

Further Education Application and Assessment Form

For Students entering Full-time Further Education in 2018/2019 (including living expenses grant and any supplementary grants).

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: _____

This form is for applicants to CAFRE- Enniskillen, Greenmount and Loughry Campuses.

- 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 Awards Section. Details are provided at the back of this form.

Important: Please read these notes before filling in this form:

1. The applicant should complete and sign this form. Guidance on answering the questions is given in **bold**.
2. Return the completed form to the Education Authority Further Education Awards Section at the address shown on the back of this form by **30 June 2018**. 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 that date you will still be eligible for support if you meet the criteria but you may not receive payment at the start of your course.

You will not be eligible for support for the 2018/2019 year of your course if you apply later than nine months after the start of your course.

3. Do not complete this form if you have moved or will be moving to Northern Ireland from GB, the Channel Islands, or the Isle of Man for the purpose of attending your course. You should seek advice from the responsible authority in the place where you normally live. - Scotland: the Student Awards Agency for Scotland; England and Wales: your Local Education Authority; Channel Islands: the Education Departments of Guernsey or Jersey; Isle of Man: the Education Department for the Isle of Man.
4. Apart from people at (3) above, if you are a national of a European Union state who has moved or will be moving to Northern Ireland for the purpose of attending your course (including a United Kingdom national who has been living outside the United Kingdom) you should seek advice from the Education Authority. Details are provided at the back of this form.



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

www.daera-ni.gov.uk

Section A: Student's Personal details

1. Surname: _____

2. First name(s): _____

3. Surname at Birth: _____

4. Title: Mr Mrs Miss Ms Other _____
(Please tick) **(Please write in)**

5. 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.**

6. Length of residency in Northern Ireland: _____

7. National Insurance Number:

8. 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:

9. Date of Marriage: Day Month Year
(If applicable)

Maiden Name:

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

Section B: Residence/Contact details

11. State Permanent Home Address:

Postcode: _____ Email: _____

Home Tel. No: _____ Mobile: _____

12. Parents' Home Address (If same as your address write 'AS ABOVE'):

Postcode: _____ Tel: _____

13. Have you resided at an address other than at question 11 above during the period
1 September 2015 to 31 August 2018?

Yes No **(Please tick)**

14. If you have answered **Yes** at question 13 state addresses and dates:

Address	Dates you were there

15. Residence during term time in the Academic Year commencing September 2018:

Parental Home Halls of Residence Lodgings
(Please tick)

Address: _____

Postcode: _____ Tel: _____

**You must inform the Education Authority of any change in residence during
term time.**

Section C: Proposed campus and course details

16. Please list below course(s) applied for at Enniskillen, Greenmount or Loughry Campus:

a. Which campus will you be attending in 2018/19?

b. Give the name of the course you are studying or expect to study in 2018/19.

c. What qualification will you gain on completion of your course?

d. Date you commenced/or will commence your course?

Day Month Year

e. When will you complete the last year of your course?

Day Month Year

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

g. Which year of the course are you studying in 2018/19 (i.e., 1st, 2nd, 3rd)?

h. Will you be repeating any part of the course in 2018/19?

Yes No **(Please tick)**

If **YES**, please give details:

Section D: Details of previous education

17. Give details of colleges/universities attended since leaving school (If applicable):

Name: _____

Course: _____

Full or part time: _____

Date of Entry: _____ Date of Leaving: _____

18. Previous financial support

Have you received any financial assistance towards attendance on a previous course by this or any other body?

Yes No **(Please tick)**

If **Yes**, please give full details: _____

Awarding authority and type of award: _____

Duration and dates: _____

Section E: Student's Income

19a. Have you or do you intend to apply for any other Government funding?:

Yes No **(Please tick)**

b. If you answered **YES** to question (a) above you must give details:

As a student can only receive one form of Government support, students who are in receipt of any other Government Award type are not eligible to apply for a Further Education Award. Students applying for a DAERA FE Award are not eligible to apply for Educational Maintenance Allowance.

c. Will you have any income during the academic year 1 September 2018 to 31 August 2019? This does not include part time jobs or weekend work.

Yes No **(Please tick)**

If you answered **YES** to question (c) above, you must give details of the source of income and how much you expect to receive during the period 1 September 2018 to 31 August 2019 below.

