



Date received:

Further Education Fees Support 2021/22 For 19+ students studying Entry Level, Level 1 or Level 2

For guidance notes (G) see page 3. Items marked with (E) requires evidence.

Do not complete this application form if:

You receive:

- Jobseekers Allowance (income based), Universal Credit, Employment and Support Allowance (Work related activity group) or any other benefit and you are actively seeking employment and are undertaking the course to improve your skills to help you enter employment
- You are employed and earn less than £17,374 annual gross salary
- You are under 19 on 31st August 2021
- Your course is full cost or Higher Education.
- You are aged 19 –23 and your course is your first full level 2 qualification (G1)
- You are aged 19–23 and your course is your first full level 3 qualification (G2)
- You are aged 19 studying a Level 3 –6 and are eligible for Advanced Learning Loan
- You have time restrictions on your stay in the UK
- You pay the overseas rate of fees or your passport says you are a 'student' or 'visitor' in the UK

Personal details

| | | | |
|---|------------------------------------|-------------------------|---------------------------|
| Full name | | | |
| Date of birth | | Age on 31st August 2021 | |
| Full address (including postcode) | | | Telephone |
| | | | Email |
| Nationality | | | Date of entry into the UK |
| Full title of your course and course code | | | |
| Full time <input type="checkbox"/> | Part time <input type="checkbox"/> | Fees | £ |

Residency (G3)

Please tick whichever box best describes your status. You may need to provide evidence see G3 (E)

| | | | |
|---|--------------------------|--|--------------------------|
| a. I am a British Citizen. I normally live in the UK and have lived here for at least the last 3 years. | <input type="checkbox"/> | e. Asylum seeker – lived in the UK for six months or longer while claim is being considered by the Home Office, and no decision claim has been made. | <input type="checkbox"/> |
| b. I am a European National (or I am a child/grandchild of a European National) and I have been living within the European Economic Area (EEA) for the last 3 years. | <input type="checkbox"/> | Asylum seeker – appealed against a decision made by the UK government against granting refugee status and no decision has been made within six months of lodging the appeal. | <input type="checkbox"/> |
| c. I am a child of an EEA migrant worker (this means that your parent(s) have come to the UK to work) and have been ordinarily resident in the EEA for the last 3 years (this means your home country is within the EEA). | <input type="checkbox"/> | Asylum seeker – granted support under section 4 of the Immigration and Asylum Act 1999. | <input type="checkbox"/> |
| d. I, or my parent(s), have been granted refugee status or discretionary/exceptional/indefinite leave to enter or remain or right of abode in the UK or humanitarian protection. | <input type="checkbox"/> | f. Other (please state). | <input type="checkbox"/> |

Personal status (G4)

Please tick ✓ the box which best describes your current circumstances. Do you live:

| | | | |
|---|--------------------------|---|--------------------------|
| With my parent(s)/guardian(s)/carer(s)? | <input type="checkbox"/> | With my dependent children (lone parents only)? | <input type="checkbox"/> |
| Alone? | <input type="checkbox"/> | With my partner/spouse? | <input type="checkbox"/> |

Number of people in the household?

| Name | Relationship to you | Age | Name | Relationship to you | Age |
|------|---------------------|-----|------|---------------------|-----|
| | | | | | |
| | | | | | |

Income (G5)

Please provide evidence of your income with application (E) Include your income and that of your partner if you have one. If you have no personal income and are being supported by your parent(s)/carer(s) please provide evidence such as a bank statement in support of your application.

| Gross household income (You and your partner if you have one) | Weekly/monthly | OFFICE USE ONLY |
|---|----------------|-----------------|
| Salary 1 | £ | |
| Salary 2 | £ | |
| Working Tax Credit | £ | |
| Universal Credit (paid in conjunction with salary) | £ | |
| Other Income/benefit 1 (please state) | £ | |
| Other Income/benefit 2 (please state) | £ | |
| Total Income | £ | |

Personal Statement

Explain below why you are facing financial difficulties. If you do not complete this section, your application may be rejected. Continue on a separate sheet if necessary.

