

Title Mr Mrs Miss Ms


First Names

Surname

Date of Birth

**You must enclose your original Birth Certificate/
Passport or have date of birth certified by school**

National Insurance No.



Further Education Award Application & Assessment Form for Full 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 June 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 PN1 for these courses.
- (b) This form should be completed in accordance with the notes of guidance on pages 15 and 16 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 or have been stamped by the school you currently attend (eg Year Head/Form Teacher), 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"/>

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.

1

SECTION

Independent status

If you wish to be classed as an independent student you must meet one of the following conditions:

Please indicate by placing a tick in the relevant box, which condition(s) applies to you.

- You have care of a child or children on the first day of the academic year for which you are applying for support (forward child's long birth certificate): **OR**
- You are aged 25 or over on the first day of the relevant year in which you are applying for support; **OR**
- You have been married or entered into a civil partnership before the start of the academic year for which you are applying for support (you need to provide a copy of your marriage certificate or civil partnership schedule); **OR**
- You have supported yourself for at least three years outside full-time education before the first academic year of the course for which you are applying (please include any period when you were unemployed or on a Government training scheme). **You need to provide evidence such as letters from employers/Social Security Agency, detailing the beginning and end of each period of employment or unemployment.**
- You have no living parents.
- You have no contact with your parents – see page 14 of booklet.

Do you wish to be considered as an independent student? YES NO

If you ticked **YES**

Complete Section 2, questions (a) - (h), Section 3, Section 4, Section 5 Optional, Section 6, Section 8, Section 9 and Section 10.

If you ticked **NO** you will be classed as a Dependant Student. Please see definition of a dependant student below.

Dependent status

If you do not meet any of the above criteria you will be classed as a dependent student and will be assessed on household income.

Complete Section 2, Section 3, Section 4, Section 5 Optional, Section 6, Section 7, Section 9 and Section 10.

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

2 SECTION

- g.** During term time, will you live: (a) At home
(b) Lodgings

- h.** Have you any Dependants? YES NO

If YES, will you use prescribed childcare YES NO

Definition of prescribed childcare is contained in Appendix 2 of the booklet Further Education Awards 2010/11 A Guide to Financial Support for Further Education.

- i.** Are your Parents

Married Divorced Separated Living with a Partner Widowed
Lone Parent Both parents deceased Divorced and Remarried

Mother's Name Occupation

Father's Name Occupation

Name of Spouse/
Partner of Parent (if applicable) Occupation

- j.** If your parents are separated, which parent do you normally live with?

Father Mother

If your Parents are divorced or separated you must submit evidence, eg a copy of court order.

- k.** Parents Home Address

 Post Code

Home Telephone Number

about your course and your college or university

- 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

- 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 code	OR	PLAQ code
<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?

- 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?

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

- i. Will you be repeating any part of the course in 2010/2011? YES NO

If YES, please give details

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 | |

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

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="checkbox"/>	<input type="text"/>
HND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Foundation Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
PGCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<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.

declaration: non income assessed support

5 SECTION



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 living costs.

To be completed by Student's Parent/Step-Parent/Parent's Partner or Civil Partner/Guardian/Student's Spouse, Partner or Civil Partner

I wish to claim NON-INCOME ASSESSED SUPPORT ONLY.

SIGNED: _____ Student's Parent/Step-parent/Parent's Partner or Civil Partner/Guardian/ Student's Spouse, Partner or Civil Partner
(Delete as appropriate)

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, BT79 0AW.

student income

a. Have you applied for any other grants for the course you will be studying during the 2010/11 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 type (eg EMA and New Deal) are not eligible to apply for a Further Education Award.**

c. Will you have any income during the school year 1 September 2010 to 31 August 2011? 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 2010 to 31 August 2011.

Source of Income	Amount

dependent student

(See Section 1 for definition of Dependent Student)

Total gross (before tax) income of the student's parent(s)/step-parent/parent's partner or civil partner/guardian 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"

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

State amount of taxable benefits (eg car, BUPA).	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
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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"/>
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Income from property, land, etc. as computed for purposes of Income Tax. *Enclose Tax Calculation for 2009/10 year*

(i) Rents and profits from furnished lettings.	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
(ii) Other income from property, ground rents, etc.	£ <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.

State name of Pension

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

Interest on Bank/Building Society Investments (Gross).	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
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Other Unearned Income (Gross).	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
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SOCIAL BENEFITS

Please state type of Social Benefit, eg Income Support /Jobseekers Allowance, Disability Living Allowance, Carers Allowance, ESA.

