

Application for support from the HE Support Fund Academic Year 2022/2023

Important

- Your application will not be considered if you do not answer all appropriate questions and attach copies of all relevant documents.

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

Section 1: Personal Details

Student Number	<input type="text"/>	Title	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
First Name	<input type="text"/>	Surname (Family Name)	<input type="text"/>		
Mobile	<input type="text"/>	Phone	<input type="text"/>		
Email Address	<input type="text"/>				

Section 2: 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 also be 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.

If you change your bank account details we need to be informed one month before your next payment is due.

Section 3: Student checklist of required documents

To support your application please 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
- 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

Section 4: Supporting Statement

State why you need financial 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.

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

Section 5: 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 2029.

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/>

DECLARATION

- 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 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 (caps) Signature Date

Please return your completed form with ALL supporting documentation to Learner Services via email to bursary@grimsby.ac.uk or in person at:

Learner Services,
Grimsby Institute
Nuns Corner, Grimsby
N E Lincolnshire
DN34 5BQ
Tel: 0800 315 002
www.grimsby.ac.uk

Learner Services
Scarborough TEC
Filey Road
Scarborough, North Yorks
YO11 3AZ
Tel: 01723 372105
www.scarboroughtec.ac.uk

Your application will be examined and processed according to our assessment 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 10 working days.

For office use only

Approved	Rejected	Assessed by:	Signature:	Date
Type of award	Details	Award amount	Payment schedule (weekly/monthly)	
HESF				
Date of input:	Input by:			
Comments/notes:				