



For office use only	
Date received	
Home status checked <input type="checkbox"/>	Enrolled <input type="checkbox"/>
Course validation <input type="checkbox"/>	Level <input type="checkbox"/> Flagged <input type="checkbox"/>
Student No.	

Financial Support Application

16-18 Bursary <input type="checkbox"/>	19+ Learner Support Fund <input type="checkbox"/>	16-18 Residential Bursary Fund <input type="checkbox"/>
16-18 Transport <input type="checkbox"/>	Advanced Learner Loan Bursary <input type="checkbox"/>	HE Travel Bursary <input type="checkbox"/>
Free Meals <input type="checkbox"/>	Loan Approved on Portal <input type="checkbox"/> ←	

Please read the enclosed eligibility & guidance notes before completion.

Part A - Personal Information

Surname: First name:

Date of birth: Age: Nationality:

Email Address:

Have you been resident in the UK/EEA for the last 3 years? Yes No

Are you an Asylum Seeker? Yes No

Home Address:

Postcode:

Telephone: Mobile:

Please indicate who you live with: Partner Parents Relatives Other On own

Do you have any dependant children? Yes No How many children Ages

If 19+ do you have an Education Health Plan? (if yes please attach) Yes No

Part B - Course Information	Office Use Only			
	Start	End	Total GLH	Total wks
Course Title(s)				

Intended campus of study (please tick accordingly)

Bede Campus City Campus Hartlepool Sixth Form College Washington Campus
 Ashington Kirkley Hall Berwick Other, please state

Days of Attendance: Monday Tuesday Wednesday Thursday Friday Previous Student No. (if applicable)

Part C - Other Information

Transport arrangements - to be completed by all students

Please indicate how you will travel to College:

Public Transport Private transport Other Please state:

If using Public Transport please indicate which transport operator you need to use to attend College:

Stagecoach Buses Go North East Buses Arriva Require combination Metro Other Please state:

Please indicate the weekly cost of travel

Living in Northumberland

Yes No

16-18 and Y12 or Y13 - Have you applied to Northumberland County Council for the 16-18 travel scheme? - See insert for eligibility criteria

Have you been successful?

(If you have been rejected for free travel with Northumberland County Council or you live outside of Northumberland, please apply directly to Northumberland College)

Yes No

16-18, 19+ SEN transport: Apply directly to Northumberland County Council

Only to be completed by students aged 16-18

Have you ever been in care/or are a care leaver? If yes please attach a letter from your Social Worker/Local Authority

Yes No

As a young person are you claiming Income Support or Universal Credit in your own right?

Yes No

As a young person are you claiming Employment and Support Allowance together with either Personal Independence Payment or DLA?

Yes No

Are you a young carer?

Yes No

Are you a young parent?

Yes No

Do you give permission for your award and payments to be discussed with parent(s)/guardian(s)?

Yes No

Childcare

Name and age of child 1

Name and age of child 2

Name of childcare provider

Address of childcare provider

Email address

UKPRN

Are you in receipt of government free hours for child care?

No 15 hours 30 hours

If yes, do you use these hours to fund childcare whilst you attend work?

Yes No

Part D - Student's Bank Information

Student must have their own account. Not essential if only applying for 16-18 transport 5+ miles (Sunderland applicants only)

Full name of Account Holder

Name of Bank

Branch

Sort code (6 digits)

Account Number (8 digits)

Please enclose evidence of bank account such as letter from bank/statement.

Part E - Income Details

If 16-18 to be filled in by parent(s)/guardian(s) if 19+ to be filled in by student, please indicate if claiming any of the following benefits (tick all which apply):

Child Benefit (evidence required for all 16-18's)

Child Tax Credit

Employment & Support Allowance (income related)

Working Tax Credit

Job Seekers Allowance (income based)

Income Support

Pension Credits (minimum guarantee credit)

Universal Credit

Do you work?

Yes No

Please outline Gross Annual Income:

Adult 1 £

Adult 2 £

You must attach proof of benefit or income such as a photocopy of a recent letter from benefit authority/bank statement/tax credit award notice 2018-2019/p60.

Part F - Signature

If aged 16-18 both the student and parent/guardian should sign this section.

I understand that payments are subject to me achieving agreed standards of behaviour, commitment and attendance each month. I confirm that I agree to the summary conditions which will be outlined fully in my award notification, and the Guidance for Students. I confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the College has the right to make an independent check of any evidence produced and such action as is deemed appropriate in the event of any information I have given proven to be incorrect or false.