State name of Benefit

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

allowances – dependent student

Charges on deductions and allowances against income in accordance with Income Tax Practice for the YEAR ENDED 5 APRIL 2010 - CERTIFICATES MUST BE PRODUCED

	Father	Mother
Superannuation contributions (voluntary and/or compulsory)	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
Retirement Annuity premiums / Private Pensions	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
Professional Subscriptions. Amount of any professional or employment related expenditure on which you claim tax relief	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
Other Allowances (please state type and amount)	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>

DEPENDANTS

Give details of children who are dependent on you during academic year 2010/11.
(Do not include applicant)

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.

independent student

(See Section 1 for definition of Independent student)

Total gross (before tax) income of the student's spouse, partner or civil partner 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"

State total gross income from salary, wages, commission, bonus and overtime, before deductions. *Enclose P60s for 2009/10 year*

State amount of taxable benefits (eg car, BUPA).

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

Income from property, land, etc. as computed for purposes of Income Tax. *Enclose Tax Calculation for 2009/10*

(i) Rents and profits from furnished lettings.

(ii) Other income from property, ground rents, etc.

Pensions – Please state type of pension, e.g. Retirement, Widows, Work Pension, etc.

State name of pension

	<input style="width: 90%;" type="text" value="£"/>
	<input style="width: 90%;" type="text" value="£"/>

Interest on Bank/Building Society Investments (Gross).

Other Unearned Income (Gross).

SOCIAL BENEFITS
Please state type of Social Benefit, eg Income Support / Jobseekers Allowance, Disability Living Allowance, Carers Allowance, ESA.

State name of Benefit

	<input style="width: 90%;" type="text" value="£"/>
	<input style="width: 90%;" type="text" value="£"/>
	<input style="width: 90%;" type="text" value="£"/>

allowances – independent student

(See Section 1 for definition of independent student)

Charges on deductions and allowances against income in accordance with Income Tax Practice for the YEAR ENDED 5 APRIL 2010 - CERTIFICATES MUST BE PRODUCED

Superannuation contributions (voluntary and/or compulsory) £

Retirement Annuity premiums / Private Pensions £

Professional Subscriptions.
Amount of any professional or employment related expenditure on which you claim tax relief £

Other Allowances
(please state type and amount)

DEPENDANTS

Give details of children who are dependent on you during academic year 2010/2011
(Do not include applicant)

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.

9 SECTION

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 10

10 SECTION

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

..... Date

If not signed by Parent please state reason.

NOTES OF GUIDANCE FOR COMPLETION OF FORM:

PAGE 1

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

Full Time Student **30 June 2010**

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

If your date of birth is not certified and stamped by your present school/college, your birth certificate/passport must be returned with this application.

SECTION 1

If you wish to be classed as an Independent Student **YOU MUST** supply verification as specified on Page 3 of the application.

SECTION 2

Complete as requested.

SECTION 3 - 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 Board in whose area you reside for Form PN1.

SECTION 4 - 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 previous course.

SECTION 5 - 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.

SECTION 6 – STUDENT INCOME

Do not give details of part time jobs or weekend work. A student can only receive one form of Government support, students who are in receipt of any other Government Award type (eg EMA & New Deal) are not eligible to apply for a Further Education Award.

SECTION 7 & 8 – FINANCIAL QUESTIONS

If you ticked NO in Section 1 of the application complete Section 7.

If you ticked YES in Section 1 of the application complete Section 8.

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 your parent(s)/step-parent/parents partner or civil partner/guardian/student's spouse/partner or civil partner. **Gross income is defined as income before tax.** If your parents are permanently separated the assessment form should be completed by the parent and their partner (if applicable) with whom you live.

- 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). If you have not received a P60 form from your employer, please enter your gross income on the form and send us your P60 as soon as it is available.
- 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.
- Please specify any Social Benefits received, eg Income Support, Incapacity, Job Seekers Allowance, etc.
- For allowances to be set against income they must be allowed for income tax relief and certificates should be forwarded as soon as they are available.
- Include all dependent children under school leaving age and all other dependent children in full-time attendance at School/College/University.

SECTION 9 – 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 10 – DECLARATION AND UNDERTAKING

Please make sure that you and the person completing Section 7 or 8 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 claimed non income assessed support at Section 5 you do not need to complete Section 6, 7, 8, 9, or 10.
- (4) The third instalment of maintenance WILL BE WITHHELD if proof of income is not received by FEBRUARY 2011.

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.**