



For office use only	
Date received	
Home status checked	<input type="checkbox"/> Enrolled <input type="checkbox"/>
Course validation	<input type="checkbox"/> Level <input type="checkbox"/> Flagged <input type="checkbox"/>
Kit Costs Internal	<input type="checkbox"/> Kit Costs External <input type="checkbox"/>
Student No.	

# Financial Support Application

16-18 Bursary <input type="checkbox"/>	19+ Learner Support Fund <input type="checkbox"/>	Advanced Learner Loan Bursary <input type="checkbox"/>
HE Travel Bursary <input type="checkbox"/>	National Skills Fund <input type="checkbox"/>	

Please read the enclosed eligibility & guidance notes before completion.

Applicant Personal Details					
Surname:	<input type="text"/>	First Name(s):	<input type="text"/>		
Date of Birth:	<input type="text"/>	Age as of 31/08/22:	<input type="text"/>	Nationality:	<input type="text"/>
Email Address: (Please use the same email that you used at enrolment)	<input type="text"/>				
Have you been resident in the UK/EEA for the last 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Are you an Asylum Seeker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Home Address:	<input type="text"/>				
Postcode:	<input type="text"/>				
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>		
Please indicate who you live with:	Partner <input type="checkbox"/>	Parents <input type="checkbox"/>	Relatives <input type="checkbox"/>	Other <input type="checkbox"/>	On own <input type="checkbox"/>
Do you have any dependant children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How many children <input type="text"/>	Ages <input type="text"/>	<input type="text"/>
If 19+ do you have an Education Health Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Part B - Course Information	For office use only			
	Start	End	Total GLH	Total wks
Course Title(s)				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Intended campus of study (please tick accordingly)					
Bede Campus <input type="checkbox"/>	City Campus <input type="checkbox"/>	Hartlepool Sixth Form College <input type="checkbox"/>	Washington Campus <input type="checkbox"/>	Ashington <input type="checkbox"/>	
Kirkley Hall <input type="checkbox"/>	Berwick <input type="checkbox"/>	Kirkley Halls of Residence <input type="checkbox"/>	Other, please state <input type="text"/>		
Days of Attendance:	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>
Previous Student No. (if applicable)				<input type="text"/>	

## Part C - Other Information

### Transport arrangements - to be completed by all students

Please indicate how you will travel to College:

Public Transport  Private transport  Local Authority Taxi  Coopers Bus  Other  Please state:

If using Public Transport please indicate which transport operator you need to use to attend College:

Stagecoach Buses  Go North East Buses  Arriva  Require combination  Metro  Other  Please state:

Do you currently have a Coopers Bus Pass?

### Living in Northumberland

Yes  No

16-18 and Y12 or Y13 - You must apply to Northumberland County Council for the 16-18 travel scheme - See insert for eligibility criteria

Do you have evidence of successful application?

(If you have been rejected for free travel with Northumberland County Council or you live outside of Northumberland, please apply directly to Northumberland College)

Yes  No

16-18, 19+ SEN transport: Apply directly to Northumberland County Council

### Only to be completed by students aged 16-18

Have you ever been in care/or are a care leaver? If yes please attach a letter from your Social Worker/Local Authority

Yes  No

As a young person are you claiming Income Support or Universal Credit in your own right?

Yes  No

As a young person are you claiming Employment and Support Allowance together with either Personal Independence Payment or DLA?

Yes  No

Do you give permission for your award and payments to be discussed with parent(s)/guardian(s)?

Yes  No

### Childcare

Do you require Childcare Support?

Yes  No

If you require childcare support and are aged under 20 at the start of your course, you should apply for childcare through Care to Learn [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

For students aged 20 and above at the start of your course, you should apply for Childcare through the College by either collecting a Childcare Care Request form from your Financial Support Team or by visiting the College website. (Students who are applying for an Advanced Learner Loan must have this approved by Student Loans Company (SLC) to be eligible for help with childcare costs through the College).

