

# Further Education Award Application & Assessment Form for Full Time Courses

**2016/17 Academic Year**

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <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"/>
<b>You must enclose your original Birth Certificate <u>OR</u> your Passport (If you were born outside the EU you must enclose your passport and Home Office documents)</b>									
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"/>		
<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 2016/17 academic year is

**01 September 2016**

The funding that the Education Authority receives for Further Education Awards is limited and it is not always possible to offer support to every applicant who submits an application by 01 September 2016.

**Eligible students who submit an application by  
30 June 2016 will be guaranteed funding for the  
2016/17 academic year.**

**You must answer all questions. If a section does not relate to you write  
NONE or N/A.**



**Only fully completed applications will be accepted.  
Incomplete forms will be returned to you and will not be processed.**

## FOR OFFICE USE ONLY

		✓	Date	Initials
Documents returned and valid photocopy retained	Passport			
	Birth Certificate			
	SSA Letter			
	P60			
	TC602			
	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				

## Personal details

**a.** Marital Status

Single  Married  Living with Partner  Separated  Divorced  Widowed

If you are separated or divorced you must include evidence.

**b.** Home telephone number

Mobile number

Email address

**c.** Did you live outside the UK and islands at any time between 1 September 2013 and 31 August 2016? YES  NO

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

Address	Dates You Were There

**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.** 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 2016/17

	Post Code	

- b. Which campus of the college will you be attending in 2016/17?

- 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 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 2016? 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	
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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 2016 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 Award 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> HND	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Foundation 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	<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.

## Student's income

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

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



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

c. Will you have any income during the school year 1 September 2016 to 31 August 2017? (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 2016 to 31 August 2017.

Source of Income	Amount

## 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:

- |  |   |   |
|--|---|---|
| <p>(a) Will you be aged 25 or over?</p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">If YES, go to Section 10</div> |
| <p>(b) Will you have care of a child?<br/><i>Enclose child's original long birth certificate</i></p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">If YES, go to Section 10</div> |
| <p>(c) Will you be married or in a civil partnership?<br/><i>Enclose your original marriage certificate</i></p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">If YES, go to Section 10</div> |
| <p>(d) Are both your parents deceased?</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">If YES, go to Section 10</div> |
| <p>(e) Are you estranged from your parents?<br/><i>You will need to send evidence of estrangement - see Page 8 of booklet 'A Guide to Financial Support for Further Education Students 2016/17'.</i></p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">If YES, go to Section 10</div> |
| <p>(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.<br/><i>Remember! We need proof to cover a <b>FULL</b> 3 year period.</i></p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">If YES, go to Section 10</div> |



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.**

## Your household - dependent student

With which parent do you normally live, or have more contact with? (Please tick)

1.    Mother                   Father                   Both
- ↓    ↓

What is the marital status of this parent?

- (a)  Living with a partner *partner's details must be given in Q2 and in Section 7*
- (b)  Married/Civil partnership
- (c)  Separated *Enclose evidence*
- (d)  Divorced *Enclose evidence*
- (e)  Widowed
- (f)  Single

Go to question 2 below

2.

	Parent / Guardian 1	Parent / Guardian 2
First name	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Surname	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Relationship to student	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Address	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Go to Section 7



## Household income - dependent student

### Benefits

**Parent / Guardian 1**

**Parent / Guardian 2**

Q.1 Do you receive tax credits?  
*Enclose your current tax credit notification*

YES  NO

YES  NO

If YES go to Section 8

Q.2 Are you in receipt of Income Support, Income Related Employment and Support Allowance, Jobseeker's Allowance or Pension Credits?  
*if YES, include up-to-date evidence. P60 not acceptable*

YES  NO

YES  NO

If YES go to Section 8

**Income - if you answered NO to Q1 and Q2 you MUST complete Q3 - Q7.**

**State your gross income in the boxes below, please indicate whether payments you receive are weekly (w), fortnightly (f), monthly (m), 4 weekly (4) annual (a) –**

eg		Frequency		Frequency
Salary	£ 12,000	a	£ 800	m

Q.3 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.4 Are you self-employed?  
*Give details for year ended 5 April 2015*  
*Enclose your tax calculation / accountant's letter*

YES  NO   
Frequency  
£

YES  NO   
Frequency  
£

Q.5 Do you currently receive any taxable social security benefits? *e.g. Incapacity Benefit, Carers Allowance, etc.*  
*Enclose evidence*

