

18/19

UCEN[®]
MANCHESTER
FIND YOUR FUTURE

HIGHER EDUCATION FINANCIAL SUPPORT

HEF (Higher Education Fund). For Students in financial hardship.

HEPA (Higher Education Progression Award) For L3 Students progressing to UCEN Manchester HE courses.

HESA (Higher Education Support Award) For Students with a Dyslexia Screening.

Higher Education Students can not apply for both the HEF and HESA together. Funds are limited so early applications are recommended, see Careers, Employability & Welfare.

HIGHER EDUCATION BURSARY OF UP TO £1000 ALSO AVAILABLE

Tick the box below if you wish to be considered for the Higher Education Bursary. Just complete the form and hand it back to Careers, Employability and Welfare - you will be notified in writing if you have been successful. See Guidelines and Criteria at the back of this form.

I wish to be considered for the Higher Education Bursary

BURSARY APPLICATIONS MUST BE SUBMITTED BY 05 FEBRUARY EACH YEAR

PART 1 - PERSONAL DETAILS

ID Number

(if applicable)

Family Name

First Name(s)

Date of Birth

Full address

Postcode

**Telephone
no(s)**

**E-mail
address**

PART 2 – COURSE DETAILS

Course title

Campus of study

Mode of study

(delete as appropriate)

Start date
of course

Year of study

(delete as appropriate)

Is this your
final year?

Is this a
repeat year?

PART 3 – PROGRESSION WITH THE MANCHESTER COLLEGE (LEVEL 3 STUDENTS ONLY)

If you are studying with The Manchester College and will be progressing to any degree level course at UCEN Manchester (4, 5 or 6), please complete this section.

Did you study at
The Manchester
College last
academic year?

IF NO, PLEASE GO TO SECTION 4

If YES,
course title

Qualification

Date of study

Course tutor

PART 4 – PROGRESSION AWARD PERSONAL STATEMENT

Please complete this section if you are currently studying at Level 3 with the The Manchester College and will be progressing to Higher Education. The purpose of the fund is to support learners and remove barriers to progressing from The Manchester College Further Education to Higher Education at UCEN Manchester.

TELL US WHY THIS AWARD WILL HELP YOU PROGRESS TO UCEN MANCHESTER

Which UCEN Manchester Higher Education Course will you be starting

What fees will you be expected to pay

When studying, will you be working? If so, what work will you be undertaking?

What is your long term aim? How will the progression award help you to achieve this?

PART 5 – PERSONAL STATUS AND ACCOMMODATION DETAILS

Do you live:

Please tick the appropriate box

ALONE?

IN HALLS?

WITH YOUR PARTNER/SPOUSE?

WITH YOUR PARENTS/GUARDIAN?

How many other adults live at this address?

Do you share all household expenses?

Delete as appropriate

YES / NO

Do you have any children who are financially dependent on you?

Give details:

YES / NO

Name

Date of birth

Do you have any adults who are financially dependent on you?

Give details:

YES / NO

Name

Date of birth

PART 6 – COLLEGE DYSLEXIA SCREENING ASSESSMENT

Do you have a Dyslexia assessment from the DSA?

YES / NO

Have you had a Dyslexia screening from the college?

YES / NO

There may be a charge of between £25-£50 for the screening

Do you wish to apply for financial assistance for:

Cash award to help with the purchase of a laptop or a full Diagnostic with the DSA

Please give details:

PLEASE ENSURE YOU HAVE COLLEGE DYSLEXIA SCREENING
We can not process the award without it

PART 7 – HIGHER EDUCATION BURSARY

Please indicate which best describes your situation: (evidence required)

Care leaver, living with a Parent/s or Guardian

Household income is less than £20,000pa

Care leaver, living independently

Disability/health condition, and receiving support

I have been claiming Welfare Benefits in the last six months

Care giver for more than 30 hours per week

I have young children and still receive some benefits

None of these

PART 7 – FINANCIAL DETAILS

A. STUDENTS INCOME

Income from work

Maintenance payments

Maintenance Loan

Parents Learning Allowance

Adult Dependants Grant

Childcare Grant

Disabled Students' Allowance (DSA)

Any other earnings

Parents/partners contribution

Child Tax/
Working Tax Credit

Housing Benefit/
Local Housing Allowance/
Council Tax Benefit

Income Support

JSA/Universal Credits

Professional/Career Development Loan

Scholarships/Trusts/Grants

Disability Benefits
(please specify)

Other income/Savings
(please specify)

B. PARTNERS INCOME

Net Earnings

Other

Total Income
(A + B)

Students (and partners) expenditure Week/Month/Year

Food/household
/laundry

Gas

Electric

Water

Telephone

TV Licence

Contents Insurance

Council Tax

Essential course equipment

Rent/Mortgage

Childcare costs

Travel costs

Subscriptions/
TV/Mobiles

TOTAL

PART 8 – SUPPORTING STATEMENT FOR HARDSHIP

Use this space to explain your financial situation and why you believe your situation to be exceptional and to merit support.

