

Financial Support Application

Eligibility

You must be classed as a home student i.e. a permanent UK/EEA resident in order to receive financial support.

16-18 bursary is available to students aged 16 or over and under 19 at 31st August 2021. In addition students aged 19 or over at 31st August 2021 who are in receipt of an Education Health Care Plan or who are continuing on a study programme they began aged 16-18 are also eligible through this scheme.

19+ financial support is available to further education students aged 19 or over on 31st August 2021, who are not normally supported by another agency. If you are in receipt of a state benefit then please be aware that awards may be limited so they do not impact on your eligibility to benefit. If your course is funded through an Advanced Learner Loan then your application cannot be processed until your Tuition Fee Loan status is 'Approved' on the online portal.

Applicants must be below the relevant income threshold.

In cases of severe financial hardship or a significant change of circumstances then please contact the Welfare Team staff at your campus.

Change of details

Please inform the Welfare Team of any change of details such as name/address/bank account or withdrawal from the course. This will ensure payments are not delayed unnecessarily.

Evidence in support of application

Application forms must be fully completed and include all required evidence:

- Evidence of students own bank account
- Evidence of Child Benefit from Parent(s)/Guardian(s) for those aged 16-18
- Evidence of relevant benefit or proof of household income

Evidence of relevant benefits should be no more than 3 months old with the exception of Tax Credit/Child Tax Credit/Working Tax Credit where a full copy of the Award Notice for 2021-2022 needs to be provided. Evidence should be supplied as photocopies as original documentation cannot be returned.

If you are applying for the vulnerable bursary then you need to provide documentary evidence of your circumstances such as a letter from your Social Worker or proof of your entitlement to a relevant benefit.

Administration of the fund

Applicants will receive written/emailed correspondence confirming the outcome of their application together with either a payment schedule or terms and conditions of the Key Card scheme.

Payments will normally be made by monthly BACS into the student's own bank account.

Incomplete applications cannot be processed and will be followed up with the applicant. Late applicants may receive reduced awards subject to funds available. All awards made will be subject to confirmation of enrolment.

If a student is dissatisfied with the outcome of their application, they have the option to appeal which will be outlined in their notification letter.

Attendance requirements

All monthly payments will be subject to the student achieving a minimum of 90% attendance, together with satisfactory progress and conduct at College. Payments will be withheld if the student's attendance falls below 90%.

Guidance on completing the application

If you require any assistance in completing the application then please contact:

welfare@educationpartnershipne.ac.uk

Privacy Notice – How we use your personal information

Why do we collect personal information?

Education Partnership North East collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as an FE College. The TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations. Education Partnership North East (EPNE) consists of: - Sunderland College, Hartlepool Sixth Form and Northumberland College.

What personal information does the organisation collect and how long will it be kept for?

EPNE collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA). All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so.

- Financial records are held for seven years.
- If your application is unsuccessful, the reasons for not being awarded will be added to your electronic learner record and the application form securely deleted.

How is this collected and stored?

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

Who has access to data?

Information will be shared internally, with any EPNE staff who need access to the data to provide services to students. Where EPNE engages non-statutory third parties to process personal data on its behalf, such as Itineris, our website host, who stores this data, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation.

What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at <https://www.educationpartnershipne.ac.uk/governance/information-governance/>

Application and Assessment criteria

Students are required to provide proof of address and evidence of household annual salary by supplying a P60 for the tax year, 3 consecutive payslips dated within 3 months and/or 3 consecutive bank statements dated within 3 months of application.

Students who are claiming benefits in their own right, must produce evidence of Income Support OR Universal Credit, or ESA and PIP together. Please see below evidence required.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits. Students applying for free school meals will need to supply evidence using the following:

Income/Benefit	Evidence Required
Travel costs:	P60 for tax year, 3 consecutive payslips dated within 3 months of application.
Income Support	Entitlement / Award letter – dated within the last 3 months
Universal Credit	Entitlement / Award letter – dated within the last 3 months
Income based Job Seekers Allowance	Entitlement / Award letter – dated within the last 4 weeks
Support under Part VI of the Immigration and Asylum Act 1999	Biometric Residence Permits (BRP) Card Home Office Letter
Pension Credit	Guarantee element of Pension Credit
Personal Independence Payment	Entitlement / Award letter – dated within the last 3 months
Working Tax Credit run on	Working Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Working Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)

Household income is used to assess students. Students must be a permanent resident at the address used in the assessment and must provide evidence to support this. The assessment will consider all income from residents living at this address.

Students must provide suitable evidence to support their application. An award will not be made if insufficient evidence is provided. An email will be sent to students to request any missing evidence required, this evidence must be submitted timely to ensure applications are processed and bursary awards are made. It is not college policy to backdate any bursary funds, any requests will be reviewed through the appeals process.

Students aged 19 and over living with parent(s)/carer(s), may be assessed independently. These students must complete an Individual Assessment Declaration Form.

All awards are made subject to the availability of funds. Awards will be made on a first-come first-served basis. Late applications will be considered but cannot be guaranteed to receive funding.

Where students are found to have intentionally given misleading or inaccurate information the College will claim back the award made. Providing false statements may result in the student being sanctioned in accordance with the College Disciplinary Policy and/or prosecution.