</b>	<input type="text"/>			£

**Section 7: Supporting Statement**

- State why you are in financial difficulty and why you believe your situation to be exceptional, and to merit additional support
- State the specific amount of support you need to ensure you can complete this year of your course. Please give the amount and how you have calculated it.
- Postgraduate students only – State what steps you have taken, before the start of your course, to ensure you can pay your tuition fees and general living costs.

continue on a separate sheet if necessary and attach it to this form)

### Section 8: Bank/Building Society details

Please complete the bank or building society details that you wish your payment to be made into. Payments will be made by Bank transfer only into an account in your name.

Name of Bank/Building Society	<input type="text"/>	Sort Code	<input type="text"/>
Branch title (eg.name of town)	<input type="text"/>	Account Number	<input type="text"/>

**Please note** – Any award will be paid directly into the account stated above. Where possible you should supply copies of your last three bank statements relating to the above account. These statements must show your name and bank details – mini statements are not acceptable. You may be also required to supply copies of your last three bank statements/show savings books for any other accounts you currently have. Please explain any debits or credits over £100 that appear on your statements.

### Section 9: Declarations

I certify that to the best of my knowledge, I fulfil the following criteria: **Please tick all appropriate**

- I declare that I am in receipt of the tuition fee and maintenance loan, or I am applying for a short term loan due to a delay in my loan payment.
- I declare that the information that I have given in this application is accurate and complete to the best of my knowledge.
- I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the Institute. I further undertake to repay any loans/grants obtained by me as a result.
- I understand that it is my responsibility to inform Learner Services if I withdraw from my course and that I may be required to repay some or all of any award made to the Institute.
- I understand that the information contained in this application may be shared with other departments in the Institute and that information of a personal or sensitive nature will be recorded and held securely.
- I agree to inform Learner Services if there are any changes to my circumstances or if I change my address or contact details.
- I have read and understand this declaration.

Student Name (CAPITALS)	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
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Please return your completed form with ALL supporting documentation to Learner Services **IN PERSON** or by recorded delivery post to HE – HE Support Fund Applications:

Learner Services  
Grimsby Institute of Further & Higher Education  
Nuns Corner  
Grimsby  
DN34 5BQ

Learner Services  
Scarborough TEC  
Filey Road, Scarborough  
N Yorkshire  
YO11 3AZ

Your application will be examined and processed according to the Institute criteria. Provided your application falls within the criteria and the required evidence is provided you will normally be informed of the result of your application within 20 working days.

## Student checklist of required documents

The HE Support Fund is funded by the government from taxpayers' money, so we require evidence that you meet all requirements before we can make an award. Your application will not be accepted without the following documents. Please provide legible **PHOTOCOPIES** of all documents as original cannot be returned to you. If you have difficulty providing any evidence please contact the Learner Services Team for advice. We will try to be as flexible as possible in the documents we accept, but in some instances there can be no flexibility.

### All Students

- Evidence of enrolment (*Photocopy* Student ID card)
- Evidence you meet the residency status criteria – please see guidance notes.
- Tenancy Agreement / mortgage statement
- The most recent 3 months bank/building society statements for **all** household accounts including your partner's account and any joint accounts. Mini statements not acceptable (you may provide downloads from online accounts providing they show the URL [web address])
- Evidence of all benefits received by you and your partner (if applicable) (ALL pages)
- Council Tax Bill.
- Proof of earned income for your partner (e.g. wage slips/P60) for the past 3 months
- Evidence of any 'Priority debts' – please see guidance notes.
- Proof of any loans/credit cards/store cards – e.g. loan schedule, most recent statement.
- Proof of any other income
- Up to date Tax Credit notification (ALL pages)

### Full Time undergraduate and PGCE students who receive statutory support

- Notification of your Student Loans/Grants/bursary

### Students not receiving statutory support

- Evidence of fees paid/payment plan
- Evidence of the income you will be living off whilst you are studying.

### Students with Children

- Children's birth certificates
- Child Tax Credit notification for 2019-20
- Evidence of maintenance/Child Support (e.g. CSA Letter)
- Evidence of Childcare costs (if applicable). Your childcare provider will need to provide full details, a leaflet of standard charges is not sufficient.

## Why do we collect personal information?

The TEC Partnership collects and processes personal data relating to its learners to effectively manage learning and to meet its statutory obligations as an FE College. The TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.

## What personal information does the organisation collect?

The TEC Partnership collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) and Article 9g (Public Interest) in order to meet its legal obligations with the Office for Students (OfS). All data collected and processed on behalf of OfS will be held for as long as we are legally required to do so, currently until at least 2027.

## How is this collected and stored?

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

## Who has access to data?

Information will be shared internally, with any TEC Partnership staff who need access to the data to provide services to learners.

## What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The college will only use “legitimate interests” as grounds for processing in a very few situations.

**Confidentiality**

Applications are seen only by the HE Support Fund Panel comprised of Learner Services staff. It may be necessary for additional supporting information to be sought from other Institute staff in order for the Committee to reach a decision.

The **TEC Partnership** is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; gender identity; transgender; sexual orientation; trade union activity; unrelated criminal convictions.

The **TEC Partnership** is committed to equality for all and widening participation for disabled students and ensuring that all students have access to a high quality learning experience.

To help us achieve this please make sure that you let us know what you need so we can make reasonable adjustments to help you succeed.

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<b>For office use only</b>			
Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	Signature	Date
Type of award	Details	Award amount	Payment schedule (weekly/monthly)
Standard Award			
Non Standard Award			
DSA Assessment Test			
Summer Assessment			
Other (i.e. Loan)			
<b>Total Amount Awarded</b>			
Date of input: <input style="width: 150px;" type="text"/>		Input by: <input style="width: 150px;" type="text"/>	
Comments/notes:			