Source of Income	Amount

Section F: Category of Student (Independent/dependent)

You are an independent student if you meet one of the following conditions on the first day of your course:

- You have care of a child or children (enclose child's original **long** birth certificate);
- You are aged 25 or over;
- You have been married or entered into a civil partnership (you need to enclose your original marriage certificate or civil partnership schedule);
- You have financially supported yourself for 3 years or more outside of full-time education (please enclose proof, e.g. letter from employer, P60's, letter from Benefit office or Inland Revenue. We need proof to cover a **FULL 3 YEAR period**);
- Both your parents are deceased.

In certain other circumstances the Education Authority may not take a parental contribution into account, for example, where you are irreconcilably estranged from your parents. For further information please contact the Education Authority.

20. If you **do not** meet any of the above conditions on the first day of your course you will be classed as **DEPENDENT**.

Your Parent(s)/Guardian(s)/Parent's Partner (if applicable) should complete sections H, I and J.

If you **do** meet any of the above conditions on the first day of your course you will be classed as **INDEPENDENT**.

Your spouse/partner (if applicable) should complete sections K, L and M.

Section G: Supplementary Grants

21. Have you any dependant children? Yes No (Please tick)
- If Yes, will you use registered childcare? Yes No (Please tick)

Section H: Parental Financial Details

If you live with both parents, they should complete as Parent 1 and Parent 2.

If your parents are divorced or separated, only the parent with whom you ordinarily reside should complete this section as Parent 1. Parent 1's partner (if applicable) should complete Parent/Guardian 2.

Complete either ONE or BOTH boxes to best reflect/apply to your situation.

22. Name and address of Parent/Guardian 1 and Parent/Guardian 2.
(If guardian, please enclose a letter of explanation).

Name of Parent/Guardian 1: _____			
Relationship to applicant: _____			
Address: _____			
_____		Postcode: _____	
Occupation: _____ Email: _____			
Employed	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	Retired	<input type="checkbox"/>
(Please tick the box(es) which apply)			

Name of Parent/Guardian 2: _____			
Relationship to applicant: _____			
Address: _____			
_____		Postcode: _____	
Occupation: _____ Email: _____			
Employed	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	Retired	<input type="checkbox"/>
(Please tick the box(es) which apply)			

23. Do you live with both parents? Yes No (Please tick)

If you answered **YES**, please go to Section I.

If you answered **NO**, which parent do you normally live with?

Father Mother (**Please tick**)

What is the marital status of the parent you normally live with?

- Living with a partner (partner's details must be given in Q22 and in Section I).
- Married/Civil Partnership (spouse/partner's details must be given in Q22 and in Section I) as above.
- Separated, **enclose evidence.**
- Divorced, **enclose evidence.**
- Widowed, **enclose evidence.**
- Single.

Section I: Household income - dependent student

24. Income **NOTE: DO NOT LEAVE ANY BOX BLANK**

Total gross (before tax) income of the student's Parent(s)/Guardian and Parent's Partner if applicable FROM ALL SOURCES for the YEAR ENDED 5 APRIL 2017.

WHERE NO INCOME WAS RECEIVED IN RESPECT OF ANY ITEM UNDERMENTIONED YOU MUST ENTER "NONE" or "N/A"(not applicable).

	Parent/ Guardian 1	Parent/ Guardian 2
State total gross income from salary, wages, commission, bonus and overtime, before deductions. Enclose P60's for 2016/17 tax year.	£	£
State amount of taxable benefits (e.g. car, BUPA) Enclose evidence e.g. P11D.	£	£
SELF EMPLOYED - Total income from trade, business or profession. <i>Enclose Tax Calculation/ Accountant's letter for year ended 5 April 2017.</i>	£	£
Income from property, land, etc. as computed for purposes of Income Tax. (i) Rents and profits from furnished lettings. (ii) Other income from property, ground rents etc. Enclose evidence.	£	£
Pensions - Please state type of pension, e.g. Retirement, Widows, Occupational Pension, etc. Enclose evidence for year ended 5 April 2017.	£	£
_____	£	£
_____	£	£
Interest on Bank/Building Society Investments (Gross).	£	£
Other Income (please specify).	£	£
Enclose evidence for year ended 5 April 2017.		

