

## **HE Support Fund (HESF)**

### **Guidance for applicants Academic Year 2021/22**

Please read these notes carefully before completing your application form.

#### **IMPORTANT NOTE**

All applications must be completed in full and full evidence provided before they can be considered. You are expected to read the guidance notes and complete the form as well as you can before trying to hand in your application. If you need help completing the form please contact a member of the Learner Services finance team for assistance.

Your application will be returned to you if you have not completed all relevant sections and signed the form or you have not included all the necessary photocopied documentation.

## What is HESF?

Each year the TEC Partnership is given money by the government to help undergraduate or postgraduate students who are studying on Higher Education courses at the Grimsby Institute or Scarborough TEC, who need extra financial support because their costs are higher than they have anticipated. The fund is designed to help alleviate unexpected financial hardship and other barriers to learning. Applications from students who may be considering leaving higher education due to the financial difficulties are particularly encouraged.

## What can I get help with?

There are 400 support grants of £250 available which can be awarded based on individual assessed needs. Funds are allocated on a first come first served basis and may run out. Please note funds cannot be used to assist payment of tuition fees. Any payment you may receive is usually non-repayable unless otherwise stated. In exceptional cases awards granted may be higher than £250.

The HESF can offer help with general costs associated with being a **full-time** student such as rent, travel, food, books and field trips, where the costs cannot be met from other sources. This excludes the payment of tuition fees. It can also provide assistance with meeting exceptional or unexpected costs, such as repairs to essential household equipment, emergency situations (including travel costs for family illness or bereavement) hardship due to burglary or fire, priority debts and expenditure not fully met through statutory grants.

**Summer Assessments** – help students who would struggle financially over the summer holiday. Priority is given to students who are unable to work because they have course work to complete, are lone parents or are unable to find employment due to a disability or ill health.

**Short Term loans** - If you have not received your student loan BACS payment from the start of term, you can apply for an interim loan from the HESF. You will be expected to repay this loan when your first student loan instalment arrives. You should make clear in the supporting statement on the application, if you are applying for a short term loan.

**Part time** students on courses are expected to fund their own living costs. Therefore the HESF will only offer support for costs such as books, materials and travel directly related to your course (excluding tuition fees). We will take the actual costs of travel to be the cheapest mode of transport available unless a supporting letter is included.

**Pre DSA (Disabled Students Allowance) tests and contributions to cost of DSA kit** – In some cases, students must pay for an assessment to prove they have a disability before they can apply for (and hopefully receive) a DSA. The main area where this usually happens is where a student must have an educational psychologist's report to show if they have dyslexia. In these cases student can apply to the HESF for payment of the relevant assessment. Payment will normally be made directly to the Assessment centre. Some learners may be given a DSA award that requires a £200 contribution that they can not afford.

For any DSA related support requests, the HE Disability Advisor will refer them for HESF financial support and complete a separate application.

- In order to apply, students do NOT have to have taken out the full government Student Loan.

## Eligibility

The HE Support Fund is for **home** students registered and studying on a Higher Education course at the Grimsby Institute or Scarborough TEC.

All students must:

- Be studying on a qualifying full time or part time undergraduate/postgraduate or PGCE course at the Grimsby Institute or Scarborough TEC<sup>1</sup>
- Have EU or 'Home' residency status<sup>2</sup>
- NOT be studying on a franchised course unless this is run by the Grimsby Institute.

Full time undergraduate and PGCE Students must:

- Have applied and taken out all government funding available to you and have received the first payment of your loan. Government funding includes the Social Work Bursary and any bursaries available to PGCE students.

Part time undergraduate and PGCE students must:

- Have applied and taken out all Government funding available to you OR
- Have a letter from your employer stating that your tuition fees will be paid OR
- Be able to show that you have made provision to pay your tuition fees

<sup>1</sup> For HESF purposes a Full time course is 120 credit points in an academic year or equivalent. Part time students must normally be studying a course equivalent to at least 60 credit points or 50% of a full time course. This means that the course should take no more than twice the time to complete as a full time course, for example, if a full time degree normally takes three years to complete, you will meet the criteria if you are studying the course in 6 years or less.

Disabled students, who due to the nature of their disability are unable to study 50% of a full time course, may apply for help if they are studying at least 25% of a full time course.

<sup>2</sup> A 'home' student is defined as a person who meets certain residency conditions (the same conditions apply to eligibility for student support, for example, the student loan). Usually this means you have an unrestricted right to enter and remain in the UK, and have been ordinarily resident in the UK for three years prior to the start of your course. None of this time must have been wholly or mainly for the purpose of receiving full time education. Overseas students cannot apply to the HE Support Fund.