Student declaration

Please read and sign the following declaration:

- I declare that the information on this application is complete and accurate and I will provide any additional information which may be required.
- I understand that if I submit false information, or fail to give complete information, financial assistance will be withdrawn, and that all awards are subject to funds being available and Gateshead College reserves the right to reduce or refuse any requests if they are deemed excessive or if funds are limited.
- I will inform the Support Funds Team immediately of any change in my circumstances at any time which might affect my entitlement to support.
- I understand that if I use fraudulent methods to obtain financial support the College disciplinary procedure will apply.
- If successful with my application I agree to repay, in whole or in part, at the discretion of Gateshead College, the award made to me if, in the view of the College I withdraw from my course without good reason, and I agree to Gateshead College making payment(s) to a third party where appropriate.
- I understand that all awards are subject to confirmation of attendance (92%), acceptable behaviour and funding being available.
- I have fully read and agree to the terms and conditions/notes supplied with the application form.
- I understand that any award will be a 100% contribution towards the fees (to a maximum of £1000) and that I am responsible for any outstanding balance at the point of enrolment.

I understand that an award may be given from the Discretionary Learner Support - Fees Support or Gateshead College Foundation as determined by available funds.

I give my consent for Gateshead College to process personal data contained in this application and where necessary, share this information with relevant staff in order to assess an appropriate award, and understand that the information on this form will be used for statistical purposes and may be used for the detection of fraud. We will protect your data in line with our Privacy Notice (available on our website) and promise not to give your data to anyone else.



| | | | |
|-------------------|--|------|--|
| Student Signature | | Date | |
|-------------------|--|------|--|

Guidance Notes

G1 - Level 2 Qualifications: GCSE/O Level (5 or more grades A* – C), CSE Grade 1 (5 or more), 1 A-Level, 2 or 3 AS Levels, OCF Diploma or Certificate Level 2, GNVQ Intermediate, NVQ Level 2

G3 - Examples of status evidence: Evidence requirements (E) If you are an EU National or migrant worker we require a photocopy of your passport.

If you have been granted status in the UK please provide copies of any notification from the Home Office that clearly identifies your status. Any evidence must clearly show your name.

If you are an asylum seeker, we require evidence that your initial claim for asylum has been outstanding for at least 6 months and a decision has not yet been made. This may be a recent letter from your solicitor or your ARC card together with a post office receipt (this must be dated within one month).

If you have been granted section 4 support please submit the letter from the Home Office clearly stating this. The letter must be dated within the last 3 months.

Any evidence must clearly show your name.

If your claim for asylum has been refused and you have not been granted status in the UK and you do not receive section 4 support you are not eligible to apply.

If you are an international student you are not eligible to apply.

If your status is not mentioned, it does not necessarily mean that you do not qualify. Declare what your status is in the UK and any evidence you have to support this. We may need to contact you.

G2 - Level 3 Qualifications: 2 or more A Level passes, 4 or more AS Level passes, QCF Diploma Level 3, 30/60/90/120/180 credit Level 3 qualification, QAA Access to HE, GNVQ Advanced, NVQ Level 3

G4 - Personal Status: Number of people in the household Only count yourself, your partner if you have one and any children living with you who you are responsible for (i.e. who are under 18 or you are claiming child benefit for them)

G5 - Income: We only require evidence of your income and that of your partner if you have one. If you or your partner claim benefits please provide photocopied evidence. This can be a letter from the local authority, notification from the DWP/Jobcentre Plus, Pensions Service or HM Revenue & Customs for other benefits. If you are living at home and do not claim benefits or work, you must state how you are supporting yourself and provide evidence such as a bank statement in support of your application. We reserve the right to request additional information about household income if you state that your income is nil. If you are in receipt of section 4 support, provide a copy of the notification from the Home Office.