PART 9 – BANK/BUILDING SOCIETY DETAILS

- Where possible, you should supply copies of statements for the last three months – mini-statements are not acceptable.
- APPLICATIONS SUBMITTED WITHOUT RELEVANT BANK STATEMENTS WILL NOT BE CONSIDERED

**Name of bank/
building society**

Account Number

Sort Code

Roll number
If applicable

Name on account

Confidentiality

- Applications are only seen by the assessment staff.
- It may be necessary for further information to be sought from other College staff in order for a decision on your application

Data Protection Act 1998

The LTE Group (The Manchester College and UCEN Manchester) is a data controller in terms of the 1998 legislation. Careers, Employability & Welfare follows the LTE Group policy in matters of data protection. The data requested in this form is covered by the notification provided by the Group under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic record keeping. The data will not be passed to any third party without your consent, except where the Group is required to do so by law. Any formal enquiries about the use of data noted here should be addressed to the Director of Student Support Services under new GDPR requirements.

I confirm that I am supporting the children named in part 5

I confirm that I am not living with a spouse/partner

I confirm that I am registered and in attendance on the course described in part 2 of this form

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the course.

Name (in CAPITALS)

Signature

Date

STUDENT CHECKLIST

Copies of documents provided

College Dyslexia Screening or DSA assessment (if applicable)

Loan request form/Payment Schedule Letter

Parent Grant and/or Dependents Grant

Part time Student Support Notification Learning Agreement

Evidence of fees paid/payment plan

Child Benefit or DWP letter OR children's birth certificates

Bank/Building Society statements

Evidence of rent/mortgage

Evidence of benefits claimed/care leaver status or P60

Evidence of providing care such as carers allowance

Other

Give details:

FOR OFFICE USE ONLY

Date processed:

Processed by:

AWARD

Indicate what is to be awarded

HEF

£

HEPA

£

HESA

£

FOR HARDSHIP AWARDS

Checked and verified by:

Site Peer verification

AND/OR

Team Leader

Peer Advisor Names:

Print Name:

FOR PROGRESSION (CW) AWARDS

Careers, Employability & Welfare Team Leader mitigating circumstances award

New amount to be awarded

Checked and verified by:

Print name

FOR SUPPORT AWARD

I can confirm that the student has had a screening by the Dyslexia Team showing support is required

HIGHER EDUCATION BURSARY

Bursary Payment Confirmation

YEAR ONE	£500	PAY
TEAR TWO	£250	PAY
TOP UP	£250	PAY

Print name

Signed

GUIDELINES AND CRITERIA

When completing the Higher Education Fund Application 18/19

Are there any Hardship Funds available from UCEN Manchester?

Yes - we understand that living as a Student can be challenging and you may experience financial hardship, struggling to meet day-to-day living expenditure.

Or you may have a disability and/or condition which means you have additional costs to cover. We endeavor to make your time with UCEN Manchester as enjoyable as possible and therefore the Higher Education Fund is available to assist you to overcome financial hardship.

We have three awards available:

The Higher Education Fund (HEF)

For Students in financial hardship. This is for day-to-day expenditure or to pay an unexpected bills. We look at a variety of issues when making any hardship award:

- Accommodation costs
- Household (who is living in your household)
- Additional support (parents, partner, benefits)
- Expenditure (what are you spending funds on)
- Employment (do you receive extra funds from work)
- Debt (high levels of debt)

We also look at any mitigating circumstances such as any unexpected costs, family issues and emergencies. In cases where you have made an application because of debt or using funds to pay high levels of expenditure such as mobile phones, subscriptions or costs associated with a car. We will normally recommend a budgeting advice session before any award can be considered.

