

Further Education Award Application & Assessment Form for Part 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 2011/12.'

<p>The closing date for receipt of applications for courses commencing during the 2011/12 academic year will be</p> <p style="text-align: center;">30 September 2011</p> <p>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.</p>

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	<input type="text"/>
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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 University or College will you be attending in 2011/12

- c.** Give the full name of the course

- d.** Give the QCF code for the course

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

1 Year			2 Years	
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- f.** Which year of the course will you enter in September 2011? Please tick the relevant box.

Year 1			Year 2	
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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.

about your benefits

If you or your husband, wife or partner ARE receiving benefits give details below.

If you or your husband, wife or partner are receiving one or more of the following state benefits, complete the appropriate box.

	Student	Husband, wife or partner
	Weekly Amount	Weekly Amount
Income Support	£ <input style="width: 80%; border: 1px solid black;" type="text"/>	£ <input style="width: 80%; border: 1px solid black;" type="text"/>
Income-based Jobseeker's Allowance	£ <input style="width: 80%; border: 1px solid black;" type="text"/>	£ <input style="width: 80%; border: 1px solid black;" type="text"/>

You should complete Part A of the certificate opposite. We will send the certificate to your local Jobs and Benefits office for them to complete Part B.

Complete S6 and go to Section 6

WESTERN EDUCATION & LIBRARY BOARD

Confirmation of Benefits for Part Time Further Education Awards 2011/2012

PART A

This section must be completed by you, the student. If both you and your husband, wife or partner are receiving any of these benefits, you only need to get confirmation that one of you receives it.

Student Details

Forename(s):

Surname:

National Insurance Number:

Address:

Postcode:

College attended:

Details of Husband, Wife or Partner

Forename(s):

Surname:

National Insurance Number:

Address:

Postcode:

Benefit details: From the following list, please tick the benefits received.

Income-based Job Seeker's Allowance

Income-based Job Seeker's Allowance

Income Support

Income Support

Name of benefit office dealing with your claim

I authorise the completion of Part B of this certificate

Signed: _____

Student

Signed: _____

Husband, wife or partner of student

PART B

TO BE COMPLETED BY THE BENEFIT AGENCY AND RETURNED TO THE WESTERN EDUCATION AND LIBRARY BOARD

The student named in Part A of this form has applied for a student grant for part-time study. A full grant can be paid if, at the time of application for a grant, either a student or his or her husband, wife or partner he or she normally lives with is receiving either Income-based Jobseekers' Allowance or Income Support.

Please complete this section of the form to confirm that the student or his or her partner receives one of these benefits. If both the student or his or her partner receive benefits, or if either receives one or more of the benefits, you only need confirm that **one** of them is receiving **one** of these benefits.

Tick **one** of these boxes, as appropriate, then sign, date and stamp the form and return it to Western Education and Library Board, Further Education Awards, 1 Hospital Road, Omagh, Co Tyrone, BT79 0AW.

I certify that to the best of my knowledge and belief that, as at the date below, the claimant named in Part A is being paid the following benefit.

Income-based Job Seekers' Allowance

Income Support

Official Stamp

Note for Jobs and Benefits Office:

This grant is for fees, books and stationery. It is NOT a grant for living expenses.

Signed: _____

Date: _____

Financial details

If you or your husband, wife or partner **ARE NOT** receiving benefits:
 You **MUST** give details of the total gross (before tax) income FROM ALL SOURCES for
 the **YEAR ENDED 5 APRIL, 2010**.
Where no income was received write NONE or N/A. DO NOT LEAVE ANY BOX BLANK

	Student	Husband, wife or partner
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: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>

SELF EMPLOYED - Total income from trade, business or profession. <i>Enclose Tax Calculation for 2009/10 year</i>	£ <input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>
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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%; height: 20px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>

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

Please state type of Social Benefit, eg 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%; height: 20px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" 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%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Declaration and undertaking for student

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.
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 spouse or partner *(if applicable)*

- 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 student's application for financial support that the Education and Library Board (ELB) 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 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 spouse/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 BT79 0AW