Evidence of household income can be:

Photocopies of recent payslips for you and your partner if you have one. Tax credit notifications. Any other earnings that form the main household income for example a pension. Include evidence of all income that you and your partner if you have one receive.

Do not include: Disability Living Allowance, attendance allowance or discretionary payments from Local Authority.

Terms & Conditions

- If you wish to secure a place on your chosen course you may want to pay the fees yourself.
- If you cannot pay your fees at the point of enrolment, you will need to wait until you are officially notified of the outcome of your application.
- We will endeavour to process correctly completed applications within 5 working days.
- If you do not provide the necessary documentation your application will be delayed and this may cause you to lose a place on the course.
- If successful, we will send you an award notification which you must bring in to College to enrol. Once you have attended 4 classes the funds will be transferred to the relevant department
- If successful and you have already paid your fees, you will be refunded by BACS payment after you have been confirmed as attending at least 4 sessions of your course.
- If unsuccessful, we will send you a refusal notification. If you have not yet enrolled, you should contact the Customer Services Team to arrange payment of your fees.
- Please note: payments will only be made when attendance has been confirmed for 4 sessions of the course.
- If successful, your award is for 1 year only.
- If successful we will contribute 100% only up to a maximum of £1000 towards the cost of your fees. You will need to pay the balance on enrolment.
- You can apply for one fees award only for the academic year.

You can submit your completed form either:

By hand – at the point of enrolment or at the IAG centre or Support Funds Office at the Baltic Campus.

By post – to Support Funds Team, Gateshead College, Baltic Campus, Quarryfield Road, Gateshead, Tyne and Wear, NE8 3BE

If you require assistance with other study related costs, such as travel, course grant or childcare, you can complete a 19+ Learner Support Fund application form which will be available from July/August. For further information or advice you can contact the Support Funds Team on (0191) 490 4627, call at Support Funds Office (Baltic Campus) or email support.funds@gateshead.ac.uk

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| Status | Allowance | £ |
|----------------------------------|-----------|----------|
| Single /Lone parent | £16,000 | |
| Couple | £23,000 | |
| 1 Child | £2,000 | |
| 2+ Children | £3,000 | |
| Total Allowance | | £ |
| Actual Income from page 2 | | £ |
| Surplus / Deficit | | £ |

For child allowance please only select one amount

| Outcome of assessment | | | |
|---|---|--|-----------------------------|
| Course(s) | | | Level of course(s) |
| Actual Fees | £ | Fees checked (method) | |
| 100% of Fees | £ | <input type="checkbox"/> Maximum Award £1000 Fund: LSF <input type="checkbox"/> Foundation <input type="checkbox"/> | |
| Actual award | £ | Date Notified: | Date put on LSF/Foundation: |
| Assessed by: | | Date: | Comments: |
| Specific need/circumstances <input type="checkbox"/> ESOL <input type="checkbox"/> LDD <input type="checkbox"/> Very Low Income <input type="checkbox"/> Progressing/Completing Qualification <input type="checkbox"/> Career Change <input type="checkbox"/> Other _____ _____ _____ | | | |
| Further information: | | | |

| Benefits/income to disregard when making an assessment | |
|--|---|
| Disability living allowance | Severe disablement allowance |
| Child tax credit & child benefit (including any childcare element of working tax credit) | |
| Carers/guardians allowance | Discretionary payments from Local Authority |
| Overtime, bonuses (unless part of a contract) or any one-off payments | |

| | |
|-------------------------------|--|
| Level 2 Qualifications | GCSE/O Level (5 or more grades A* – C), CSE Grade 1 (5 or more), 1 A-Level, 2 or 3 AS Levels, OCF Diploma or Certificate Level 2, GNVQ Intermediate, NVQ Level 2 |
| Level 3 Qualifications | 2 or more A Level passes, 4 or more AS Level passes, QCF Diploma Level 3 , 30/60/90/120/180 credit Level 3 qualification, QAA Access to HE, GNVQ Advanced, NVQ Level 3 |