Do you use government funded hours to support childcare whilst you attend college and/or work? (please delete as appropriate)

Yes  No

## Part D - Student's Bank Information

**Student must have their own account.**

Full name of Account Holder

Name of Bank

Branch

Sort code (6 digits)

Account Number (8 digits)

Enclosed evidence of bank account such as letter from bank/statement.

Yes  No

### Part E - Income Details

If 16-18 to be filled in by parent(s)/guardian(s) if 19+ to be filled in by student, please indicate if claiming any of the following benefits and supply evidence (tick all which apply): Please remember if you are applying for Free School Meals, evidence included must include one of the following: Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, The guaranteed element of Pension Credit, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit & Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Annual Salary

Pension Credits (minimum guarantee credit)

Universal Credit

Employment & Support Allowance (income related)

Child Tax Credit

Income Support

Job Seekers Allowance (income based)

Working Tax Credit

Other

Do you work?

Yes  No

Please outline Gross Annual Income:

Adult 1 £

Adult 2 £

You must attach proof of benefit or income such as a photocopy of a recent letter from benefit authority/bank statement/tax credit award notice 2022-2023/p60.

### Part F - Signature

If aged 16-18 both the student and parent/guardian should sign this section.

I understand that payments are subject to me achieving agreed standards of behaviour, commitment and attendance each month. I confirm that I agree to the summary conditions which will be outlined fully in my award notification, and the Guidance for Students. I confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the College has the right to make an independent check of any evidence produced and such action as is deemed appropriate in the event of any information I have given proven to be incorrect or false.

Signature of student/Signature of parent/guardian if 16-18

Date

Please check that you have answered each section fully. Incomplete forms cannot be processed.

Once complete, including evidence, please send to your campus of study or hand in to reception at your main campus of study.

Sunderland College, Welfare Team, City Campus, Park Lane, Sunderland, SR1 3NX

Sunderland College, Welfare Team, Bede Campus, Durham Road, Sunderland, SR3 4AH

Hartlepool Sixth Form College, Brinkburn, Blakelock Road, Hartlepool, TS25 5PF

Northumberland College, Welfare Team, College Road, Ashington, Northumberland, NE63 9RG

Northumberland College, Welfare Team, Kirkley Hall Campus, Ponteland, Northumberland, NE20 0AQ

# Financial Support Application

## 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 or course start date (whichever is later).

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.

Income/Benefit	Evidence Required	Tick
Annual Salary:	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)	
Child Benefit For 16-18 year old	Award letter or bank statement	

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.**

Signed: .....

Date: .....

### Evidence check:

Bank evidence - attached  Proof of Income & Child Benefit (only for 16-18) - attached   
 Initials of Means Tested Benefit Claimed (if applicable)  Total Household Income (if applicable)

### Evidence check:

Travel > 1 mile  Travel > 5 mile  Kit  Free meals & Breakfast  NOC Fully Funded Travel   
 North Tyneside bursary Funded Travel  North Tyneside 50% Funded Travel  Northumberland Travel Full Bursary

### Award details (please circle which awards are applicable):

Assessed by:  Date processed:

Categories of Support	Amounts awarded	Funding Stream
Travel costs		
Kit Costs Internal:		
Bursary:		
Free meals:		
Vouchers:		
Childcare:		
Residential Bursary:		
	Total:	Total:

### Payment plan:

No. of Initial BACS Instalments  Monthly payment £ = Total £  
 Remaining Monthly BACS Instalments  Monthly payment £ = Total £

### Re-assessment

Rationale for re-assessment

Award Adjustment Details

Calculation of Award

Payment Plan

# Financial Support Application

## Are you eligible? Please see below.

Young people studying on a full time programme will be eligible to receive financial support as follows:

### 16-18 Financial support + free meals

#### Transport & essential kit costs

##### Sunderland College and Hartlepool Sixth Form Students Only

##### Household income less than £28,000

If you live more than 1 mile from your campus of study you may receive travel support. Essential kit costs will also be paid for students eligible in this category.