Benefits

Parent/
Guardian 1

Parent/
Guardian 2

Did you receive tax credits in 2016/17?

Yes No Yes No

Enclose tax credit notification for 2016/17.

(Please tick)

Please state type of benefit, e.g. Income Support/Jobseekers Allowance, Employment and Support Allowance, Incapacity Benefit, Carers Allowance. **Not all benefits are taken into consideration but you must declare them.**

Enclose evidence.

Parent/
Guardian 1

Parent/
Guardian 2

_____	£	£
_____	£	£
_____	£	£

25. Charges on deductions and allowances against income in accordance with Income Tax Practice for the **YEAR ENDED 5 APRIL 2017 - CERTIFICATES MUST BE PRODUCED.**

Parent/
Guardian 1

Parent/
Guardian 2

Superannuation contributions (voluntary and/or compulsory).

£	£
---	---

Retirement Annuity premiums/Private Pensions.

£	£
---	---

Other Allowances
(please state type and amount).

£	£
---	---

Section J: Children in the household

26. Give details of children who are dependent on the Parent(s)/Guardian(s) during the academic year 2018/19 **(Do not include applicant)**.

Name	Date of Birth	School or College that they will attend during 2018/19 school year.

Section K: Student's Spouse/Partner Financial Details

27. Name and address of Spouse/Partner.

Name of Spouse/Partner: _____

Address: _____

_____ Postcode: _____

Occupation: _____ Email: _____

Employed Self Employed Unemployed Retired Student

(Please tick the box(es) which apply)

Section L: Student's Spouse/Partners Financial Details

28. Income **NOTE: DO NOT LEAVE ANY BOX BLANK**

Total gross (before tax) income of the student's Spouse/Partner FROM ALL SOURCES for the YEAR ENDED 5 APRIL 2017.

WHERE NO INCOME WAS RECEIVED IN RESPECT OF ANY ITEM UNDERMENTIONED YOU MUST ENTER "NONE" or "N/A"(not applicable).

	Spouse/ Partner
State total gross income from salary, wages, commission, bonus and overtime, before deductions. Enclose P60's for 2016/17 tax year.	<input style="width: 100px; height: 25px;" type="text" value="£"/>
State amount of taxable benefits (e.g. car, BUPA). Enclose evidence e.g. P11D.	<input style="width: 100px; height: 25px;" type="text" value="£"/>
SELF EMPLOYED - Total income from trade, business or profession. Enclose Tax Calculation/ Accountant's letter for year ended 5 April 2017.	<input style="width: 100px; height: 25px;" type="text" value="£"/>
Income from property, land, etc. as computed for purposes of Income Tax. (i) Rents and profits from furnished lettings. (ii) Other income from property, ground rents etc. Enclose evidence	<input style="width: 100px; height: 25px;" type="text" value="£"/>
Pensions - Please state type of pension, e.g. Retirement, Widows, Occupational Pension, etc. Enclose evidence for year ended 5 April 2017.	<input style="width: 100px; height: 25px;" type="text" value="£"/>
_____	<input style="width: 100px; height: 25px;" type="text" value="£"/>
_____	<input style="width: 100px; height: 25px;" type="text" value="£"/>
Interest on Bank/Building Society Investments (Gross).	<input style="width: 100px; height: 25px;" type="text" value="£"/>
Other Income (please specify).	<input style="width: 100px; height: 25px;" type="text" value="£"/>
Enclose evidence for year ended 5 April 2017.	

Spouse/Partner

Benefits

Do you receive tax credits?

Yes

No

Enclose tax credit notification for 2016/17.

(Please tick)

Please state type of benefit, e.g. Income Support/Jobseekers Allowance, Employment and Support Allowance, Incapacity Benefit, Carers Allowance. **Not all benefits are taken into consideration but you must declare them.**

Enclose evidence.

Spouse/Partner

£

£

£

29.

Charges on deductions and allowances against income in accordance with Income Tax Practice for the **YEAR ENDED 5 APRIL 2017 - CERTIFICATES MUST BE PRODUCED.**

Spouse/Partner

Superannuation contributions (voluntary and/or compulsory).

