

Title Mr Mrs Miss Ms


First Names

Surname

Date of Birth

You must enclose your original Birth Certificate or Passport

National Insurance No.



Further Education Award Application & Assessment Form for Part Time Courses *2010/11 Academic Year*



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.

The closing date for receipt of applications for courses commencing during the 2010/2011 academic year will be as follows:

30 September 2010

If funding permits applications received after the above date will be considered in date order subject to available finance remaining.

NOTES:

- (a) This form must not be used for Degree, HND, PGCE, DipHE or HNC - contact your Education and Library Board to obtain form PTG1 for these courses.
- (b) This form should be completed in accordance with the notes of guidance on pages 2 and 3 and the booklet Further Education Awards 2010/11 – a guide to financial support for further education students.
- (c) This form must be accompanied by either an original birth certificate or passport and should be returned to Student Finance NI, Further Education Awards Section, 1 Hospital Road, Omagh, Co Tyrone, BT79 0AW. Contact details: Tel 028 8225 4546 or by email at feawards@welbni.org
- (d) All sections of the form must be completed (a stroke is not sufficient). If a section does not relate to you write NONE or N/A. Do not leave any section blank. **Your application will not be processed if you do not complete all sections of the form.**
- (e) Any person wilfully providing false information in support of this application may leave themselves open to criminal charges.

FOR OFFICIAL USE ONLY

Assessed	<input type="text"/>
Keyed	<input type="text"/>

NOTES OF GUIDANCE FOR COMPLETION OF FORM:

PAGE 1

The closing date for receipt of applications for part time courses commencing during the 2010/2011 academic year will be as follows:

30 September 2010

Applications received after the closing date will be considered in date order subject to available finance remaining.

Your birth certificate/passport must be returned with this application.

SECTION 1

Complete as requested.

SECTION 2 - ABOUT YOUR COURSE AND YOUR COLLEGE OR UNIVERSITY

Include the college/university you wish to attend; details of the course you are considering pursuing in 2010/11; Please include the code for your course. It will have either a NDAQ or PLAQ code - you should be able to obtain the code from the revised prospectus which will be available on the college website. The NDAQ or PLAQ code will NOT appear in the printed copy of the prospectus which you may already have. Also include the duration of the course and which year of the course you will be entering in 2010/11 (i.e. 1st, 2nd, etc). You must not enter Degree, HND, PGCE, DipHE or HNC courses on this form – contact the Education and Library in whose area you reside for Form PTG1.

SECTION 3 - PREVIOUS STUDY

Please note that you must answer all questions in this section, even if you did not complete a previous course. You must give details of how long you spent on the course.

SECTION 4 - If you do not wish to give details of income you can sign this section. This means you will be considered for appropriate fees but will not be eligible for any grant towards books and stationery.

SECTION 5 – ABOUT YOUR BENEFITS

If you, your husband, wife or partner are in receipt of benefits.

If you, or your husband, wife or partner are in receipt of Income Support or Job Seekers Allowance at the time of applying for this grant you should complete Section 5 giving details about your benefits. You will also need to complete the certificate S5 and send it to the Benefits Office paying your benefit. They will complete Part B of the certificate and return it to the Western Education and Library Board. DO NOT delay sending your application if you do not have this certificate completed by the Benefits Office as it can be added to your form later. If this Section relates to you, do not complete Section 6.

SECTION 6 – FINANCIAL QUESTIONS

If you, your husband, wife or partner are not in receipt of benefits.

If you, your husband, wife or partner are not in receipt of benefits and you wish to be considered for a grant towards books and stationery you must give details of both your own and your husband, wife or partner's income for the year ended 5 April, 2010.

Please remember to enter “none” in any section where you have no income from that source. Do not leave a blank space as this will result in the form being returned to you. A stroke/dash is not sufficient.

