



**A guide to financial support for
further education students in 2019/20**



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1. Introduction

This booklet gives a brief guide on the financial help the Government has put in place for 2019/20 for students whose homes are in Northern Ireland (whether they are studying in Northern Ireland, England, Wales, Scotland or the Republic of Ireland).

The closing date for receipt of applications for courses commencing during the 2019/20 academic year will be as follows:

Full Time Students } **30 September 2019**
Part Time Students }

You can apply for a Further Education Grant from 30 March 2019 onwards. You should apply as soon as you know the course you want to do. **DO NOT WAIT FOR EXAM RESULTS.** If you don't get on the course you want, you can easily change or cancel your application by giving us a call.

How and where to apply

You can:

- Download a form from www.eani.org.uk/feapplication or;
- Email fegrants@eani.org.uk for an application.



Only **FULLY COMPLETED** applications will be accepted. Incomplete forms will be returned to the applicant and will only be registered when fully completed. Verification of date of birth and household income must accompany the application. Original documents only, e.g. valid passport, birth certificate, (photocopies are not acceptable). If you were born outside the European Union you must enclose your original passport and Home Office documents.



If you are posting your application close to the published closing dates you should obtain a receipt of postage or you may wish to consider using an alternative method of postage e.g. next day delivery. You should note that this will cost you more than the normal cost. You should retain your receipt of postage as proof. Or you can bring your application to any of the following EA offices - see Appendix 2

Education Authority, Further Education Section,
1 Hospital Road, Omagh, Co. Tyrone. BT79 0AW
Telephone: 028 8225 4546 Email: fegrants@eani.org.uk

2. What courses are funded under the Further Education Grant scheme?

The course must meet the following criteria;

- Be at least one academic year in duration **and**;
- Appear on the Register of Regulated Qualifications **or**;
- GCSE, A Level or AS Level only when in combination with a relevant vocational qualification at a similar level **or**;
- A University Access course listed in Appendix 1.

In addition the course must be:

- Held at a publicly funded college of Further Education within the British Islands or the Republic of Ireland.

Full Time/Part Time Study

- Full Time courses need to meet the above criteria;
- Part Time courses need to meet the above criteria and must also:
 - Be completed in no longer than twice the time it would take to complete the full time equivalent.
 - If no full time equivalent course exists then –
 - The part time course must be for at least 8 hours per week in duration with the 8 hours being made up of taught hours plus compulsory placement hours:

Age

Students must be:

- 19 years of age or over on 1 July 2019;
- Students who are under 19 years of age on 1 July 2019 and who wish to study a full time course will be considered only if they have to live away from home in order to undertake the course;

3. Full Time and Part Time Students - Eligibility

To decide if you are eligible for a Further Education Grant we check

- your previous study
- whether you meet our residence conditions and
- whether you want to study a course we support – see page 2 for courses we support.

Previous Study

We will check whether you have ever received support for a publicly funded course in the past. Grants will only be offered where the Education Authority is satisfied that there is clear evidence that the applicant is progressing to a more advanced level of study.

Residence

Normally you must meet the following three requirements on the first day of the first academic year of your course:

- be ordinarily resident in Northern Ireland AND
- ‘have been ordinarily resident in the United Kingdom (UK) and Islands (i.e. Channel Islands and Isle of Man) for three years immediately before starting the course (not wholly or mainly for the purpose of receiving full time education); AND
- have settled status in the UK as described in the Immigration Act 1971:

You are “ordinarily resident” somewhere if it is where you normally live. It doesn’t matter if you are out of the country temporarily from time to time.

“Settled status” means there are no immigration restrictions on how long you can stay in the UK.

If you do not meet the three basic residence requirements you may still be able to apply if you meet any of the conditions set out on pages 4 and 5.

You have lived outside the UK and Islands – this table gives a brief guide to entitlement

Note: Some of the categories in the table below refer to a “specified family member”. Who a “specified family member” is depends on the category but will usually include a spouse, civil partner, parent or child.

