

Further Education Grant Application & Assessment Form for Full Time Courses

2021/22 Academic Year

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Mx <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"/>
<p>You must enclose your original Birth Certificate <u>OR</u> valid Passport (If you were born outside the EU you must enclose your passport and Home Office documents)</p>									
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"/>	Post Code	<input type="text"/>
----------------------	-----------	----------------------

Have you any Dependents?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, will you use registered childcare?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you wish to apply for a childcare grant?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

The closing date for receipt of applications for courses commencing during the 2021/22 academic year is

29 October 2021

The funding that the Education Authority receives for Further Education Grants is limited and it is not always possible to offer support to every applicant who submits an application by 29 October 2021.

**Eligible students who submit an application by
30 June 2021 will be guaranteed funding for the
2021/22 academic year.**



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

FOR OFFICE USE ONLY

		✓	Date	Initials
Documents returned and valid photocopy retained	Passport			
	Birth Certificate			
	SSA Letter			
	P60			
	TC602 / Universal Credit			
	Marriage Certificate			
	Divorce / Separation Document			
	Pay Slip			
	Other			
Acknowledged				
Form validated except for the following incomplete sections	Birth Certificate			
	Section 1 - Personal Details			
	Section 2 - Course Details			
	Section 3 - Previous Study			
	Section 4 - Student Income			
	Section 5 - What Category Am I?			
	Section 6 - Your household - dependent student			
	Section 7 - Household income - dependent student			
	Section 8 - Children in the household - dependent student			
	Section 9 - Declaration for parent/ guardian			
	Section 10 - Your household - independent student			
	Section 11 - Children in the household - independent student			
	Section 12 - Declaration for student's spouse/partner			
	Section 13 - Contact details for all students			
Section 14 - Declaration and undertaking for all students				
NOTES				

Course details

- a. Give the name and address of the College or University you will be attending in 2021/22

	Post Code	

- b. Which campus of the college will you be attending in 2021/22?

- c. Give the full name and level of the course (This form is for Level 1, Level 2 or Level 3 courses only)

- d. Give the RRQ (previously known as QCF) code for the course

//

(This code will not be available if your course is an Access course)

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

1 Year		2 Years	
--------	--	---------	--

- f. Which year of the course will you enter in September 2021? Please tick the relevant box.

Year 1		Year 2	
--------	--	--------	--

- g. Where will you live whilst attending college? Please tick the relevant box.

Living at parent's home		Living away from parent's home	
-------------------------	--	--------------------------------	--

Most common reasons why we will NOT offer funding:-

- you already hold a HND, Degree or any qualification above Level 3 obtained within the last 10 years
- you received funding for a course within the last 10 years which was the same level as the course you wish to study this year.
- you are under 19 years of age at 1 July 2021 and can travel daily to your course.

If you fall into any one of the categories listed above

DO NOT CONTINUE WITH THIS APPLICATION

Previous study

- (a) Have you previously received a Further Education Grant or a Student Loan? If yes, please give details below. YES NO

- (b) 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 type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> GCSE/A Levels	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> GNVQ/AVCE/First Diploma	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> BTEC National Diploma	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NVQ Level 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NVQ Level 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NVQ Level 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NVQ Level 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> HNC/HND	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Foundation Degree/Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> PGCE	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (state level of study)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Information

Use this box if you wish to give any additional information about your previous study, e.g. if you received any grants for the course, if you were self funding or if you left the course for personal or medical reasons.

Student's income

- a. Have you or do you intend to apply for any other Government funding? YES NO



As a student can only receive one form of Government funding, students who are in receipt of any other Government funding (eg EMA, Steps 2 Success, Training for Success, Modern Apprenticeship, Steps to Employment) are not eligible to apply for a Further Education Grant.

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

- c. Will you have any income during the school year 1 September 2021 to 31 August 2022? (DO NOT give details of part time jobs or weekend work). YES NO

- 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 2021 to 31 August 2022.

Source of Income	Amount

- 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 and be able to accept direct credits.** 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

What category of student am I?

If you answer YES to **one** of the questions below and provide acceptable evidence you will be classed as **INDEPENDENT**.

If you answer NO to all of the questions below you will be classed as **DEPENDENT**.

