

Further Education Grant Application and Assessment Form

For Part-time Courses 2023/24 Academic Year

Copies of this application form and information on Student Support arrangements for students attending the College of Agriculture, Food and Rural Enterprise (CAFRE) are available on the Education Authority website at: www.eani.org.uk/feapplication

Applicant's Name:

- All information will be treated in the strictest confidence.
- Any person wilfully making a false statement in support of this application will be liable to prosecution.
- If you have any questions about completing this form you should contact the Education Authority Further Education Grants Section. Details are provided at the back of this form.

Important: Please read the guidance booklet for part-time grants before filling in this form:

The applicant should complete and sign this form. Guidance on answering the questions is given in **bold**.

Return the completed form to the Education Authority Further Education Grants Section at the address shown on the back of this form. This will enable the Education Authority to make their assessment in time for you to receive any financial support to which you may be entitled at the start of your course. If you complete the form after the start of your course you will still be eligible for support if you meet the criteria but your payment will be delayed.

You will not be eligible for support for the 2023/24 year of your course if you apply later than nine months after the start of your course.



Department of
**Agriculture, Environment
and Rural Affairs**

www.daera-ni.gov.uk

***Sustainability** at the heart of a living, working,
active landscape valued by everyone.*

Section A: Student's Personal details

1. Surname:
2. First name(s):
3. Title: Mr Mrs Miss Ms Other

(Please tick)

(Please write in)

4. Date of Birth: Day Month Year

**Please enclose your original Birth Certificate or Passport with your application.
If you were born outside the EU you must enclose your passport and Home Office documents.**

5. Length of residency in Northern Ireland:

6. National Insurance Number:

7. Marital Status: Single Married/Civil Partnership Widowed Divorced

(Please tick)

Separated

Living with partner

If you are married/civil partnership, divorced, separated or widowed, you must include evidence, e.g. a copy of marriage certificate or court order.

Name of Student's Spouse/
Co-habitee/Partner (if applicable):

Occupation:

8. Date of Separation/Divorce: Day Month Year
(If applicable)

- Fill in ALL Sections -

Section B: Residence/Contact details

9. State Permanent Home Address:

Postcode:

Email:

Home Tel. No:

Mobile:

10. Have you resided at an address other than at question 9 above during the period
1 September 2020 to 31 August 2023?

Yes No **(Please tick)**

11. If you have answered **Yes** at question 10 state address(es) and dates:

| Address(es) | Dates you were there |
|----------------------|----------------------|
| | |

12a. Have you been granted settled status or pre-settled status under the
EU Settlement Scheme?

No Yes - settled status Yes - pre-settled status **(Please tick)**

If yes, please provide your share code:

12b. If you have answered No to 12a, are you a EU, EEA or Swiss citizen within the personal
scope of the citizens' rights provisions or someone with protected rights under the EU-
UK Withdrawal Agreement?

Yes No **(Please tick)**

Section C: Proposed campus and course details

13. Please provide the name of the course you will study in 2023/24.

What qualification will you gain on completion of your course

Is this an apprenticeship course? Yes No

Date you commenced/or will commence your course?

Day Month Year

When will you complete the last year of your course?

Day Month Year

What length is the course? 1 year 2 years 3 years **(Please tick)**

Which year of the course are you studying in 2023/24 (i.e., 1st, 2nd, 3rd)?

Will you be repeating any part of the course in 2023/24?

Yes No **(Please tick)**

If **YES**, please give details:

Section D: Supplementary Grants

14. Have you any dependant children? Yes No (Please tick)
- If Yes, will you use registered childcare? Yes No (Please tick)
- Do you wish to apply for a childcare grant? Yes No (Please tick)

Please complete a CG2 childcare grant application form, available from
www.eani.org.uk/feapplication

15. Children in the household

Give details of children who are dependent on you during the academic year 2023/24

| Name | Date of Birth | School or College that they will attend during 2023/24 school year. |
|------|---------------|---|
| | | |
| | | |
| | | |
| | | |

Section E: Financial Details

16. If you or your spouse/partner ARE NOT receiving Income Support, Income-Based Job Seekers Allowance, Tax Credits please give details below.