<p>You were living outside the UK and Islands because you or a specified family member was temporarily employed abroad.</p>	<p>You may be treated as if your residence in the UK and Islands had not been interrupted. You should submit an application for consideration</p>
<p>You were living outside the UK and Islands during all or part of the 3 year period immediately prior to the beginning of your course because you or a specified family member was serving abroad as a member of the regular armed forces (army, navy or air force).</p>	<p>This will be treated as temporary absence and will not prevent you from being eligible. You should submit an application for consideration</p>
<p>You or a specified family member has been awarded refugee status by the Home Office and you have lived in the UK and Islands since this status was awarded. In this case, you do not need to have been living in the UK and Islands for the 3 year period immediately prior to the start of your course.</p>	<p>You should submit an application for consideration.</p> <p>Note: If you are applying as the spouse/partner/child of a refugee, there are additional criteria you must satisfy.</p>
<p>You or a specified family member applied for asylum in the UK - the Home Office decided that you or your family member do not qualify for refugee status but that you should be allowed to stay in the UK. Usually you will have been granted humanitarian protection, discretionary leave or exceptional/indefinite leave to enter or remain in the UK/settlement. In this case, you still need to have been ordinarily resident in the UK and Islands in the 3 years immediately prior to the start of your course.</p>	<p>You should submit an application for consideration.</p> <p>Note: If you are applying as the spouse/partner or child of a person with leave to enter or remain, there are additional criteria you must satisfy.</p>

<p>You or a specified family member are an EEA or Swiss migrant worker, frontier worker or self-employed person and you have been living in the EEA and/or Switzerland during the 3 years immediately prior to the start of your course.</p>	<p>You should submit an application for consideration.</p>
<p>You have settled status in the UK but you have not been ordinarily resident in Northern Ireland during the 3 years immediately prior to the start of your course because you or a specified family member exercised a right of free movement and lived in the EEA and/or Switzerland before returning to the UK.</p>	<p>You should submit an application for consideration</p>
<p>You are an EU national who has been ordinarily resident in the UK and Islands throughout the 3 years immediately prior to the start of your course. If during any part of the 3 year period the main purpose of your residence was to receive full time education, you must have been ordinarily resident in the EEA and/or Switzerland immediately prior to the 3 year period.</p>	<p>You should submit an application for consideration</p>
<p>You are the child of a Swiss national and you have been ordinarily resident in the EEA and/or Switzerland for the 3 year period immediately prior to the start of your course.</p>	<p>You should submit an application for consideration.</p>
<p>You are the child of a Turkish worker and you have been ordinarily resident in the EEA, Switzerland and/or Turkey for the 3 year period immediately prior to the start of your course.</p>	<p>You should submit an application for consideration</p>

If you are still unsure whether you are eligible to apply you should contact the Further Education Section - see page 1 for contact details.

4. Assessing Your Further Education Grant

Students fall into one of the following categories:

- Dependent or;
- Independent

You can determine which category you fall into by using the following table. If you cannot answer yes to any of the following questions you will be considered Dependent.

On the first day of the academic year (i.e. 1 September 2019)

Will you be aged 25 or over?	Yes/No
Will you be married or in a civil partnership?	Yes/No
Will you have care of a child?	Yes/No
Will you have financially supported yourself for 3 years or more outside of full time education either by working or claiming benefits?	Yes/No
Are both your parents deceased?	Yes/No
Are you estranged from your parents?	Yes/No

Dependent Student

If you answered No to all of the questions above you are a **Dependent** student and the amount of grant you get will be based on your own and your parents'/parent's partner's income.

Go to pages 9 and 10 of the booklet for information on what we require to carry out an assessment.

Independent Student

If you answered Yes to any of the questions above you are an **Independent** student and the amount of grant you get will be based on your own and your spouse/partner's income (if applicable).

- Go to pages 7 and 8 for examples of acceptable evidence to prove that you are Independent
- Go to page 11 of the booklet for information on what we require to carry out an assessment.