Your entitlement will be calculated on the gross (before tax) income of you, your husband, wife or partner (if applicable) **Gross income is defined as income before tax.**

- You should include all earned income for the year ended 5 April 2010 from salary, wages, statutory sick pay, commission, and overtime. You will find the required gross figure on your P60 form, which your employer gives you at the end of tax year. You should send us the P60 with your assessment form (a photocopy is acceptable provided all details can be clearly read).
- All taxable benefits should be entered. These include: Car/fuel benefits: Benefits in kind: Bonuses. Your 2010/2011 P11D will detail any taxable benefits you are receiving. If you have any taxable benefits you should send us the P11D form or a legible photocopy.
- If you are self-employed you should fill in your total income as worked out for purposes of income tax. If you have your Tax Calculation for 2009/2010 you should enclose a copy.
- Please enter all land and property income as calculated for income tax purposes. This includes the following: rents and profits from furnished lettings: income from property such as ground rents etc.
- Please list any pensions received, eg Retirement pension: Widow's pension: Pensions from previous employment – use a separate line for each pension.
- Please list gross interest received from bank/building society investments.
- Please list any other gross income as computed for income tax purposes. You should include dividends, annuities, trust income etc.
- Include all dependent children under school leaving age and all other dependent children in full-time attendance at School/College/University.

SECTION 7 – STUDENT'S BANK DETAILS

Students should open a bank account in their own name into which grant payments can be made. If you change your account at any time during the year please remember to notify Student Finance NI immediately.

Post Office accounts are not acceptable.

SECTION 8 – DECLARATION AND UNDERTAKING

Please make sure that you and the person completing Section 6 of the application sign this Declaration.

IMPORTANT

- (1) Further Education Award Arrangements (Northern Ireland) refers.
- (2) The Board reserves the right to act as it sees fit to verify the information given on this form.
- (3) If you claim the non income assessed support at Section 4 you do not need to complete Sections 5, 6 and 7.

This form, completed in accordance with the above notes and accompanied by documentary evidence of all income for the year ended 5th April 2010, **should be returned to the Student Finance NI, Further Education Awards Section, 1 Hospital Road, Omagh BT79 0AW.**

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.

student's personal details

a. Marital Status

Married Single Living with Partner Separated Divorced Widowed

Name of Student's Spouse/
Partner (if applicable)

Occupation

b. Date of Marriage

Maiden Name

c. Date of Separation/Divorce (if applicable)

d. State Permanent Home Address as at 30 June 2010

Post Code

Home Telephone Number

Mobile Number

Email address

e. In the three years prior to the start of the first academic year of your

course, did you live outside the UK and islands at any time? YES NO

f. If YES at (e), give details of your residence for the three years before the start of the first academic year of your course.

Full address

Why were you there?

From

To

From

To

about your course and your college or university

2 SECTION

- a. Give the name and address of the University or College you will be attending in 2010/11.

	Post Code	

- b. Which campus of the college will you be attending in 2010/11.

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- c. Give the name of the course you are studying or expect to be studying in 2010/11. Give the code for your course. **Your application will NOT be processed without either the NDAQ or PLAQ code. You should be able to obtain the code from the revised prospectus which is available on the college website. The NDAQ or PLAQ code will not appear in the printed copy of the prospectus which you may already have.**

Course Name		
NDAQ	OR	PLAQ
<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"/> <input type="text"/> <input type="text"/> <input type="text"/>

- d. What qualification will you gain on completion of your course?

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- e. Date you commenced/or will commence your course.

D	D	M	M	Y	E	A	R
---	---	---	---	---	---	---	---

- f. When will you complete the last year of your course?

D	D	M	M	Y	E	A	R
---	---	---	---	---	---	---	---

- g. What is the duration of the course?

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- h. Which year of the course are you studying in 2010/11 (ie, 1st, 2nd, 3rd)?

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- i. Will you be repeating any part of the course in 2010/11?

YES NO

If YES, please give details

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- j. Are you studying any other course in the 2010/11 year?

YES NO

If yes, please give name of course.

