

## **Grimsby Institute HE Bursaries 2018/19**

This provides college credits worth £150 to students 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](http://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.

There will be 600 bursaries available in total 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. 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 £8,500 in 2018/19 in University Centre Grimsby and at least £7,500 in Scarborough TEC (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 [www.hefce.ac.uk/postcode](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.

**SFE maintenance loan information 2018/19**

The link below is for the 2017-18 information. 2018/19 SFE information had not been published at the time of this

publication: [http://www.practitioners.slc.co.uk/media/8760/sfe\\_how\\_you\\_are\\_assessed\\_and\\_paid\\_guide\\_1718\\_d.pdf](http://www.practitioners.slc.co.uk/media/8760/sfe_how_you_are_assessed_and_paid_guide_1718_d.pdf)

**Application for HE Bursary 2018-19**

<b>Section 1: Personal Details</b>	
Student Ref: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Term time address:
First Name(s): <input type="text"/>	<input type="text"/>
Surname: <input type="text"/>	<input type="text"/>
Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	Postcode: <input type="text"/>
Telephone: <input type="text"/>	Home address (if different):
Mobile: <input type="text"/>	<input type="text"/>
	Postcode: <input type="text"/>
Email: <input type="text"/>	

<b>Section 2: Course Details</b> (please list all if enrolled on more than one)
Course <input type="text"/>
Year of study <input type="text"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> No of days <input type="text"/>
Campus / site of study <input type="text"/>
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:

<b>Section 3: Payment Details</b>
We will normally pay you through college credit. This will be in the form of £150 in credit linked to your student ID number.

<b>Section 4: Data Protection Act 1998</b>
Grimsby Institute Group (GIG) is a data controller in terms of the 1998 legislation. The Learner Services Department follows Grimsby Institute Group policy in matters of data protection. The data requested in this form is covered by the notification provided by the Grimsby Institute Group under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.
The data will not be passed to any other third party without your consent, except when the Grimsby institute Group is required to do so by law.

<b>Section 5: Appeals</b>
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 Grimsby Institute Group (GIG) 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 GIG will request repayment of my award.
- I understand that the Grimsby Institute Group 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 2018/19 only and is not guaranteed for future years.
- I consent to the release of confidential information supplied herein this application for the purposes solely of processing this application.
- I understand that the information contained in this form may be shared with other departments in the Grimsby Institute Group and that information of a personal or sensitive nature will be recorded and held securely.
- I understand that Grimsby Institute Group 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:  /  / 
**For office use only**

Date assessed:

Assessor:

**POLAR 3 RANK YPR**

**POLAR 3 RANK AHE**

**SFE MAINTENANCE SUPPORT CHECK**


 Rejected 

Reason

 Awarded 

 College Credit 

Date of input

Input by name

Signature

**Comments/notes**