4.1 Type of Proof we accept to prove that you are independent

The table on page 6 allows you to work out if you are an independent student. You need to supply evidence that you can be classed as independent. Set out below are examples of acceptable evidence

You are 25 or over	<ul style="list-style-type: none"> Your original birth certificate
You were married before 1 September 2019	<ul style="list-style-type: none"> Your original marriage certificate
You have the care of a child	<ul style="list-style-type: none"> The child's original birth certificate - long version
<p>You have supported yourself for 3 years outside of full time education - (you need to make sure the proof supplied covers a full three year period before the first day of the first year of your course).</p>	<ul style="list-style-type: none"> A letter from your employer giving dates you were in employment and how much you earned each year Letter from Inland Revenue giving details of the information they hold on record regarding your employment Your original P60s Letter from your Jobs & Benefits office giving the dates you were in receipt of benefits If you received any pension, allowance or other benefit due to a disability a letter from the authority paying the pension/ allowance giving the dates you were in receipt of the pension/ benefit If you received training under any scheme when you were unemployed a letter from the department who paid your training allowance giving the dates you were in receipt of the allowance

You are estranged from your parents (i.e. you have no contact with them). You will not be classed as estranged just because you do not get on with your parents or you do not live with them or they do not want to give details of their income. Normally we expect that you have had no contact with either parent for at least 12 months although this may not apply in exceptional circumstances

- A letter from your social worker/doctor/clergyman confirming that they know you, that your relationship with your parents has broken down, approximately how long ago this occurred and giving a brief statement as to how they became aware of the problem.
- If you claimed income support when you were under 18 a letter from your local Jobs & Benefits Office confirming that you received benefits because of your situation.
- If you were at school/college when your relationship broke down a letter from an advice worker/personal tutor/teacher confirming your circumstances.

5.0 Full Time Students – How we assess your grant if you are a Dependent Student

(Follow the table on page 6 to work out if you are a dependent student)

Your entitlement depends on your own income and that of your household (the lower the income the more grant you will be entitled to). If you want to apply for this support you will need to enclose evidence of income with your application. You should always send original documents – photocopies are not acceptable.

If you do not give income details you may not receive the money you are entitled to as we will be unable to carry out an assessment.

Whose income do we take into account?

We use your own taxable unearned income:

Taxable unearned income is any income you receive from the following sources:

- Bank or building society gross interest
- Property, lettings or rent
- Dividends or investments
- Trusts or sponsorships
- Any other payment received for attending the course.

We also use your parents' income

- If your parents live together we will use both their incomes;
- If your parents are separated, divorced, or no longer live together, we will use the income of the parent that you normally live with;
- If your parent lives with a partner we will use their income as well as the income of the parent you live with.

What income do we take into account for your parents?

- If your parents are unemployed and are in receipt of benefits we will need verification of this from the Benefit Office.
- If they receive tax credits/universal credit they should send their most recent tax credit notification/universal credit notification.
- If they are employed we take their total gross taxable income and we will need their last monthly pay slip or their last 4 weekly pay slips.

- If they are self employed or have income from property we take the taxable profit – we will need their tax calculation from the Inland Revenue or a letter from their Accountant.
- If they are in receipt of pensions we will need verification of the amount they currently receive from the Pension Branch or whoever pays their pension.
- An allowance of £1,153 will be deducted from income for each child in the family who is mainly financially dependent on your parents.
- An allowance will be deducted from income if your parents pay into a personal pension scheme that qualifies for tax relief.

5.1 Full Time Students – How we assess your grant if you are an Independent Student

(Follow the table on page 6 to work out if you are an independent student)

Your entitlement depends on your own income and that of your spouse/partner (the lower the income the more grant you will be entitled to). If you want to apply for this support you will need to enclose evidence of income with your application. You should always send original documents – photocopies are not acceptable.

If you do not give income details you may not receive the money you are entitled to as we will be unable to carry out an assessment.