£

Retirement Annuity premiums/Private Pensions.

£

Other Allowances

(please state type and amount).

£

Section M: Children in the household

30. Give details of children who are dependent on your Parent(s)/Guardian(s) during the academic year 2018/19 (Do not include applicant).

Name	Date of Birth	School or College that they will attend during 2018/19 school year.

The information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

Section N: Student's Bank Details

31. 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.** 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 O: Declarations

All applicants: please read the following declaration. Your application for support will not be processed if you do not sign and date the declarations. Before signing and returning your completed form, you should read the DAERA Privacy Notice statement at the end of this form.

Parents/Guardians

- I declare that the statements made on this form are to the best of my knowledge and belief true and complete. I undertake to supply any additional information or documentary evidence which may be required to verify the particulars given.
- If it is not, I understand I might be prosecuted and financial support withdrawn from the student. I undertake that where any provisional or other payments made in pursuance of the award in respect of the year exceed (for whatever reason) the student support in respect of the year, I will, if called upon to do so, repay the excess amount.

Signed: **Parent/Guardian 1**

_____ Date:

Signed: **Parent/Guardian 2**

_____ Date:

Student's Spouse/Partner

- I declare that the statements made on this form are to the best of my knowledge and belief true and complete. I undertake to supply any additional information or documentary evidence which may be required to verify the particulars given.
- If it is not, I understand I might be prosecuted and financial support withdrawn from the student. I undertake that where any provisional or other payments made in pursuance of the award in respect of the year exceed (for whatever reason) the student support in respect of the year, I will, if called upon to do so, repay the excess amount.

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

_____ Date:

Student:

- To the best of my knowledge the information I have given on this form is complete and accurate. I will inform the Education Authority immediately of any change in my circumstances at any time that might affect my entitlement to support. I understand that if I give false information, or fail to give complete information, I may be prosecuted.
- I understand that the information provided on this form may be made available to other departments/agencies for the purposes of detecting crime.

I will write and tell you immediately if, in any year of my course, I am absent due to illness for more than 60 days from the course, or if I am absent for other reasons, or if I leave the course. I understand that if this happens I may not be eligible to receive any outstanding instalments notified to me, and that I may have to repay all or part of any financial support paid to me for that year.

If financial assistance is provided to me and is, for whatever reason, an amount, which is more than I am entitled to, I will pay back any amount in excess of my entitlement.

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

Signed: **Student**

_____ Date:

Signed: **Parent/Guardian (if applicant is under 18 years of age)**

_____ Date:

CHECKLIST, have you:

- Enclosed your original birth certificate, passport, marriage certificate or other relevant documents;
- Enclosed proof of independence (if applicable);
- 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 and any other documents should be sent as soon as possible to:

**Education Authority
Further Education Awards 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 Awards

Data Controller Name: DAERA – Agri-Food Support Branch

Address: Room 518 Dundonald House,

Upper Newtownards Road,

Ballymiscaw

Belfast BT4 3SB

Data Protection Officer

Telephone: 0300 200 7852

Email: dataprotectionofficer@daera-ni.gov.uk

Why are you processing my personal information?

- If you apply for a DAERA means tested maintenance 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. If you are an independent student;
 - 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 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 your childminder's current certification of registration 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.
- If you are a dependent student;
 - 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 also ask your parents/ guardians/partners for information about themselves, such as name, address, occupation, marital status and all taxable income and benefits.
- We will ask for evidence of income such as 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 you and your parents/guardians/partners to give consent to store and process personal data in order for us to ascertain your eligibility for grant and the level of grant payable to you.

What categories of personal data are you processing?

- We will use all of your personal data to process your claim for a DAERA maintenance 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 parents/guardians/partners when you apply for a DAERA means tested 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 Data Protection Regulations 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, following which period your data will be destroyed by secure shredding for paper and electronic deletion for the computer stored data period required for audit of financial data to detect misappropriate use of public funds and/or fraud.

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 at:

Data Protection Officer

Telephone: 0300 200 7852

Email: dataprotectionofficer@daera-ni.gov.uk

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

Information Commissioner's Office

Wycliffe House

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
and Rural Affairs**

www.daera-ni.gov.uk



**INVESTORS
IN PEOPLE**