Income – state your gross income or Universal Credits in the boxes below. Please indicate whether payments you receive are: weekly (**w**), fortnightly (**f**), monthly (**m**), 4 weekly (**4**), annual (**a**).

| | Student | Frequency | Spouse/Partner | Frequency |
|--------------------|----------------|-----------|----------------|-----------|
| E.g. Salary | £12,000 | a | £1,000 | m |

| | Student | | Spouse/Partner | |
|--|------------------------|----------------------|------------------------|----------------------|
| Do you receive a salary or wage? | Yes | No | Yes | No |
| <i>Enclose your last monthly pay slip or last 4 weekly pay slips.</i> | £ <input type="text"/> | <input type="text"/> | £ <input type="text"/> | <input type="text"/> |
| Are you self-employed? | Yes | No | Yes | No |
| <i>Give details for year ended 5 April 2022. Enclose your tax calculation/accountant's letter.</i> | £ <input type="text"/> | <input type="text"/> | £ <input type="text"/> | <input type="text"/> |
| Do you currently receive any taxable Social Security benefits | Yes | No | Yes | No |
| <i>E.g. Incapacity benefit, Carer's Allowance? Enclose evidence.</i> | £ <input type="text"/> | <input type="text"/> | £ <input type="text"/> | <input type="text"/> |
| Do you currently receive any pensions? | Yes | No | Yes | No |
| <i>E.g. retirement, occupational. Enclose evidence.</i> | £ <input type="text"/> | <input type="text"/> | £ <input type="text"/> | <input type="text"/> |
| Do other taxable income you currently received? <i>(please specify)</i> | Yes | No | Yes | No |
| <i>Enclose evidence.</i> | £ <input type="text"/> | <input type="text"/> | £ <input type="text"/> | <input type="text"/> |

Section F: About your benefits

17. If you or your spouse/partner are receiving Income Support, Income based Job Seekers Allowance, Tax Credits or Universal credits please give details below.

If you or spouse/partner are receiving one or more of the following state benefits please tick the appropriate box and forward evidence.

| | Student | | Spouse/partner | |
|---|---------|----|----------------|----|
| | Yes | No | Yes | No |
| Do you receive Income Support? <i>Enclose evidence.</i> | | | | |
| Do you receive Jobseeker's Allowance? <i>Enclose evidence.</i> | | | | |
| Do you receive Tax Credits? <i>Enclose all pages of your current tax credit notification.</i> | | | | |
| Do you receive Universal Credit? <i>Enclose all pages of your current Universal Credit Statement</i> | | | | |

Section G: Student's Bank Details

18. 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 and be able to accept direct credits.
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:

Section H: Declarations

19. Declaration and undertaking for student:

- I undertake to attend and complete the course.
- I undertake to inform the Education Authority immediately of any change in financial or other circumstances affecting the amount of grant payable to me
- I undertake to inform the Education Authority of any change in address.
- I undertake to refund any overpayment which may have occurred (for any reason).
- I certify that the details on this form are correct and that no information relevant to the application has been withheld.

Please check that you have answered every relevant question in full and enclosed any documents you have been asked to supply.

Signed: **Student**

Date:

Declaration for Spouse/Partner *(if applicable)*

- 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 may be prosecuted and financial support withdrawn from the student.
- I agree to supply any further information in relation to the student's 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

Signed: **Student's spouse/partner**

Date:

CHECKLIST, have you:

Enclosed your original birth certificate, passport, marriage certificate or other relevant documents;

Enclosed evidence of income;

Completed all the relevant questions;

Signed and dated the declaration at the end of this form;

Completed **ALL** sections.

If you have not done the above your form will be returned which will delay the processing of your application.

Completed forms along with your birth certificate or passport and any other documents should be sent as soon as possible to:

**Education Authority
Further Education Grants Section
1 Hospital Road
Omagh
Co Tyrone
BT79 0AW**

PROOF OF POSTAGE IS NOT PROOF OF RECEIPT.

If you do not receive an acknowledgement of your application within 2 weeks of posting, please contact the Education Authority on 028 8225 4546.

