Grimsby Institute HE Bursaries 2018/19

This provides financial support or college credits to students who are in financial difficulty and who are enrolled on a Higher Education course. It is not intended to pay for costs normally covered by Student Loans. Applications are means tested and awards are allocated according to need. The college credits can be used to support college based activities, such as purchasing any Institute service or goods through Institute systems e.g. gym membership, nursery, food, art equipment, trips/visits.

Students with learning difficulties/disabilities should apply for the Disabled Students Allowance in the first instance. For further information visit www.direct.gov.uk website. The College may be able to assist with financing a diagnostic assessment of specific learning difficulties (e.g. dyslexia) depending on financial circumstances.

For more information regarding any aspect of financial support, please contact the Student Support Services team on 023 8091 1228 or visit them in the Student Services Centre.

There will be 600 bursaries worth £150 based on POLAR 3 indices 1 and 2 (http://www.hefce.ac.uk/postcode/) and household income below £25,000 if a second identification criteria is required. The bursaries will be paid in the form of college credit or bank transfers. Part time students may be eligible for pro rata instalments based on the number of credits they are undertaking. Priority will be given to Year 1 students.

To meet the eligibility criteria for the University Centre Grimsby Bursary in 2018/19   you must:
- Be studying in 2018/19
- Be a home or EU student
- Be paying tuition fees of at least £6,500 in 2018/19 (pro rata for part time students)
- Have made arrangements to pay your fees either by SFE Tuition Fee Loan as this will be used to assess your entitlement. You are receiving a means-tested maintenance loan or special support grant from your national Student Finance Service
- Be enrolled and attending as a full or part time student
- Be eligible for student support under UK student support regulations
- Be a current student on a course that does not attract a training bursary, e.g. NHS bursary
- Student's fee is neither paid nor part-paid through a sponsorship arrangement
- Student is a new entrant to Higher Education (i.e. they do not have an existing HE qualification, e.g. Foundation Degree or HND)
- Student is not undertaking a postgraduate initial teacher training course leading to qualified teacher status
- Student is not transferring in from another institution
- Student is not undertaking a postgraduate qualification

Where there are more students who meet the criteria than there are awards, these will be allocated according to the following prioritisation criteria:
- You are from an area where not many people go into Higher Education (POLAR 3 indices 1 and 2 http://www.hefce.ac.uk/postcode/)
- Your household income, determined by the level of Maintenance Loan you receive.
- You have declared a disability to us
- You have left Local Authority Care
- Final random selection if applications exceed awards.
- You must be eligible for maintenance support from Student Finance England

Procedure for assessing eligibility

1. Students apply for the bursary and are asked to complete an application form as attached.
2. Applications are assessed based on postcode data where not many people go into Higher Education (POLAR 3 indices 1 and 2 http://www.hefce.ac.uk/postcode/)
3. Additional applications may be assessed on household income based on the level of maintenance loan support they receive from SFE. All learners who have applied for financial support from SFE with RHI below £42,875 meet eligibility criteria and these will have a maintenance loan of £8,700 if they are living away from home whilst studying or £7,324 if they live at home whilst studying.

SFE maintenance loan information 2018/19

Please note the loan rate for all students in their final year is less than the figures given in the table.

Full-time student	2017 to 2018 academic year	2018 to 2019 academic year
Living at home	Up to £7,097	Up to £7,324
Living away from home, outside London	Up to £8,430	Up to £8,700

Source: https://www.gov.uk/student-finance/new-fulltime-students

Contact Student Services via email to bursary@grimsby.ac.uk or at one of the addresses below:

Grimsby Institute
Nuns Corner, Grimsby
N E Lincolnshire
DN34 5BQ
Tel: 0800 315 002
www.grimsby.ac.uk

Scarborough TEC
Filey Road
Scarborough, North Yorkshire
YO11 3AZ
Tel: 0800 731 7410
www.scarboroughtec.ac.uk

Skegness TEC
Heath Road
Skegness
PE25 3SY
Tel: 0800 389 0097
www.skegnesstec.ac.uk

Application for HE Bursary 2018-19

Section 1: Personal Details

Student Ref: ☐☐☐☐☐☐☐

First Name(s): _____

Surname: _____

Date of Birth: ____ / ____ / ____

Mobile: _____

Email: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Term time address:

_____

_____

Postcode: _____

Home address postcode: _____

Section 2: Course Details (please list all if enrolled on more than one)

Course _____

Year of study ☐   Full Time ☐   Part Time ☐   No of days ____

Campus / site of study _____

Do you receive the Maintenance Loan from SFE?   Yes/No

Please provide a copy of your SFE award entitlement notification

Please attach any other information you wish if you think it may support your application.

Do you receive any other financial support towards your course?   Yes/No

If yes, please specify:

Section 3: Payment Details

If we need to pay support directly to you, we will normally pay you either through college credit or BACS directly into your bank account. If you do not have a bank account and would like information about opening a bank account, visit www.moneyadviceservice.org.uk for details about the different products available, or Learner Services for more advice.

Payment method: College credit ☐   If you would prefer BACS payments, please complete the information below)

Do you have a Bank or Building Society account which will accept BACS payments?   Yes ☐   No ☐

Name of bank/building _____

Branch: _____

Account holder's name: _____

Account Number: ☐☐☐☐☐☐☐☐   Sort Code: ☐☐-☐☐-☐☐

Section 4: General Data Protection Regulation (GDPR)

Why do we collect personal information?

The Grimsby Institute Group (The Institute) collects and processes personal data relating to its learners to effectively manage learning and to meet its statutory obligations as an FE College. The Institute is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

The Grimsby Institute Group consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.

What personal information does the organisation collect?

To process Bursary Applications, The Institute collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Office for Students (OfS). All data collected and processed on behalf of OfS will be held for as long as we are legally required to do so, currently until at least 31st December 2025.

How is this collected and stored?

Data relating to this form 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 Institute staff who need access to the data to provide services to learners.

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 on your rights can be found at http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php or speak to a member of staff.

Section 5: Appeals

All applicants have the right of appeal. If you believe your application has not been assessed correctly, you do not receive an award or you are not happy with the level of support allocated you can appeal. You should make your appeal in writing to the Learner Advice Team within 10 working days of being notified of our decision, stating clearly the reasons for appeal and giving any additional details you think should be taken into consideration. Notification of the outcome of the appeal will be within 10 working days. If you are unhappy with the appeal decision you can make use of the formal complaints procedure – contact Learner Services or Reception for more information.

Section 6: Declaration

- I certify that the above information and financial details are correct and complete
- I understand that funding is limited and not guaranteed
- I agree to notify The Institute of any change in my circumstances which may affect my eligibility for funding as soon as this occurs; I understand that failure to do this may mean that The Institute will request repayment of my award.
- I understand that The Institute will claim back all or some of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon academic achievement, behaviour, and full attendance, which will be monitored. Should this be unsatisfactory or I withdraw from my course early, any future payments may be reduced and I may be asked to pay back some or all of my award.
- I understand that funding is for 2017/18   only and is not guaranteed for future years.
- I understand that The Institute reserves the right to review and adjust my award and entitlement through-out the year and can make in-year changes to awards.
- I have read and understood this declaration.

Signed: Date: ____ / ____ / ____

VC: 180724 HEB1718 SW