##### Household income between £28,000 and £40,000

If you live more than 5 miles from your campus of study you may receive travel support.

##### Northumberland College students only

If you live in Northumberland and live between 1 and 3 miles from your campus of study (Not including Kirkley Hall Students)

##### If you live in Northumberland and live more than 3 miles from your campus of study must:

If you are a year 12 or 13 student and live more than 3 miles from your campus of study, you apply for travel support through the Northumberland County Council Post 16 Transport Scheme (eligibility criteria applies, please see Northumberland County Council Post 16 Transport Policy for details).

If you have made a travel application through Northumberland County Council and have been rejected, or do not meet the eligibility criteria, you may receive travel support through the 16-19 bursary fund.

##### If you live outside of Northumberland:

If you live more than 1 mile from your campus of study you may receive travel support through the 16-19 bursary fund.

##### Travel: Students will receive support via:

- Coopers Tourmaster Bus Pass
- Stagecoach Bus Pass
- Independent Travel

##### Travel

Students will receive support via the cheapest route which may be:

- A Go North East Online Pass
- A Stagecoach Uni Rider bus pass
- A Network One travel pass
- If a travel pass is not suitable you may be able to claim a monthly travel allowance to help you with the costs associated with travelling to college.

#### Vulnerable bursary

##### A bursary will be available to assist with your costs, in the following circumstances where the young person is:

- Living in Care or a Care Leaver
- Claiming Income Support or Universal Credit in their own right
- Claiming Employment and Support Allowance together with Personal Independence Payment or Disability Living Allowance in their own right

#### Free meals

##### Free meals will be issued to eligible students whose parent(s)/guardian(s) or themselves are in receipt of any of the following benefits:

- Income Support
- Jobseekers Allowance (Income Based)
- Employment and Support Allowance (Income Related)
- Pension Credit (Minimum Guarantee)
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit only, provided they have an annual income, as assessed by the Inland Revenue that does not exceed £16,190. (Claimants in receipt of Working Tax Credit together with Child Tax Credit are not eligible for meal support)
- Universal Credit with next earnings not exceeding the equivalent of £7,400 per year

### Childcare

If you require childcare support and are aged under 20 at the start of your course, you should apply for childcare through Care to Learn [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn). For students aged 20 and above at the start of your course, you should apply for Childcare through the College by either collecting a Childcare Care Request form from your Financial Support Team or by visiting the College website. (Students who are applying for an Advanced Learner Loan must have this approved by Student Loans Company (SLC) to be eligible for help with childcare costs through the College).

### 19+ Financial support

Support is available to adult students who are studying on a course of further education who are in receipt of a means tested benefit or with a household income of less than £28,000. If your course is funded through an Advanced Learner Loan then your application cannot be processed until your **Tuition Fee Loan status is 'Approved'**. Support for Asylum Seekers will be made in the form of vouchers and students should be attending their nearest education institute for their study. Support towards travel costs is available for those who live more than 1 mile from their campus of study. Students may also receive support towards any essential kit.

For students aged 20 and above at the start of your course, you should apply for Childcare through the College by either collecting a Childcare Care Request form from your Financial Support Team or by visiting the College website. (Students who are applying for an Advanced Learner Loan must have this approved by Student Loans Company (SLC) to be eligible for help with childcare costs through the College).

# 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 2022. In addition students aged 19 or over at 31st August 2022 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 2022, 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 of which may cause barriers to learning, or a significant change of circumstances then please contact the Financial Support Team at your campus.

## Change of details

Please inform the Financial Support 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 2022-2023 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 emailed correspondence confirming the outcome of their application.

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

Incomplete applications cannot be processed. Applicants will receive a follow up request for further information, which may result in a delayed assessment. Financial Support applications will only be back to the date that all evidence is received, and a full application has been submitted, however it is not college policy to back date claims. 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.

## Guidance on completing the application

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

[welfare@educationpartnershipne.ac.uk](mailto: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/>