Whose income do we take into account?

We use your own taxable unearned income:

Taxable unearned income is any income you receive from the following sources:

- Bank or building society gross interest
- Property, lettings or rent
- Dividends or investments
- Trusts or sponsorships
- Any other payment received for attending the course.

What income do we take into account for your spouse/partner?

- If your spouse/partner is unemployed and in receipt of benefits we will need verification of this from the Benefit Office.
- If they receive tax credits/universal credit they should send their most recent tax credit/universal credit notification.
- If they are employed we take their total gross taxable income and we will need their last monthly pay slip or their last 4 weekly pay slips.
- If they are self employed or have income from property we take the taxable profit – we will need their tax calculation from the Inland Revenue or a letter from their Accountant.
- If they are in receipt of pensions we will need verification of the amount they currently receive from the Pension Branch or whoever pays their pension.
- An allowance of £1,153 will be deducted from income for each child in the family who is mainly financially dependent on your spouse/partner.
- An allowance will be deducted from income if your spouse/partner pays into a personal pension scheme that qualifies for tax relief.

5.2 What financial help is available for full-time students?

Tuition Fees

The table below will give you an idea of fee charges

LOCATION OF YOUR COLLEGE	FEEES CHARGED
Further Education College in Northern Ireland	No Fee charged for full time courses
Further Education College outside Northern Ireland (i.e. England, Scotland, Wales or Republic of Ireland)	Fees may be charged by the college. The maximum we can consider for 2019/2020 academic year is £930 . Your college may charge more than this.

If you are entitled to help with your fees you will receive a letter from the Education Authority to confirm this. You must bring a copy of this letter to your college fee office. This will let them know that we will accept responsibility for the payment of your fees. The College will send us an invoice and we will pay them for your fees. If you have paid your own fees the college will arrange a refund for you.

Maintenance Grant

Maintenance Grants are available for students living in Northern Ireland and provide financial support towards living costs. They are assessed on household income.

The table below will give you an idea of the amount of grant you may receive.

Household Income (£)	Amount of Grant - Living at Parent's Home	Amount of Grant - Living away from Parent's Home
Up to 21,330	£1,674	£2,092
21,331 - 26,160	£1,490	£1,863
26,161 -31,580	£1,306	£1,633
31,581 – 38,805	£1,122	£1,402
38,806 and over	No Funding	No Funding

The Education Authority will pay the maintenance grant in three instalments, one at the start of each term. Attendance on the course will be monitored by your College. Your attendance may affect your grant.

5.3 Childcare Grant – Full Time Student

You can claim a childcare grant if you are using registered or approved childcare. Your childcare provider must be registered or approved by the Health and Social Care Trust or, an out-of-school club who provide childcare for up to four hours a day, and more than five days a year, which is available either before or after school and during school holidays. If you are under 20 years of age at the start of your course you should apply to Care to Learn Scheme. Ask at your College for details of this scheme.

You **will not be eligible** for the Childcare Grant if the childcare is provided by a registered or approved childcare provider who is:

- Your partner
- A relative of the child and providing care in the child's own home
- A relative of the child providing care away from the child's own home and is only caring for children he or she is related to.

A relative of the child means a parent, grandparent, aunt, uncle, brother or sister related by blood or marriage, or living arrangements.

You can claim for childcare costs during:

- term time;
- Christmas and Easter holidays if your childminder charges you;
- If you are on a two year course and need help with childcare costs for the summer holidays between year one and year two.

The childcare grant application must be returned during Term 1 if you wish to claim childcare grant for Term 1. If the application is received after Term1 the grant **WILL NOT** be backdated. This also applies to late claims for Term 2 and Term 3.

How much you get depends on your income and that of your dependants (including your husband, wife or partner). The table on page 14 will give you an idea of the support available.

Household Income (£)	1 child	2 or more children
Up to 21,330	£130	£220
21,331 - 26,160	£110	£188
26,161 -31,580	£78	£133
31,581 – 38,805	£40	£70
38,806 and over	No funding	No funding

What do I need to supply?