Signature of student

Signature of parent/guardian if 16-18

Date

Date

Have you remembered to enclose:

Evidence of student's bank account

Evidence of child benefit from parent(s)/guardian(s) if 16-18

Evidence of relevant benefit or proof of household income

Please check that you have answered each section fully. Incomplete forms cannot be processed.

Once complete, including evidence, please send to your campus of study or hand in to reception at your main campus of study.

Sunderland College, Welfare Team, City Campus, Park Lane, Sunderland, SR1 3NX

Sunderland College, Welfare Team, Bede Campus, Durham Road, Sunderland, SR3 4AH

Hartlepool Sixth Form College, Brinkburn, Blakelock Road, Hartlepool, TS25 5PF

Northumberland College, Welfare Team, College Road, Ashington, Northumberland, NE63 9RG

Northumberland College, Welfare Team, Kirkley Hall Campus, Ponteland, Northumberland, NE20 0AQ



Evidence check:

Bank evidence - attached

Proof of Income & Child Benefit (only for 16-18) - attached

Initials of Means Tested Benefit Claimed (if applicable)

Total Household Income (if applicable)

Eligibility check (tick if eligible):

Travel > 1 mile

Travel > 5 mile

Kit

Bursary/grant

Free meals & Breakfast

Calculation for exceptional award/Placement Meal Costs

Award details (please circle which awards are applicable):

Assessed by:

Checked by:

Date processed:

Categories of Support

Amounts awarded

Travel costs:

Key card:

Vouchers:

Kit Costs Internal:

B&E:

Bursary:

Grant:

Other (outline):

Free meals & Childcare:

Cashless/Internal:

Voucher No's/Key Card Ref (if applicable):

OBP:

Total awarded:

Payment plan (this should not include any awards for key cards/vouchers/standard free meals/internal payments):

No. of Initial BACS Instalments

Monthly payment £ = Total £

Remaining Monthly BACS Instalments

Monthly payment £ = Total £

Re-assessment

Rationale for re-assessment

Calculation of Award

Payment Plan

Additional Details

Withdrawal Date

Further information

End of Academic Year - Total Paid £



16-18 Bursary and Free Meals

Young people studying on a full time programme will be eligible to receive financial support as follows:

Transport & essential kit costs	
<p>Sunderland College and Hartlepool Sixth Form Students Only Household income less than £25,000 If you live more than 1 mile from your campus of study you may receive travel support. Essential kit costs will also be paid for students eligible in this category.</p> <p>Household income between £25,000 and £40,000 If you live more than 5 miles from your campus of study you may receive travel support through the Student Transport Scheme.</p> <p>Northumberland College students only If you live in Northumberland and live between 1 and 3 miles from your campus of study: You may receive travel support through the Northumberland College Student Transport Scheme</p> <p>If you live in Northumberland and live more than 3 miles from your campus of study: If you are a year 12 or 13 student and live more than 3 miles from your campus of study, you can apply for travel support through the Northumberland County Council Post 16 Transport Scheme (eligibility criteria applies, please see Northumberland County Council Post 16 Transport Policy for details).</p> <p>If you have made a travel application through Northumberland County Council and have been rejected, or do not meet the eligibility criteria, you may receive travel support through the Northumberland College Student Transport Scheme.</p> <p>If you live outside of Northumberland: If you live more than 1 mile from your campus of study you may receive travel support through the Northumberland College Student Transport Scheme.</p> <p>Travel: Students will receive support via: - Coopers Tourmaster Bus Pass - Stagecoach x79 Bus Pass - Travel Sure Feeder Transport - Independent Travel</p>	<p>Travel Students will receive support via the cheapest route which may be:</p> <ul style="list-style-type: none"> • A Go North East Key Card (Sunderland College only) • A Stagecoach Uni Rider bus pass • A Network One travel pass • If a travel pass is not suitable you may be able to claim a monthly travel allowance to help you to with the costs associated with travel to college £0.23p mileage per mile
Guaranteed bursary	
<p>A bursary will be available to assist with your costs, in the following circumstances where the young person is:</p> <ul style="list-style-type: none"> • Living in Care or a Care Leaver • Claiming Income Support or Universal Credit in their own right • Claiming Employment and Support Allowance together with Personal Independence Payment or Disability Living Allowance in their own right 	
Free meals	
<p>Free meals will be issued to eligible students worth £2.41 per day for any student whose parent(s)/guardian(s) or themselves are in receipt of any of the following benefits:</p> <ul style="list-style-type: none"> • Income Support • Jobseekers Allowance (Income Based) • Employment and Support Allowance (Income Related) • Pension Credit (Minimum Guarantee) • Support under part VI of the Immigration & Asylum Act 1999 • Child Tax Credit only, provided they have an annual income, as assessed by the Inland Revenue that does not exceed £16,190. (Claimants in receipt of Working Tax Credit together with Child Tax Credit are not eligible for meal support) • Universal Credit with next earnings not exceeding the equivalent of £7,400 per year 	

