

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. 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 Checklist

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

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/>

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: