 

**Learner Support Funds**

**Higher Education Cash and Engagement Bursary Application Form 2021/22 and 2022/23 Cohort**

If you commenced a full time, undergraduate, higher education course at Newcastle College University Centre in 2021/22 or 2022/23 and you are paying a full fee, without deductions, you may be eligible for the Higher Education **Cash Bursary**. Learners are not eligible for a bursary where a third party is paying the fee.

Learners will receive the bursary award that they received in their first year of study on their higher education course, unless the learner has been reassessed by Student Finance and they are now in receipt of a full maintenance loan, in such cases the bursary award will be upgraded from £400 to £1000. There will be no bursary reassessments where learners have changed their home address since their first year at Newcastle College University Centre.

The Higher Education **Engagement Bursary** is also available to those learners who meet the criteria on a **Level 4 or Level 5 programme.**

The Higher Education Engagement Bursary is also available to those learners who meet the above criteria, The Engagement bursary is a maximum of £550 for the 2022/23 academic year, which is split into ten payments of £55 over the academic year. If the learner achieves 90% attendance for the specific period, they will receive the £55 directly into their bank account, in line with the Engagement bursary payment schedule.

If you believe that you meet the above criteria, please complete this application form. You will be able to submit your application to the

Learner Support Funds, from **Monday 3rd October 2022.** We will be available at Rye Hill House from this date between 9am- 1pm for 2 weeks to assess your application.

You must submit a copy of your loan confirmation letter from Student Finance with this bursary application in order to be awarded the correct amount of bursary.

If you have any enquiries, please email [HEBursaries@ncl-coll.ac.uk](mailto:HEBursaries@ncl-coll.ac.uk)

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| **OFFICE USE ONLY** | | | | | |
| **Course Fee:** |  | **Full Time:** |  | **Eligible:** |  |
| **Polar Code:** |  | **F.M.L:** |  | **Household Income:** |  |
| **Bursary Amount Awarded:** |  | **Date:** |  | **Assessor:** |  |

# Section 1: Personal Details

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| --- | --- | --- |
| **Course Title:** |  | |
| **Student ID Number:** |  | |
| **Forename:** |  | |
| **Surname:** |  | |
| **Email Address:** |  | |
| **Maintenance Loan Amount:** |  | **\*Please submit a copy of your Student Finance loan confirmation letter with this bursary form.** |

**Section 2: Address details**

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| --- | --- |
| **Home Time Address:** |  |
| **Postcode:** |  |
| **Term Time Address:** |  |
| **Postcode:** |  |

**Section 3: Banking**

**Please provide your (the student) bank details clearly below in BLOCK CAPITALS**

Newcastle College do not accept responsibility for payments being processed to an incorrect account due to incorrect details being submitted.

**The provided bank account details MUST be the student’s personal bank details and not those of a parent/guardian. If you do not have a bank account, please contact your local bank to open one. Learner Support Funds can provide you with a bank letter if you email** [HEBursaries@ncl-coll.ac.uk](mailto:HEBursaries@ncl-coll.ac.uk)

**We are unable to make payments to building society accounts.**

If you are using an international bank account please contact Learner Support Funds (email address above) to request an international bank details form.

For GDPR purposes – Your bank details will be destroyed no later than July 2023

**Complete your bank details clearly and in BLOCK CAPITALS.**

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| --- | --- |
| **Student Name** |  |

|  |  |
| --- | --- |
| **Student ID Number** |  |

|  |  |
| --- | --- |
| **Name on Account:** |  |

|  |  |
| --- | --- |
| **Name of Bank:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sort code:** |  |  |  |  |  |  |
| **Account number:** |  |  |  |  |  |  |  |  |

**Office Use Only:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sort Code:** |  |  |  |  |  |  |  |
| **Account Number:** |  |  |  |  |  |  |  |  |  |  | **Assessor:** |  |

**Section 4: Data Protection**

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| |  | | --- | |  |   All personal data processed by NCG is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. NCG is registered with the Information Commissioner’s Office as a provider of education and training. By submitting this form, you acknowledge that you have read and understand that your data will be processed in accordance with our privacy policy (unless you state otherwise) which can be accessed via this URL: **https://www.nclcoll.ac.uk/\_assets/media/downloads/294.pdf** For information regarding your rights under Data Protection legislation, please refer to the contact details our privacy policy.  Please tick the box to state that you are happy for NCG to process your data in accordance with our privacy policy. |

# Section 5: Terms and Conditions

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|  | Any outstanding loan or tuition fees may result in bursary payments being suspended. |
|  | If an employer or other third party is paying the course fees, the learner is not eligible for a bursary. |
|  | Learners must achieve 90% attendance to receive an Engagement bursary payment. |
|  | If you are studying a PGCE, Masters, level 6 or 7, Part time, receiving a Scholarship or Apprenticeships you are not eligible for this bursary. |
|  | Learner Support Funds payments are processed in accordance with a payment schedule, payments will not be released prior to the date stated on the payment schedule. |
|  | Where there is a change in your bank details, the learner must notify Learner Support Funds immediately. Please note, it is the learner’s responsibility to provide correct bank details. If the learner provides incorrect bank details, any payments processed to an incorrect account may not be retrieved and the learner may not receive the payment. |
|  | If the learner withdraws from their course, they will not receive any outstanding travel payments. The learner must inform Learner Support Funds immediately if they withdraw. |
|  | Learners must maintain a level of good behaviour and behave in a way which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities. |

|  |  |
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|  | I agree to the terms and conditions of the Learner Support Funds |
| **Student Signature:** |  |
| **Date:** |  |