Financial support for 19+

Support is available to adult students who are studying on a course of further education who are in receipt of a means tested benefit or with a household income of less than £16,190. If your course is funded through an Advanced Learner Loan then your application cannot be processed until your Tuition Fee Loan status is 'Approved'. Support for Asylum Seekers will be made in the form of vouchers and students should be attending their nearest education institute for their study. Support towards travel costs is available for those who live more than 1 mile from their campus of study. Students may also receive support towards any essential kit/books & equipment. Students aged 19-20 who are studying full time who are financially dependent on parents may also qualify for a grant.

Guidance Notes

Eligibility

You must be classed as a home student i.e. a permanent UK/EEA resident in order to receive financial support.

16-18 bursary is available to students aged 16 or over and under 19 at 31st August 2020. In addition students aged 19 or over at 31st August 2020 who are in receipt of an Education Health Care Plan or who are continuing on a study programme they began aged 16-18 are also eligible through this scheme.

19+ financial support is available to further education students aged 19 or over on 31st August 2020, who are not normally supported by another agency. If you are in receipt of a state benefit then please be aware that awards may be limited so they do not impact on your eligibility to benefit. If your course is funded through an Advanced Learner Loan then your application cannot be processed until your Tuition Fee Loan status is 'Approved' on the online portal.

Applicants must be below the relevant income threshold.

In cases of severe financial hardship or a significant change of circumstances then please contact the Welfare Team staff at your campus.

Change of details

Please inform the Welfare Team of any change of details such as name/address/bank account or withdrawal from the course. This will ensure payments are not delayed unnecessarily.

Evidence in support of application

Application forms must be fully completed and include all required evidence:

- Evidence of students own bank account
- Evidence of Child Benefit from Parent(s)/Guardian(s) for those aged 16-18
- Evidence of relevant benefit or proof of household income

Evidence of relevant benefits should be no more than 3 months old with the exception of Universal Tax Credit/Child Tax Credit/Working Tax Credit where a full copy of the Award Notice for 2020-2021 needs to be provided. Evidence should be supplied as photocopies as original documentation cannot be returned.

If you are applying for the vulnerable bursary then you need to provide documentary evidence of your circumstances such as a letter from your Social Worker or proof of your entitlement to a relevant benefit.

Administration of the fund

Applicants will receive written/emailed correspondence confirming the outcome of their application together with either a payment schedule or terms and conditions of the Key Card scheme.

Payments will normally be made by monthly BACS into the student's own bank account.

Incomplete applications cannot be processed and will be followed up with the applicant. Late applicants may receive reduced awards subject to funds available. All awards made will be subject to confirmation of enrolment.

If a student is dissatisfied with the outcome of their application, they have the option to appeal which will be outlined in their notification letter.

Attendance requirements

All monthly payments will be subject to the student achieving a minimum of 90% attendance, together with satisfactory progress and conduct at College. Payments will be withheld if the student's attendance falls below 90%.

Guidance on completing the application

If you require any assistance in completing the application then please contact:

0191 511 6000 for **Sunderland College**

0142 929 4444 for **Hartlepool Sixth Form College**

01670 841 200 for **Northumberland College**

or **call in to reception at any college campus**

Privacy Notice – How we use your personal information

Why do we collect personal information?

Education Partnership North East collects and processes personal data relating to its students 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 General Data Protection Regulation (GDPR) obligations. Education Partnership North East (EPNE) consists of: - Sunderland College, Hartlepool Sixth Form and Northumberland College.

What personal information does the organisation collect and how long will it be kept for?

EPNE collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA). All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so.

- Financial records are held for seven years.
- If your application is unsuccessful, the reasons for not being awarded will be added to your electronic learner record and the application form securely deleted.

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 EPNE staff who need access to the data to provide services to students.

Where EPNE 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.

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://www.educationpartnershipne.ac.uk/governance/information-governance/>