YES  NO   
Frequency  
£    
£

YES  NO   
Frequency  
£    
£

Continued overleaf

Q.6 Do you currently receive any pensions?  
*e.g. retirement pension, occupational pension etc. Enclose evidence*

YES  NO   
 Frequency

£

£

YES  NO   
 Frequency

£

£

Q.7 Other income you currently receive  
 (please specify) *Enclose evidence*

YES  NO   
 Frequency

£

YES  NO   
 Frequency

£

**Go to Section 8**

# 8 SECTION

## Children in the household - dependent student

Give details of children who are dependent on the Parent / Guardian during academic year 2016/17 (Do not include applicant)

NAME	Date of Birth	School or College they will attend during 2016/17 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"/>

**Go to Section 9**

# 9 SECTION

## 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 students 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**

# 10 SECTION

## 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 13

Full name	
Relationship to student	
Address	

### Benefits

### Spouse/Partner

Q.1 Do you receive tax credits?  
*Enclose your current tax credit notification*

YES  NO

If YES go to Section 11

Q.2 Are you in receipt of Income Support, Income Related Employment and Support Allowance, Jobseeker's Allowance or Pension Credits? *If YES, include up-to-date evidence. P60 not acceptable*

YES  NO

If YES go to Section 11

### Income - If you answered NO to Q1 and Q2 you **MUST** complete Q3 - Q7.

*State your gross income in the boxes below, please indicate whether payments you receive are weekly (w), fortnightly (f), monthly (m), 4 weekly (4) annual (a) –*

eg		Frequency		Frequency
Salary	£ 12,000	a	£ 800	m

Q.3 Do you receive a salary or wage?  
*Enclose your last monthly pay slip or last 4 weekly pay slips*

YES  NO   
Frequency

£

Q.4 Are you self-employed?  
*Give details for year ended 5 April 2015. Enclose your tax calculation / accountant's letter*

YES  NO

£

Q.5 Do you currently receive any taxable social security benefits?  
*e.g. Incapacity Benefit, Carers Allowance, etc. Enclose evidence*

YES  NO

£

£

Continued overleaf

Q.6 Do you currently receive any pensions? *e.g. retirement pension, occupational pension etc.* **Enclose evidence**

YES  NO

£

£

Q.7 Other 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 2016/17.

NAME	Date of Birth	School or College they will attend during 2016/17 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"/>

**Go to Section 12**

# 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 students 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 an award under the Further Education Award 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 my award - see page 20 of the Guide to Financial Support for Further Education Students in 2016/17 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 refund any overpayment which may have occurred (for any reason) if the Education Authority is required to reduce the amount of my award.
4. 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](#)

### CHECKLIST

1. Have you enclosed your birth certificate or your 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 Awards 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.**

The information provided on this form may be made available to other departments/agencies  
for the purposes of preventing or detecting crime.

## Data Protection Act 1998

**This statement sets out who will use the information provided on the Further Education Award Application Form and what they will use it for.**



The information which you, your parents/guardian, your husband, wife, partner or relatives give on this form (“your personal information”) will be used to process your further education award application. The Department for the Economy has made arrangements for certain functions relating to student finance applications to be exercised by the Education Authority (EA).

**The EA** will need the information provided in connection with your application to determine whether you are eligible for student finance and to assess the maximum amount of financial support you are entitled to. The EA is the data controller for that information. The EA will need to keep personal information about you, your parents/guardian, your husband, wife, partner or relatives so that it can audit its assessment of financial support. If you would like to see your information please contact the EA.

**Your university or college** will receive information from the EA so that the EA can pay any tuition fee grant you are entitled to, and so that it can confirm the details of your course of study. Your university or college may ask for information that is derived from your application (for example, whether you are deemed eligible for a further education award). If you would like to see this information please contact your university or college.

**The Department for the Economy (DfE)** will have access to some information and may use the information you have provided on this form to monitor the performance of the student finance support system and to develop future policy. Any published output from this statistical work will be anonymous and will not identify individuals.

### **The Social Security Agency.**

Information will be shared with the Social Security Agency to confirm benefit entitlement of you, your parents/guardian, your husband, wife, partner or relatives.

By law, the EA and your university or college must protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. They may also share the information, for the same purposes, with other organisations which handle public funds.

## FOR OFFICE USE ONLY

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