

Further Education Award Application & Assessment Form for Full Time Courses

2011/12 Academic Year

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>					
First Names	<input type="text"/>								
Surname	<input type="text"/>								
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
You must enclose your original Birth Certificate/Passport									
National Insurance No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

State Permanent Home Address

<input type="text"/>
<input type="text"/>
Post Code <input type="text"/>

Have you any Dependents? YES NO

If YES, will you use prescribed childcare? YES NO

Definition of prescribed childcare is contained in Appendix 2 of the booklet A Guide to Financial Support for Further Education Students in 2011/12

The closing date for receipt of applications for courses commencing during the 2011/12 academic year will be

31 August 2011

The funding Student Finance NI receives for Further Education Awards is limited and it is not always possible to offer funding to every applicant who submits an application within the published closing date. **However, eligible students who submit an application by 30 June 2011 will be guaranteed funding for the 2011/12 academic year.**

You must answer all questions. If a section does not relate to you write NONE or N/A.



**Only fully completed applications will be accepted.
Incomplete forms will be returned to you and will not be processed.**

FOR OFFICIAL USE ONLY

Assessed

Data Protection Act 1998



This statement sets out who will use the information provided on the Further Education Award Application Form, or otherwise, in connection with the application for further education awards and what they will use it for.

The information which you, your husband, wife, partner or relatives give on this form (“your personal information”) will be used to process your further education award application. The Department for Employment and Learning has made arrangements for certain functions relating to student finance applications to be exercised by Education and Library Boards (ELBs).

The ELB will need the information provided in connection with your application to determine whether you are eligible for student finance and to assess the maximum amount of financial support you are entitled to. Your ELB is the data controller for that information. Your ELB will need to keep personal information about you, your partner and your relatives so that it can audit its assessment of financial support. If you would like to see your information please contact your ELB.

Your university or college will receive information from the ELB so that ELB can pay to it any tuition fee grant you are entitled to, and so that it can confirm the details of your course of study. Your university or college may ask for information that is derived from your application (for example, whether you are deemed eligible for a further education award). If you would like to see this information please contact your university or college.

The Department for Employment and Learning (DEL) will have access to some information and may use the information you have provided on this form to monitor the performance of the finance support system and to develop future policy. Any published output from this statistical work will be anonymous and will not identify individuals.

The Social Security Agency.

Information will be shared with the Social Security Agency to confirm benefit entitlement of you, your partner and your relatives.

By law, your ELB and your university or college must protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. They may also share the information, for the same purposes, with other organisations which handle public funds.

Personal details

a. Marital Status

Single Married Living with Partner Separated Divorced Widowed

If you are separated or divorced you must include evidence.

b. Home telephone number

Mobile number

Email address

c. Did you live outside the UK and islands at any time between 1 September 2008 and 31 August 2011? YES NO

d. If you answered **YES** at (c) state addresses and dates.

Address	Dates You Were There

e. Your bank details

Account details

Give the details of the bank account into which you want to receive your payments. **This account must be in your own name.** Please note that missing or incorrect bank details will result in your GRANT payments being delayed.

Post Office Accounts are not acceptable.

Sort Code - -

Account number

Course details

- a. Give the name and address of the University or College you will be attending in 2011/12

	Post Code	

- b. Which campus of the college will you be attending in 2011/12

--

- c. Give the full name of the course

--

- d. Give the QCF code for the course

<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>
----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------	---	----------------------

- e. What length is the course? Please tick the relevant box.

1 Year	<input type="checkbox"/>	2 Years	<input type="checkbox"/>
--------	--------------------------	---------	--------------------------

- f. Which year of the course will you enter in September 2011? Please tick the relevant box.

Year 1	<input type="checkbox"/>	Year 2	<input type="checkbox"/>
--------	--------------------------	--------	--------------------------

Previous study

a. Please tick which of these boxes best describes your qualifications to date – you may need to tick more than one box.

	What year were you on the course	Did you complete the course and obtain a qualification YES / NO	If you attempted the course but did not finish state number of years/ months spent on course
<input type="checkbox"/> No formal qualifications	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> GCSE/A Levels	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> GNVQ/AVCE	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> First Diploma	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> BTEC National Diploma	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> NVQ Level 1	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> NVQ Level 2	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> NVQ Level 3	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> NVQ Level 4	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> HNC	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> HND	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> Degree	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> Foundation Degree	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> PGCE	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>
<input type="checkbox"/> Other	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 200px; height: 25px;" type="text"/>

Additional Information

Use this box if you wish to give any additional information about your previous study.

Student's income

a. Have you applied for any other grants for the course you will be studying during the 2011/12 year? YES NO

b. If you answered YES to question (a) above you must give details:

As a student can only receive one form of Government support, students who are in receipt of any other Government Award (eg EMA, New Deal, Training for Success, Modern Apprenticeship, Steps to Employment) are not eligible to apply for a Further Education Award.

c. Will you have any income during the school year 1 September 2011 to 31 August 2012? YES NO

(DO NOT give details of part time jobs or weekend work).

d. If you answered YES to question (c) above you need to give details of the source of this income and how much you expect to receive during the period 1 September 2011 to 31 August 2012.

Source of Income	Amount

What category of student am I?

a. Students fall in to one of the following categories:

- (a) Dependent
- (b) Independent

Answer the following to determine which category you fall in to.

Are you 25 or over?	Yes/No
Were you married before 1 September 2011? <i>If yes, please enclose your original marriage certificate</i>	Yes/No
Do you have care of a child? <i>If yes, enclose child's original long form birth certificate</i>	Yes/No
Have you supported yourself for 3 years either by working or claiming benefits? <i>If yes, enclose proof to cover a 3 year period, e.g. letter from employer, P60, Benefit office</i>	Yes/No
Are both your parents deceased?	Yes/No
Are you estranged from your parents? <i>If yes, you will need to send evidence of estrangement - see Page 8 of booklet 'A Guide to Financial Support for Further Education Students 2011/12'.</i>	Yes/No

If you answered NO to all of these questions you are a **DEPENDENT** student and you need to complete page 8, 9 and 12 of the form.

If you answered YES to any of these questions you are an **INDEPENDENT** student and need to complete page 10, 11 and 12 of the form.

Your household - dependent student

Complete the relevant box which best reflects/applies to your situation.

Are your parents (Please tick)

- | | | | | | |
|---------|--------------------------|-----------------------------------|--------------------------|-----------|--------------------------|
| Married | <input type="checkbox"/> | Widowed and remarried | <input type="checkbox"/> | Divorced | <input type="checkbox"/> |
| Single | <input type="checkbox"/> | Divorced and remarried | <input type="checkbox"/> | Separated | <input type="checkbox"/> |
| Widowed | <input type="checkbox"/> | Living with partner/civil partner | <input type="checkbox"/> | | |

If your parents are divorced or separated, which parent do you normally live with?

Father Mother (please tick)

If parents are divorced or separated, only the parent with whom the student ordinarily resides should complete this section. You must submit evidence of the divorce/separation.

Name of father/step-father/mother's co-habitee

Address

 Postcode

Occupation

Employed Self-employed Unemployed Retired

(Please tick the box(es) which apply)

Name of mother/step-mother/father's co-habitee

Address

 Postcode

Occupation

Employed Self-employed Unemployed Retired

(Please tick the box(es) which apply)

Go to Page 9

Household income - dependent student

This section is about your parent(s)/step-parent/parent(s) partner or civil partner and their income for the period **6 April 2009 until 5 April 2010**.

Where no income was received write NONE or N/A. DO NOT LEAVE ANY BOX BLANK

	Father	Mother
State total gross income from salary, wages, commission, bonus and overtime, before deductions. <i>Enclose original P60's for 2009/10 tax year</i>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
SELF EMPLOYED - Total income from trade, business or profession. <i>Enclose Tax Calculation for 2009/10 year</i>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>

Pensions – Please state type of pension, e.g. Retirement, Widows, Work Pension, etc.
If you have received a P60 for your pension enclose the original. If you do not have a P60 you can download a pension certificate from www.welbni.org which should be completed by the relevant authority.