# Terms and Conditions – Student Copy

* Any outstanding loan or tuition fees may result in bursary payments being suspended.
* If an employer or other third party is paying the course fees, the learner is not eligible for a bursary.
* Learners must achieve 90% attendance to receive an Engagement bursary payment.
* If you are studying a PGCE, Masters, level 6 or 7, Part time, receiving a Scholarship or Apprenticeships you are not eligible for this bursary.
* Learner Support Funds payments are processed in accordance with a payment schedule, payments will not be released prior to the date stated on the payment schedule.
* Where there is a change in your bank details, the learner must notify Learner Support Funds immediately. Please note, it is the learner’s responsibility to provide correct bank details. If the learner provides incorrect bank details, any payments processed to an incorrect account may not be retrieved and the learner may not receive the payment.
* If the learner withdraws from their course, they will not receive any outstanding travel payments. The learner must inform Learner Support Funds immediately if they withdraw.
* Learners must maintain a level of good behaviour and behave in a way which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities.

|  |  |
| --- | --- |
|  | I agree to the terms and conditions of the Learner Support Funds |
| **Student Signature:** |  |
| **Date:** |  |

**Higher Education Cash Bursary Payment Schedule:**

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| --- | --- | --- |
| **Payment Date** | **£400 Bursary Award** | **£1000 Bursary Award** |
| 9th December 2022 (25%) | £100.00 | £250.00 |
| 24th February 2023 (25%) | £100.00 | £250.00 |
| 19th May 2023 (50%) | £200.00 | £500.00 |

**HE Engagement Bursaries 2022/23 – Payment Dates**

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| --- | --- | --- |
| **Amount (depending on option)** | **Attendance Period** | **Payment Date** |
| The engagement bursary is split into ten payments of £55 | This is the period we will look at to determine whether you have achieved 90% attendance. | This is the date that the payment will enter your account if you have achieved **90%** attendance. |
| £55 | 12/09/22 - 30/09/22 | **14/10/2022** |
| £55 | 3/10/22 - 21/10/22 | **04/11/2022** |
| £55 | 31/10/22 - 25/11/22 | **09/12/2022** |
| £55 | 28/11/22 - 23/12/22 | **13/01/2023** |
| £55 | 9/01/23 - 20/01/23 | **03/02/2023** |
| £55 | 23/01/23 - 17/02/23 | **03/03/2023** |
| £55 | 27/02/23 - 17/03/23 | **31/03/2023** |
| £55 | 20/3/23 - 31/03/23 | **21/04/2023** |
| £55 | 17/04/23 - 12/05/23 | **26/05/2023** |
| £55 | 15/05/23 - 9/06/23 | **23/06/2023** |

**Frequently Asked Questions:**

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| If I have applied late for the bursaries how much bursary will be back dated? | * You will receive all your payments back dated to the start of your course providing you have achieved the required 90% for that period. |
| I have submitted my bursary application but had no reply or confirmation? | * The Learner Support Funds team deal with a high quantity of applications please wait until the first payment is due before querying the status of your application. |
| What is and is not third party? | Is third party…   * Your workplace employer paying the course fee. * Having family members or relatives pay for you. * Any other instance in which you are not paying the fee yourself.   Is not third party…   * Student Finance England * Being self-funded and paying for the full £9000 course fee yourself |
| Why have I been informed I am not eligible for a bursary? | * This may be because you are not paying the full course fee off £9000 to qualify for bursary * You may be studying: part time, a PGCE, a level 7 or an apprenticeship which means you are not eligible for this HE Cash Bursary * You may be receiving a partial or full scholarship which disqualifies you from receiving a bursary. |
| What if I have been awarded an incorrect amount? | * You may have been overpaid funds and therefore had the reminder of your payments adjusted to compensate. * Or you haven’t provided the evidence required to increase your bursary. |
| When will I receive my bursary? | * Please refer to the payment schedules. |
| Why haven’t I received my first bursary payment? | * If you are still pre-enrolled you will not receive any bursary, you will need to contact the HE Admin [HEAdmin@ncl-coll.ac.uk](mailto:HEAdmin@ncl-coll.ac.uk), at the University Centre to finish your enrolment. * Check your application and make sure you provided us with the correct bank details. * If you completed and submitted your form online, please check you received an email confirming your application has been submitted successfully. If you do not receive an email confirmation then your submission was not successful. |
| What do I do if I believe that I have achieved sufficient attendance, but have not received my payment? | * Check the payment schedule that was sent to you to confirm that you were due a payment. * If you were due a payment, it is likely that you have not achieved the required attendance to receive the payment. * If you believe that you have achieved sufficient attendance, discuss your attendance with your tutor, Learner Support Funds and Student Services do not have the authority to amend your attendance registers. * If your attendance marks are updated via the electronic registers, request that your tutor sends an email confirmation to Learner Support Funds. * Learner Support Funds will release any payments that you are eligible for as a result of register amendments and respond to your tutor advising them of this. |