

Further Education Grant Application & Assessment Form for Part 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"/>
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Have you any Dependents? YES NO

If YES, will you use registered childcare? YES NO

Do you wish to apply for a childcare grant? YES NO

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

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.

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		✓	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 - Children in the Household			
	Section 5 - About your Benefits			
	S6 - Confirmation of Benefits Certificate			
	Section 6 - Financial Details			
	Section 7 - Contact Details			
Section 8 - Declaration and undertaking for student, spouse or partner				
NOTES				

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

Personal details

a. Marital Status

Single Married Living with Partner Civil Partner
 Separated Divorced Widowed

If you are separated or divorced you must include evidence.

b. Home phone number

Mobile number

Email address

c. Did you live outside the UK and islands at any time between 1 September 2018 and 31 August 2021? YES NO

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

Address	Dates You Were There

e. Have you been granted settled status or pre-settled status under the EU Settlement Scheme?

No
 Yes - settled status
 Yes - pre-settled status

} complete box below

If yes, please provide your share code

f. Have you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

been granted Discretionary 'Leave to Remain' in the UK as a result of a failed asylum application? YES NO

If yes, please state your Home Office reference number

g. 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

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

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

Year 1		Year 2	
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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

**If you fall into any one of the categories 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.

Children in the household

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

About your benefits

If you or your spouse or partner ARE receiving Income Support, Income Based Job Seekers Allowance or Income Related Employment and Support Allowance you should complete S6 on the opposite page and take it to your local Jobs & Benefits Office for them to complete Part B.

If you or your spouse or partner are receiving one or more of the following state benefits **please tick the appropriate box and forward evidence**

	Student		Spouse or partner	
1. Income Support	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Income-based Jobseeker's Allowance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Income Related Employment & Support Allowance	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you are **NOT** in receipt of any of the above benefits complete Q2 and Q3 below.

- | | | | | |
|--|------------------------------|-----------------------------|------------------------------|-----------------------------|
| 2. Tax Credits
<i>Enclose all pages of your current Tax Credits notification</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Universal Credit
<i>Enclose all pages of your current Universal Credit Statement</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

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EDUCATION AUTHORITY

Confirmation of Benefits for Part Time Further Education Grants 2021/2022

PART A

This section must be completed by you, the student. If you or your spouse 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 Spouse or Partner

Forename(s):

Surname:

National Insurance Number:

Address:

Postcode:

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

Income Support

Income-based Job Seeker's Allowance

Income Related Employment & Support Allowance

Income Support

Income-based Job Seeker's Allowance

Income Related Employment & Support Allowance

Name of benefit office dealing with your claim

I authorise the completion of Part B of this certificate

Signed: _____
Student

Signed: _____
Spouse or partner of student

PART B

TO BE COMPLETED BY THE BENEFIT AGENCY AND RETURNED TO THE EDUCATION AUTHORITY

The student named in Part A of this form has applied for a student grant for part-time study. A grant can be paid if, at the time of application for a grant, either a student or his or her spouse or partner are receiving either Income-based Jobseekers' Allowance, Income Support or Income Related Employment and Support Allowance.

Please complete this section of the form to confirm that the student or his or her spouse or partner receives one of these benefits. If both the student or his or her spouse or 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 Education Authority, Further Education Section, 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 Support

Income-based Job Seekers' Allowance

Employment and Support Allowance

Please tick:

Contributory Income related

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

Name of spouse or partner	
Relationship to student	
Address	

INCOME - 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)

	Student	Spouse
Q.1 Do you receive a salary or wage? <i>Enclose your last monthly pay slip or last 4 weekly pay slips</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>
Q.2 Are you self-employed? <i>Give details for year ended 5 April 2020</i> <i>Enclose your tax calculation / accountant's letter</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>
Q.3 Do you currently receive any taxable social security benefits? <i>e.g. Incapacity Benefit, Carers Allowance, etc.</i> <i>Enclose evidence</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>
Q.4 Do you currently receive any pensions? <i>e.g. retirement pension, occupational pension etc.</i> <i>Enclose evidence</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>
Q.5 Any other taxable income you currently receive (please specify) <i>Enclose evidence</i> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> <small>Frequency</small> £ <input style="width: 80px;" type="text"/> <input style="width: 30px;" type="text"/>

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Contact details

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:

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Declaration and undertaking for student

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.
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

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 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

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. pay slips, tax calculation, etc?
6. Have you and your 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 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.