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previous study You must answer questions a,b and c

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

- | | |
|---|--|
| <input type="checkbox"/> GCSE | <input type="checkbox"/> NVQ Level 1 |
| <input type="checkbox"/> A Levels | <input type="checkbox"/> NVQ Level 2 |
| <input type="checkbox"/> GNVQ | <input type="checkbox"/> NVQ Level 3 |
| <input type="checkbox"/> AVCE | <input type="checkbox"/> NVQ Level 4 |
| <input type="checkbox"/> BTEC First Diploma | <input type="checkbox"/> No formal qualifications |
| <input type="checkbox"/> BTEC National Diploma | |
| <input type="checkbox"/> None of these –
please give details | <div style="border: 1px solid black; width: 500px; height: 20px;"></div> |

b. Have you ever attended a Higher Education Course YES NO
e.g. HNC, HND, Degree, Foundation Degree or PGCE course?

If you answered yes please tick the appropriate boxes below. You may need to tick more than one box. If you attempted any of the courses you **MUST** tick the relevant box and give details of the time spent on the course.

	Y/N	Course Completed	Course attempted State number of years/months spent on course
HNC	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
HND	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Degree	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Foundation Degree	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
PGCE	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Give name of course

c. Did you receive funding for any of the courses you have already undertaken?

YES NO

If you did receive funding give the name of the funding body.

4 SECTION

Declaration: Non Income Assessed Support



If you do not wish to give income details you can claim fee support by signing this section. This means you will be considered for appropriate fees but will not be eligible for any grant towards books and stationery.

I WISH TO CLAIM FEE SUPPORT ONLY

To be completed by the Student

SIGNED: _____ Student

If you complete this section you do not need to complete the remainder of the form.

Please forward form to Student Finance NI, Further Education Awards Section, 1 Hospital Road, Omagh, Co Tyrone, BT99 0AW.

5 SECTION

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 type="text"/>	£ <input type="text"/>
Income-based Jobseeker's Allowance	£ <input type="text"/>	£ <input type="text"/>

You should complete the certificate opposite and send it to your local Benefits Office. They will complete the certificate and return it to WELB. **DO NOT DELAY** sending your application if you do not have the certificate completed by the Benefit Agency. This information can be added to your form later.

Complete S5 and go to Section 7

WESTERN EDUCATION & LIBRARY BOARD

Confirmation of Benefits for Part Time Further Education Awards 2010/2011

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

I authorise the completion of Part B of this certificate

Signed: _____

Student

Signed: _____

Husband, wife or partner of student

Detach this page and forward to the Benefit Agency paying your benefit. They will complete Part B and return it to WELB.

PART B

TO BE COMPLETED BY THE BENEFIT AGENCY.

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 the Western Education and Library Board, 1 Hospital Road, Omagh, 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

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 IN RESPECT OF ANY ITEM UNDERMENTIONED YOU MUST ENTER "NONE"

	Student	Husband, wife or partner
State total gross income from salary, wages, commission, bonus and overtime, before deductions. <i>Enclose P60's for 2009/10 year</i>	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
State amount of taxable benefits (eg car, BUPA).	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
SELF EMPLOYED - Total income from trade, business or profession. <i>Enclose Tax Calculation for 2009/10 year</i>	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Income from property, land, etc. as computed for purposes of Income Tax.		
(i) Rents and profits from furnished lettings.	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
(ii) Other income from property, ground rents, etc.	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Pensions – Please state type of pension, e.g. Retirement, Widows, Work Pension, etc.		
State name of Pension	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Social Benefits e.g. DLA/ Incapacity	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Interest on Bank/Building Society Investments (Gross).	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Other Unearned Income (Gross).	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>

DEPENDANTS

Give details of children who are dependent on you during academic year 2010/11.

NAME	Date of Birth	School or College they will attend during 2010/11 school year

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

student's 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



REMEMBER!

Your application will not be processed unless you sign Section 8

declaration & undertaking

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 for which my award is tenable.
2. I undertake to inform the Board immediately of any change in financial or other circumstances affecting the amount of grant payable to me during the tenure of the award.
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 of this form are correct and that no information relevant to the application has been suppressed.

Signature of Applicant Date

Signature of student's husband, wife or partner (if applicable)

..... Date