State name of Pension

<input style="width: 95%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
<input style="width: 95%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>

Interest on Bank/Building Society Investments (Gross). <i>Enclose evidence, eg letter from bank/building society</i>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
---	--	--

Other Unearned Income (Gross). <i>Enclose evidence</i>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
---	--	--

SOCIAL BENEFITS

Please state type of Social Benefit, eg Income Support, Jobseekers Allowance, Disability Living Allowance, Carers Allowance, ESA. *You can download a benefit certificate (S2) from www.welbni.org which should be completed by the Benefits Office.*

State name of Benefit

<input style="width: 95%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
<input style="width: 95%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
<input style="width: 95%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>

OTHER CHILDREN IN THE HOUSE

Give details of children who are dependent on you during academic year 2011/12
(Do not include applicant)

NAME	Date of Birth	School or College they will attend during 2011/12 school year
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Go to page 12

Your household - independent student

Name and address of student's spouse/partner/civil partner.

Name of student's spouse/partner/ civil partner	<input style="width: 95%;" type="text"/>
Relationship to applicant	<input style="width: 95%;" type="text"/>
Address	<input style="width: 95%;" type="text"/>
<input style="width: 45%;" type="text"/>	Postcode <input style="width: 45%;" type="text"/>
Occupation	<input style="width: 95%;" type="text"/>
Employed <input type="checkbox"/>	Self-employed <input type="checkbox"/>
Unemployed <input type="checkbox"/>	Retired <input type="checkbox"/>
<i>(Please tick the box(es) which apply)</i>	

CHILDREN IN THE HOUSEHOLD

Give details of children who are dependent on you during academic year 2011/12
(Do not include applicant)

NAME	Date of Birth	School or College they will attend during 2011/12 school year
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Go to page 11

Household income - independent student

This section is about your spouse/partner/civil partner and their income for the period
6 April 2009 until 5 April 2010.
Where no income was received write NONE or N/A. DO NOT LEAVE ANY BOX BLANK

State total gross income from salary, wages, commission, bonus and overtime, before deductions. *Enclose original P60 for 2009/10 year* £

SELF-EMPLOYED - Total income from trade, business/rental income or profession. *Enclose Tax Calculation for 2009/10 year* £

Pensions – Please state type of pension, e.g. Retirement, Widows, Work Pension, etc. *If you have received a P60 for your pension enclose the original. If you do not have a P60 you can download a pension certificate from www.welbni.org which should be completed by the relevant authority.*

State name of Pension

	£
	£

Interest on bank/building society investments (Gross) *Enclose evidence, e.g. letter from bank/building society* £

Other Unearned Income (Gross) *Enclose evidence* £

SOCIAL BENEFITS

Please state type of Social Benefit, e.g. Income Support / Jobseekers Allowance, Disability Living Allowance, Carers Allowance, ESA. *You can download a benefit certificate (S2) from www.welbni.org which should be completed by the Benefits Office.*

State name of Benefit

	£
	£
	£

Go to page 12

Declaration and undertaking for all students

In the event that the Board offers an award under the Further Education Award Arrangements:

1. I undertake to attend and to complete the course. Attendance below 80% will mean my award will be reduced.
2. I undertake to inform the Board immediately of any change in financial or other circumstances affecting the amount of grant payable to me.
3. I undertake to refund any overpayment which may have occurred if, for any reason whatever, the Board is required to reduce the amount of my award.
4. I certify that the details on this form are correct and that no information relevant to the application has been withheld.

Signature of Applicant Date

Declaration for parents and partners

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not I understand I might be prosecuted and financial support withdrawn from the student.
- I agree to supply any further information in relation to the students application for financial support that StudentFinanceNI may ask for and agree to tell them immediately if my circumstances change in any way that might affect this application for financial support.

Signature of student's parent/step-parent/parent's partner or civil partner/guardian/
student's spouse, partner or civil partner

..... Date

CHECKLIST

1. Have you enclosed your birth certificate/passport?
2. Have you enclosed marriage certificate or proof of separation (if applicable)?
3. Have you completed all sections of the form? **DO NOT** leave any section/box blank.
4. Have you given your bank details?
5. Have you enclosed verification of income, P60s, etc?
6. Have you and your parent/partner (if applicable) signed the form?

The information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

Please return completed form to: Student Finance NI, Further Education Awards Section, 1 Hospital Road, Omagh, Co Tyrone, BT9 0AW