We will need the following information to process your claim:

- A childcare grant application CG1– you can download this from the website www.eani.org.uk/feapplication
- Your child/children’s original long version birth certificate;
- Your Inland Revenue Notification of Tax Credit for the year ended 5 April 2020, or your Annual review for the year ended 5 April 2019, or your current Universal Credit notification;
- Your childminder’s current certificate of registration;

How is this grant paid?

- We will pay the childcare provider directly;
- If your childcare costs are more than the grant covers you are responsible for the balance.

Do I have to repay this grant?

You will not have to repay this help unless you withdraw from the course or give inaccurate information.

NOTE: If you are a full time student claiming Childcare Grant you will not be entitled to claim childcare from Inland Revenue.

If you are under 20 years of age at the start of your course you should apply to Care to Learn Scheme for help with childcare costs.

6. Part Time Students – How we assess your grant

Parental income is not used in the assessment of support for Part Time Students

Your entitlement depends on your own income and that of your spouse/partner (if applicable) - the lower the income the more grant you will be entitled to. If you want to apply for this support you will need to enclose evidence of income with your application. You should always send original documents – photocopies are not acceptable.

If you do not give income details you may not receive the money you are entitled to as we will be unable to carry out an assessment.

Whose income do we take into account?

We use your own taxable income:

Taxable income is any income you receive on which you pay income tax.

What income do we take into account for your spouse/partner (if applicable)?

- If your spouse/partner is in receipt of benefits we will need verification of this from the Benefit Office.
- If they receive tax credits/universal credit they should send their most recent tax credit/universal credit notification.
- If they are employed we take their total gross taxable income and we will need their last monthly pay slip or their last 4 weekly pay slips.
- If they are self employed or have income from property we take the taxable profit – we will need their tax calculation from the Inland Revenue or a letter from their Accountant.
- If they are in receipt of pensions we will need verification of the amount they currently receive from the Pension Branch or whoever pays their pension.
- An allowance of £2,000 will be deducted from income for the spouse, £2,000 deducted for the first child and £1,000 for each additional child in the family.
- An allowance will be deducted from income if your spouse/partner pays into a personal pension scheme that qualifies for tax relief.

6.1 What financial help is available for part-time students?

The table below will give you an idea of the amount of grant available for part time study.

Household Income	Grant for Fee Support	Grant for books & stationery
Up to £15,000	£465	£265
£15,001 - £20,000	£275	£157
£20,001 - £25,000	£185	£105
£25,001 and over	NIL	NIL

Grant for Fees

If you are entitled to help you will receive a letter from the Education Authority to confirm this. You must bring a copy of this letter to your college fee office. This will let them know how much help you are entitled to in relation to your fees. The College will send us an invoice for the amount stated on your letter and we will pay them directly. If you have paid your own fees or paid too much fees the college will arrange a refund for you.

Students from EU countries will be considered for a grant towards fee support only.

Grant for Books & Stationery

The letter you receive from the Education Authority will also tell you if you are eligible for any help towards the cost of books and stationery. When we receive confirmation from the college that you have been accepted and are attending the course we will pay this grant to you. This is a one off payment for the year. Normally this is paid into your bank account (if you have supplied your account details). If you do not supply your bank details a cheque will be sent to your home address.

6.2 Childcare Grant – Part Time Student

You can claim a childcare grant if you are using registered or approved childcare. Your childcare provider must be registered or approved by the Health and Social Care Trust or, an out-of-school club who provide childcare for up to four hours a day, and more than five days a year, which is available either before or after school and during school holidays. If you are under 20 years of age at the start of your course you should apply to Care to Learn Scheme. Ask at your College for details of this scheme.

You **will not be eligible** for the Childcare Grant if the childcare is provided by a registered or approved childcare provider who is:

- Your partner
- A relative of the child and providing care in the child's own home
- A relative of the child providing care away from the child's own home and is only caring for children he or she is related to.