On the first day of your course:

- (a) Will you be aged 25 or over? Yes No **If YES, go to Section 10**
- (b) Will you have care of a child?
Enclose child's original long birth certificate Yes No **If YES, go to Section 10**
- (c) Will you be married or in a civil partnership?
Enclose your original marriage certificate Yes No **If YES, go to Section 10**
- (d) Are both your parents deceased? Yes No **If YES, go to Section 10**
- (e) Are you estranged from your parents?
You will need to send evidence of estrangement - see Page 5 of booklet 'A Guide to Financial Support for Further Education Students 2021/22'. Yes No **If YES, go to Section 10**
- (f) Will you have financially supported yourself for 3 years or more outside of full time education either by working or claiming benefits? Have you enclosed proof, e.g. letter from employer, P60's, letter from Benefit office or Inland Revenue.
*Remember! We need proof to cover a **FULL** 3 year period.* Yes No **If YES, go to Section 10**

! If you answered NO to ALL the questions above this means you are a **DEPENDENT** student and we need details of your parent/guardian's income. **GO TO SECTION 6.**

Household income - dependent student

Benefits

Parent / Guardian 1

Parent / Guardian 2

Q.1 Are you in receipt of Income Support, Income Related Employment and Support Allowance, Jobseeker's Allowance or Pension Credits?

YES NO

YES NO

If YES go to Section 8

If NO answer Q2 to Q8

if YES, enclose up-to-date evidence. P60 not acceptable

Q.2 Do you receive tax credits?
if YES, enclose all pages of your current tax credit notification

YES NO

YES NO

Q.3 Are you in receipt of Universal Credit?
if YES, enclose all pages of your current Universal Credit statement

YES NO

YES NO

State your gross income in the boxes below, please indicate the frequency of payments, e.g. weekly (w), fortnightly (f), monthly (m), 4 weekly (4) annual (a)

Q.4 Do you receive a salary or wage?
Enclose your last monthly pay slip or last 4 weekly pay slips

YES NO
Frequency
£

YES NO
Frequency
£

Q.5 Are you self-employed?
*Give details for year ended 5 April 2020
Enclose your tax calculation / accountant's letter*

YES NO
Frequency
£

YES NO
Frequency
£

Q.6 Do you currently receive any taxable social security benefits? *e.g. Incapacity Benefit, Carers Allowance, etc.*
Enclose evidence

YES NO
Frequency
£
£

YES NO
Frequency
£
£

Q.7 Do you currently receive any pensions?
e.g. retirement pension, occupational pension etc. Enclose evidence e.g. remittance slip.

YES NO
Frequency
£
£

YES NO
Frequency
£
£

Q.8 Any other taxable income you currently receive (please specify) *Enclose evidence*

YES NO
Frequency
£

YES NO
Frequency
£

Go to Section 8

Children in the household - dependent student

Give details of children who are dependent on the Parent / Guardian during academic year 2021/22 (Do not include applicant)

NAME	Date of Birth	School or College they will attend during 2021/22 school year

Go to Section 9

Declaration for parent/guardian

- 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 Authority 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/guardian

..... Date

Student go to Section 13

Your household - independent student

- If you have a spouse/partner give details of their income.
- If you **DO NOT** have a spouse/partner Go to Section 11

Full name	
Relationship to student	
Address	

Benefits

Spouse/Partner

Q.1 Are you in receipt of Income Support, Income Related Employment and Support Allowance, Jobseeker's Allowance or Pension Credits? *If YES, enclose up-to-date evidence. P60 not acceptable*

YES NO

If YES go to Section 11

If NO answer Q2 to Q8

Q.2 Do you receive tax credits?
if YES, Enclose all pages of your current tax credit notification

YES NO

Q.3 Are you in receipt of Universal Credit? *if YES, enclose all pages of your current Universal Credit statement*

YES NO

State your gross income in the boxes below, please indicate the frequency of payments, e.g. weekly (w), fortnightly (f), monthly (m), 4 weekly (4) annual (a)

Q.4 Do you receive a salary or wage?
Enclose your last monthly pay slip or last 4 weekly pay slips

YES NO Frequency

£	
---	--

Q.5 Are you self-employed?
Give details for year ended 5 April 2020. Enclose your tax calculation / accountant's letter

YES NO

£	
---	--

Q.6 Do you currently receive any taxable social security benefits?
e.g. Incapacity Benefit, Carers Allowance, etc. Enclose evidence

YES NO

£	
£	

Continued overleaf

Q.7 Do you currently receive any pensions? *e.g. retirement pension, occupational pension etc.* **Enclose evidence e.g remittance slip.**

YES NO

£

£

Q.8 Any other taxable income you currently receive.
Enclose evidence

YES NO

£

Go to Section 11

11 SECTION

Children in the household - independent student

Give details of children who are dependent on you during academic year 2021/22.