The Higher Education Progression Award (HEPA) from Cecil White

The purpose of the fund is to support Level 3 Students and remove barriers for progressing from The Manchester College Further Education to Higher Education at UCEN Manchester. This can be used for:

- Contribution towards Tuition and Exam fees
- Travel to and from campus
- Books, Materials and Equipment
- Maintenance

Payments will be made as soon as you are confirmed on the course and enrolled.

The Higher Education Support Award (HESA)

This is for Students with a College dyslexia screening and may need some extra support in order to complete the course. This fund can be used for the purchase of a laptop or towards a full DSA assessment which can cost from £400 to £600.

Am I eligible?

To be eligible to make an application for funds you must be registered on a full-time programme of study (or at least 60 credits if part-time) to apply and you must:

- Have received your full entitlement of Student Loans
- Have an excellent attendance and commitment to studies (at least 87%)
- Be fully enrolled with UCEN Manchester
- Be in financial hardship (evidence required)
- Be a Home Student
- Be progressing from The Manchester College to a UCEN Manchester HE course when applying for HEPA
- Have a Dyslexia screening if applying to HESA

When can I apply?

The Fund usually opens for each academic year in October or November. Assessments are not pro-rated therefore you would not receive a lesser award if you applied later on in the academic year.

How can I make an application?

Go to a Careers, Employability and Welfare drop-in on your site where an advisor will give you the application and answer any questions you may have.

How long will it take?

Assessments can take up to 4 weeks from the date the team receive all your supporting documentation therefore if anything is missing from your original application, this will delay assessment.

How much will I receive?

As each application is assessed individually and is based upon your personal circumstances, it is not possible to provide a fixed amount for guidance or even if your application would be successful. Assessment of an application is an in-depth process and is made taking into account all the elements of your application.

How will I be notified of the outcome of my application?

You will receive a letter to the address provided at enrolment advising you of the outcome of your application.

Is an award repayable?

Awards are usually non-repayable unless otherwise specified. Furthermore, if any inaccuracies are found on your application, you may be asked to repay an award.

If I am successful, how will I be paid?

Payments will usually be made directly into your bank account in one instalment. Progression awards are paid via cheques.

All awards are strictly confidential and must not be discussed with any other student/s

GUIDELINES AND CRITERIA

When completing the Higher Education Fund Application 18/19

Are there any bursaries available

Yes! Raising the aspirations and access of mature and part-time students has continued to be a priority for us. In addition we understand that students with low incomes, disabilities, have young children and care leavers and givers may need a little extra help to achieve their goals. Therefore, we have introduced the Higher Education Bursary for 2018/2019.

Am I eligible?

To be eligible to make an application for funds you must be registered on a full-time programme of study (or at least 60 credits if part-time) to apply and you must:

- Have received your full entitlement of Student Loans
- Have an excellent attendance and commitment to studies (at least 87%)
- Be fully enrolled with UCEN Manchester
- Household income of less than £20,000pa
- Be a Home Student

AND

- Be a Care Leaver OR
- Been claiming benefits in the last six months OR
- Progressed from The Manchester College Level 3 courses

OR

- Have young children, still receiving benefits OR*
- Be a care giver for 30 hours or more per week OR
- Have a disability/health condition and receiving support

In order to be successful, we reserve the right to check your attendance, achievement and work submitted.

*benefits refers to any monies you receive from the Government such as Income Support, Universal Credits or Housing Benefit because you look after a child or children.

When can I apply?

The Fund usually opens for each academic year in October or November. Assessments are not pro-rated therefore you would not receive a lesser award if you applied later on in the academic year.

How can I make an application?

Go to a Careers, Employability and Welfare drop-in on your site where an advisor will give you the application and answer any questions you may have.

How long will it take?

Assessments can take up to four weeks from the date the team receive all your supporting documentation therefore if anything is missing from your original application, this will delay assessment.

How much will I receive?

A bursary of £500 will be paid in the first year in two instalments of £250. In any subsequent years of your course, you will be paid an additional £250. If you then progress onto our Top Up, degree after completing a Foundation Degree you will receive another £250.

For example

HNC Year 1 £500 in two instalments

HND Year 2 £250

Top-up degree £250

Foundation degree £500

Top-up degree £250

How will I be notified of the outcome of my application?

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Is an award repayable?

Awards are usually non-repayable unless otherwise specified. Furthermore, if any inaccuracies are found on your application, you may be asked to repay an award.

If I am successful, how will I be paid?

Payments will usually be made directly into your bank account in instalments as specified above.

All awards are strictly confidential and must not be discussed with any other student/s