### **Priorities for Assistance**

The fund is there to help any eligible student who has a particular financial need but we cannot meet every application we receive and we cannot always meet all of the costs that you might apply for. Priority may be given to the following groups of students when deciding how to allocate the funding:

- Students with children (especially lone parents)
- Students from low income families
- Mature students, especially those with existing financial commitments, including priority debts (defined as a debt 'where non-payment would give a creditor the right to deprive the debtor of her/his home, liberty, essential goods and services or place in the community' (Debt Advice Handbook, 5th edition, Child Poverty Action Group).
- Disabled students (especially those where the DSA is unable to meet particular costs)
- Students who have entered higher education from care
- Students from Foyers or who are homeless
- Students who are in the final year loan rate, who are in financial difficulty

### **When can I apply?**

Applications are considered from the first day of term in September 2021 until the fund closes on 31<sup>st</sup> May 2022 or until funds are exhausted. If there is sufficient funding available, summer assessments will be carried out between 1<sup>st</sup> - 30<sup>th</sup> June 2022 for returning students who will be told when to apply. Students should not wait until they have run out of money. If you think you might need to apply for help from the fund, make your application as soon as you know you might be in difficulty. We encourage students to apply early as the fund only has limited resources. You may still submit your application before or after the closing date if you are facing an unexpected financial crisis. Guidance is available from the bursary team to support you with making an application and for signposting you to other areas of guidance and support.

### **How to complete the application form**

It is important that supporting documentation is enclosed with your application form. Learner Services cannot return original documentation, so please provide legible photocopies. Applications that do not have supporting documents are incomplete, cannot be processed and will be returned to you.

Please ensure you complete all areas of the application form fully and ensure you read and sign the declaration. You are advised to submit a supporting statement, succinctly explaining the reason(s) for applying.

### **How will you assess my application?**

When assessing your application we look at your expected income and expenditure. You would be asked to provide:

- o A copy of your Student Finance Award
- o The most recent 3 month's bank statements for yourself and your partner's/spouse. If you have multiple accounts, you would be required to provide evidence of them all.
- o Evidence of any priority debts, loans or other outgoings
- o Evidence of your bank account for any BACS payments. This must be in your own name.
- o Evidence of any other income, e.g. wages, loans or benefits

If you are facing a financial 'emergency' or there are special circumstances attached to your application, we will look at this on an individual basis.

You will normally be informed of the result of your application, within 15 working days. Claims will be assessed from the date of receipt of application and required evidence. Every effort is made by TEC Partnership to look at each application on its own merits. TEC Partnership reserves the right to make awards to third parties on the applicant's behalf, e.g. landlord or utility company.

### **Unsuccessful Applicants**

Funding is limited and awards will not be guaranteed and are always be subject to funding availability. We cannot guarantee funding to any learner and each application is assessed on an individual basis. If your application is unsuccessful you will be notified via email. Details of the appeals procedure are detailed below

### **Attendance**

You are required to have satisfactory programme attendance and payments may be withheld if you are not engaging in learning.

### **Payments**

Payment of awards will normally be made by cheque or BACS. BACS is an electronic way of transferring money directly from the institute to your bank. In order that we can make a payment we will need your up to date bank account details so if your account changes you must notify us as soon as possible. Payments will typically take between 2 and 5 days to clear.

Pre DSA assessment payments are normally made directly to the agency providing the assessment.

If you are over your overdraft and a BACS payment could be "eaten" by the overdraft, please talk to a member of the Learner Services Finance team. We are able to make payments to third parties such as landlords or utility companies if deemed necessary.

### **Will HESF affect my benefits?**

Applicants are advised that payments from the HESF may have implications for their entitlement to Social Security benefits. Students who receive help from the HESF fund should advise their local Job Centre Plus/Housing Benefits office in case it has any impact on their benefit entitlement.

### **If you withdraw from your course**

If you withdraw from your course you will not receive further financial assistance.

### **Providing false information**

Where it is established that a student has provided false information on their application form or at any time during the process of claiming HESF, their application will be automatically cancelled and immediate action taken to ensure money is repaid/future payments stopped and the student disciplinary procedure will be followed.

## Appeals

All applicants have the right of an appeal. If you believe your application has not been assessed correctly, you do not receive an award, you are not happy with the level of support allocated, then you have the right to appeal. You should make your appeal via email to [bursary@grimsby.ac.uk](mailto:bursary@grimsby.ac.uk) within 10 working days of being notified of our decision, stating clearly the reasons for appeal and giving any additional details you think should be taken into consideration. Notification of the outcome of the appeal will be within 10 working days. The decision of the appeals panel will be final. If you are unhappy with the appeal decision you can make use of the formal complaints procedure – contact Learner Services or Reception for more information.

The Institute is aware that many students struggle to manage on the level of state support provided, however, the fact that you have debts is not on its own sufficient to attract a grant from the HESF. What will be considered is how and when your debts were accumulated, plus what you are doing to support yourself with part time work and where appropriate negotiating with your creditors. We can also refer you to the Careers Guidance Team if you would like support with job applications and other agencies if required in relation to support with creditors.

**Wherever possible we will support all applicants as much as possible and we welcome all applications from any learners who think they may be eligible for an award.**

## Privacy Notice – How we use your personal information

### 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 and HE provider. The TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations.

*The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, East Riding College, 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) 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 2028.

### 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 staff who need access to the data to provide services to learners. Where the TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation. For full information regarding the TEC Partnership's GDPR policies please visit <https://tecpartnership.com/policies/>

### 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. Further information can be found at <https://tecpartnership.com/policies/>

Completed application forms should be submitted with ALL supporting documentation to Learner Services **IN PERSON** or **by recorded delivery post** to HE - HESF Applications at your appropriate campus:

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

Learner Services  
Scarborough TEC  
Filey Road  
Scarborough  
YO11 3AZ