NAME	Date of Birth	School or College they will attend during 2021/22 school year
<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"/>

If you have a spouse/partner go to Section 12

If you do not have a spouse/partner go to Section 13

12 SECTION

Declaration for student's spouse/partner

- 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 Authority 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

..... Date

Student go to Section 13

Contact details - for all students

Please give the names and addresses of two contacts. The contacts you give **should live at different addresses** and will only be contacted if, for example, you move address and do not inform us. You **must** inform your contacts that you are providing us with their details.

Contact 1

Forename(s):
Surname:
Relationship to you:
Address:
Postcode:
Country:
Phone number:

Contact 2

Forename(s):
Surname:
Relationship to you:
Address:
Postcode:
Country:
Phone number:

Go to Section 14

Declaration and undertaking for all students

In the event that the Education Authority offers funding under the Further Education Grant Arrangements:

1. I undertake to attend and to complete the course. Attendance on the course will be monitored by the College. Poor attendance may affect the grant - see page 15 of the Guide to Financial Support for Further Education Students in 2021/22 booklet.
2. I undertake to inform the Education Authority immediately of any change in financial or other circumstances affecting the amount of grant payable to me.
3. I undertake to inform the Education Authority of any change of address.
4. I undertake to refund any overpayment which may have occurred (for any reason) if the Education Authority is required to reduce the amount of my grant.
5. 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

Go to page 14

Information about data sharing with colleges

Students may apply for help from the Hardship Fund which is administered by the college. To help the college administer this fund (i.e. to determine eligibility and entitlement to the Hardship Fund) the college may ask the Department for the Economy or the Education Authority for access to information you provide in connection with any application for a Further Education grant for the academic year 2021/22 (whether on this form or at a later date).

If you are agreeable to us sharing your information with the College for this purpose, please sign and date the confirmation of consent below. You can withdraw your consent in this respect at any time by contacting the EA Further Education Grants Section on (028) 8225 4546.

I consent to the Education Authority sharing my personal information with the College where this is necessary for the College to determine my eligibility to receive help from the Hardship Fund administered by the College.

Signature of Applicant Date

Privacy Notice

The Education Authority and the Department for the Economy are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of a Further Education grant and the detection and prevention of fraud, and may use this information for any of these.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available at www.eani.org.uk/feapplication/privacynotice

If you don't have internet access, please call us on 028 8225 4546 and we can send a copy to you.

CHECKLIST

1. Have you enclosed your birth certificate or valid passport?
2. Have you enclosed proof of separation or divorce (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, e.g. payslips, tax calculations, etc?
6. Have you and your parent/guardian or spouse/partner (if applicable) signed the form?

**Please return completed form to:
Education Authority
Further Education Section
1 Hospital Road
Omagh
Co Tyrone BT79 0AW**

!!! REMEMBER !!!

Get the envelope weighed before you return it so that you pay the correct postage amount.
If you don't your application may be delayed.

If you do not receive confirmation of receipt of your application form within 2 weeks you should email fegrants@eani.org.uk

If you are posting your application close to the published closing dates

You should obtain a receipt of postage or you may wish to consider using an alternative method of postage, e.g. next day delivery. You should note that this will cost you more than the normal cost. You should retain your receipt of postage as proof.

OR

You can bring the application to any of the following EA offices:

Armagh - 3 Charlemont Place, The Mall, Armagh, BT61 9AX

Ballymena - Ballee Centre, Ballee Road West, Ballymena, BT42 2HS

Belfast - 40 Academy Street, Belfast, BT1 2NQ

Dundonald - Grahamsbridge Road, Dundonald, Belfast, BT16 2HS

FOR OFFICE USE ONLY

		✓	Date	Initials
REF				
REASON				
OFF/MA				
AP/ED				
BA - PP				
CHECKED				
REASSESSED				
NOTES				

Appeals

Where an application has been refused, one appeal against the Authority's decision may be made in writing, giving the grounds for appeal to: Education Authority, Further Education Section, 1 Hospital Road, Omagh, Co Tyrone, BT79 0AW. The appeal should be lodged with the Authority within 28 days of receiving notification of the Authority's decision.