

19+ Scheme Full-Time FE Student Application Form 2021/22

PLEASE COMPLETE THIS FORM FULLY

The 19 Plus Scheme arrangements for Further Education students are based on prevailing national guidelines and is administered by the College. It is designed to ensure that the limited funds available to the College are distributed effectively and efficiently to those learners with the greatest needs.

A. Student Information

Enrolment Number:	
First name:	Surname:
Date of Birth:	
House number and street:	
Town:	Postcode:
Contact number:	
Email address:	
Course Title:	Course Tutor:

B. Student Bank Details

Sort Code:	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	-	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Account No:	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Evidence of household Income – Income must be below £32,000 to receive financial support

Income from Employment:	A copy of your p60 for April 2020/21 or last 3 months pay slips for each parent/ guardian/ stepparent/ partner/carer in the household or student if living independently.	Total amount £
Income from Self Employment:	Accountants letter confirming earnings for tax year 2020/21 or a photocopy of a self- assessment/ tax return for each parent/ guardian/ stepparent/ partner/carer in the household or student if living independently.	Total amount £

C. Travel Information

Please only complete if you require travel support - *If you need assistance with travel to and from College, please state below the day(s) and time(s) you will be in attendance.*

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>AM</i>					
<i>PM</i>					

Please indicate which bus company you will be using Arriva Go North East

D. Student Declaration

- The information I have given on this form is correct, true and accurate to the best of my knowledge.
- I understand that if I provide false or incomplete information, I may have to repay any money given, my application will be automatically disqualified, and this could result in action under the student disciplinary procedures.
- I confirm that I am not on an **Apprenticeship** or **Higher Education (Degree)** course.
- I agree to notify the Access Fund Office of **any change in my circumstances** which may affect my eligibility for funding, or of any change to my course.
- I understand that the College may claim back all or some of the award made to me if I give **misleading** or **inaccurate** information intentionally **or if I withdraw from my course early**.
- I understand that financial assistance is dependent upon **satisfactory attendance (90%), behaviour and all work being up to date**.
- I understand that if I am in receipt of any benefits, I must declare that I am receiving financial support from the college to any other agencies.
- By signing this form, you agree to *accept the terms and conditions contained within the Further Education Access Fund Policy 2021/22 and the accompanying documentation to this form.*

If your form is incomplete, it may be returned to you and your application will be delayed. Failure to provide evidence to accompany this form would result in the application not being processed.

The allocation of funding is dependent on a range of qualifying criteria detailed in the Further Education Access Fund Policy 2021/22, copies of which are available from: ASC (Advice Support Careers) or the Access Fund Office. The Policy can also be viewed on the College website: www.newcollegedurham.ac.uk

Signature: _____ **Date:** _____

Please return your completed and evidence to Access Fund:

Telephone: 0191 375 4218	Email: access.fund@newdur.ac.uk	Office: East Mall - Orange 0.28
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PLEASE READ THESE NOTES CAREFULLY

Eligibility Criteria

The fund has qualifying criteria that are detailed in the Further Education Access Fund Policy 2021/22, Policy can also be viewed on the College website: www.newcollegedurham.ac.uk. For further guidance/assistance please contact the Access Fund Team.

To be eligible for consideration for the 19 Plus Scheme, students must:

- a. be aged 19 and over on 31st August 2021 (students aged 19 or over who have an EHCP or 19+ continuers should apply for Hardship Bursary Scheme)
- b. be enrolled on a full-time course as defined by New College Durham.
- c. have an attendance record of at least 90%, be up to date with all course work/assignments and receive a satisfactory tutor report; *
- d. you must be enrolled on a full-time course for 2021/22 academic year before an application can be submitted for processing. Applications are assessed on household income; therefore, you must have a gross household income of less than £32,000 in the previous tax year 2020/21.

* **NB the attendance threshold is set at 90% acknowledging that students may not be able to achieve 100% attendance. The bursary scheme seeks to reward students attending College. Therefore, the attendance records for the bursary schemes do not differentiate between authorised and unauthorised absence.**

You must provide evidence to support your application - types of evidence considered are stated below.

Please note if you live with parents or a partner, this will include their income and income from any benefits.

If you live independently, we will need evidence of your own income and any benefits you receive.

*Household income for the purpose of this application is defined as **gross taxable income** for the household, including taxable benefits.)*

Income Support	Award letter no more than 3 months old. ALL pages
Disability Living Allowance and/or Personal Independence Payments	Award letter no more than 3 months old ALL pages
Guaranteed Element of Pension Credit	Award letter no more than 3 months old ALL pages
Income related Employment Support Allowance (ESA)	Award letter no more than 3 months old ALL pages
Job Seekers Allowance	Award letter no more than 3 months old ALL pages
Universal Credit	A recent letter confirming your annual award/ 3 recent monthly payments showing your monthly earnings and Universal Credit payment. A Statement cannot be accepted.
Working Tax Credit / Child Tax Credits	Tax Credit Award Notice from last tax year March 2020/21 ALL pages. Provisional forms cannot be accepted for 2021/22. Ensure any other benefits stated on this form is submitted eg ESA or JSA

Applications will not be accepted without evidence being provided of the eligibility of the student to apply for this scheme. All applications must be received in a timely manner and no later than the dates stated below.

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Payments

The Access Fund Team will determine whether a payment will be made based on the following;

On attendance no less than 90% on programme including maths and English (if relevant).	All work is up to date (guidance from tutors/staff).
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Payments will be allocated based on the following criteria and are related to household income;

Tier 1 Hardship	Tier 2 Hardship	Tier 3 Hardship
If the annual household income (including Tax Credits) is £16,190 gross per annum or less.	If the annual household income (including Tax Credits) is greater than £16,190 and less than or equal to £26,000 gross per annum or less.	If the annual household income (including Tax Credits) is greater than £26,000 but less than or equal to £32,000.

Payments are made direct to the Student via Banks Automated Credit System (BACS) transfer. Students should ensure that they supply correct and accurate bank details to facilitate this payment. Failure to do so may result in no payment being made. If a payment is made to an incorrect bank account, the College will be unable to reclaim funds, and this could result in no payment being made.

The College reserves the right to review/amend or cease support if:

The student is withdrawn whilst on programme	Incorrect or falsified information is presented	Attendance falls below 90%	An unsatisfactory tutor report is received	A student is subject to discipline sanctions
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If all the above criteria are met **payments will be made on;**

	Application Deadline -	Payment to be made
Payment 1	Thursday 20 th January 2022	Friday 25 th February 2022
Payment 2	Thursday 5 th May 2022	Friday 24 th June 2022

Please note if you miss the deadline to submit your application for payment 1 but apply in time for payment 2 the College is unable to make any retrospective payments.

Travel

Students who satisfy the eligibility criteria above and live at least 3 miles from the College will qualify for a contribution towards travel costs. The College will seek to provide travel support to and from College each term up to the value (as per Arriva or Go North East pricing) on production of receipts of either a termly ticket or total cost of an academic annual ticket whichever is most cost effective for the College. Contact the Access Fund Office for travel advice access.fund@newdur.ac.uk

Case Review

Applicants who are refused support have the right to have their case reviewed by the Access Fund Manager. A request for a case review must be made in writing (letter or e-mail) within 10 working days of receipt of the College's decision to decline support. Further information on how to submit a review or for a copy of the Access Fund Policy please contact the Access Fund Office.

For further guidance/assistance please contact the Access Fund Team

Telephone: 0191 375 4218	Email: access.fund@newdur.ac.uk	Office: East Mall - Orange 0.28
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