PHOTOCOPIES WILL NOT BE ACCEPTED.

It is the responsibility of the student to ensure their application form has been received by the Education Authority by the closing date.

Privacy Notice for DAERA Further Education Grants

Data Controller Name: DAERA - Agri-Food Support Branch
Address: Dundonald House,
Upper Newtownards Road,
Ballymiscaw
Belfast BT4 3SB

Data Protection Officer
Telephone: 028 7744 2350
Email: dataprotectionofficer@daera-ni.gov.uk

DAERA Privacy Statement: www.daera-ni.gov.uk/daera-privacy-statement

Why are you processing my personal information?

- If you apply for a DAERA means tested course grant and childcare grant, we will ask for information about you, such as your name and address, date of birth, telephone contact, marital status, if you have dependants, income, bank account details, previous study. This is known as your personal data.
 - We will securely store and process personal data in order for us to ascertain your eligibility for grant and the level of grant payable to you.
 - We will ask for evidence of identity such as your original birth certificate, adoption certificate or passport
 - We will ask for evidence of marital status, for example, a copy of marriage certificate or court order.
 - We will ask for evidence of income for yourself and spouse/partner if applicable, such as pay slips, social security benefits, P60, P11, letter from accountant, income from property, pension, interest on investments, deductions and allowances against income eg superannuation contributions and other allowances.
 - We will ask for evidence of registered childcare provision and we will check that your childcare provider is registered if you are claiming the childcare allowance of the grant. We will also ask for your child/children's long version birth certificate and your notification of tax credit if applicable.

What categories of personal data are you processing?

- We will use all of your personal data to process your claim for a DAERA course grant and childcare grant if applicable.

Where do you get my personal data from?

- The personal data we process will be provided by you and your spouse/partner (if applicable) when you apply for a DAERA means tested part-time grant for Further Education at CAFRE.

Do you share my personal data with anyone else?

- We will share your personal data with the Education Authority, as they are our data processor. The EA will receive your application form and will assess your application, check your eligibility and calculate your grant entitlement.
- Data sharing will be carried out using a safe file transfer process which uses a secure, encrypted electronic transfer system.
- The EA will process your data under a Service level Agreement with DAERA and will comply with all aspects of UK GDPR for the storage, security and processing of your personal data.
- We will share your personal data with CAFRE to seek confirmation of enrolment and attendance on your chosen course of Further Education. Data to be shared will include your name, address, DOB and course details.
- We may share your data with enforcement agencies for the prevention or detection of crime.

How is my personal data stored?

- The EA will store your application form and any documentation you supply, in order for your application to be processed in a filing system contained within a locked store. Access to the store is limited to student finance personnel
- Details from your application form will be keyed into a secure computer system, designed to process and calculate the amount of grant payable to you.

Do you transfer my personal data to other countries?

- Your personal data will not be transferred overseas.

How long do you keep my personal data?

- We will retain your data for 7 years from your final payment date, the period required for audit of financial data to detect misappropriate use of public funds and/or fraud.
- Following this period your data will be destroyed by secure shredding for paper and electronic deletion for the computer stored data.

How do you use my personal data to make decisions about me?

- The EA will use your personal data to ascertain your eligibility for grant and the level of grant payable to you.
- Personal data is required to confirm your identity and confirm course details and financial data is required to calculate the amount of grant you may be entitled to.

What rights do I have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data.
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have a right to have personal data erased and to prevent processing, if you wish to withdraw your application at any stage.
- You have the right to 'block' or suppress processing of personal data, if you wish to withdraw your application at any stage.
- You have the right to data portability, in specific circumstances.
- You have the right to object to the processing, in specific circumstances.
- You have rights in relation to automated decision making and profiling

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact Department Data Protection Officer a

Data Protection Offic

Telephone: 028 7744 2350

Email: dataprotectionofficer@daera-ni.gov.uk

DAERA Privacy Statement: www.daera-ni.gov.uk/daera-privacy-statement

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO)

Information Commissioner's Offi

Wycliffe Hous

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>



Department of
**Agriculture, Environment
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**INVESTORS
IN PEOPLE**