A relative of the child means a parent, grandparent, aunt, uncle, brother or sister related by blood or marriage, or living arrangements.

You can claim for childcare costs during:

- term time;
- Christmas and Easter holidays if your childminder charges you;
- If you are on a two year course and need help with childcare costs for the summer holidays between year one and year two.
- The grant does not cover private study time.

NB: If your childcare provider requires you to use the childcare facility for a minimum of 2 days per week and your course runs for 1 day a week, you will only receive help with childcare costs for the day you attend.

The childcare grant application must be returned during Term 1 if you wish to claim childcare grant for Term 1. If the application is received after Term 1 the grant **WILL NOT** be backdated. This also applies to late claims for Term 2 and Term 3.

How much you get depends on your income and that of your dependants (including your husband, wife or partner) and also on the number of hours involved in your course. The table on page 18 will give you an idea of the support available;

Household Income	1 Child	1 Child	2 or more Children	2 or more Children
	1-7 Hours/Week	8-14 Hours/Week	1-7 Hours/Week	8-14 Hours/Week
	The number of hours stated refers to the number of taught hours plus compulsory placement hours.			
Up to £21,330	£33	£65	£56	£110
£21,331 - £26,160	£28	£56	£48	£95
£26,161 - £31,580	£20	£39	£34	£67
£31,581 - £38,805	£10	£20	£17	£34
£38,806 and over	No Funding			

What do I need to supply?

We will need the following information to process your claim:

- A childcare grant application CG2– you can download this from the website www.eani.org.uk/feapplication
- Your child/children’s original long version birth certificate;
- Your Inland Revenue Notification of Tax Credit for the year ended 5 April 2020, or your Annual Review for the year ended 5 April 2019 or your current Universal Credit notification
- Your childminder’s current certificate of registration;
- Your college need to verify the number of hours involved in your course.

How is this grant paid?

- We will pay the childcare provider directly;
- If your childcare costs are more than the grant covers you are responsible for the balance;

Do I have to repay this grant?

You will not have to repay this help unless you withdraw from the course or give inaccurate information.

NOTE: If you work part-time you may already receive help with childcare costs through the Tax Credit system for the time you are at work. We will only consider claims for additional childcare costs if they are incurred in connection with your part-time course.

7. Things to be aware of

Claiming Other Grants/Allowances

If you are claiming a Further Education Grant you will not be entitled to claim other government awards and allowances including Education Maintenance Allowance (EMA), Steps 2 Success, Job Skills, Training For Success or Modern Apprenticeships.

Studying More Than One Course

Awards will only be given to either one full time or one part time course in any given academic year.

Attendance

Your attendance on the course will be monitored by your College. Poor attendance may affect your grant. Grant will only be paid if your attendance is satisfactory. Satisfactory attendance is classed as a **MINIMUM** of 80%. If attendance is not satisfactory your entitlement will be reviewed and you may be asked to repay your grant. If your attendance falls below 60% your grant will be withdrawn.

Disabled Students

If you have a disability e.g. physical disability, mental health difficulty, long term illness or a specific learning difficulty you can apply for support from your college. You should contact the Disability Advisor in your College who will advise you on the support available from the college.

Hardship Funds

For students who are experiencing financial difficulty attending their course there may be some additional help from the Hardship Fund. The Hardship Fund is administered by the College and you should make enquiries with the Student Services Department of your College about the fund. They will advise you on the application procedure and criteria involved.

Childcare Grant

If you indicate on your FE application that you wish to apply for a childcare grant then you must submit an application during Term 1 for childcare grant. If the application is received after Term 1 it **WILL NOT** be backdated. This also applies to claims for Term 2 and Term 3. (i.e. if they are received after the term ends they **WILL NOT** be backdated).

Are any of the grants repayable?

No. You will not have to repay this help unless you withdraw from the course, or if we have to re-calculate your grant for any reason (e.g. if inaccurate information is given or if you have a poor attendance record).

Payment of the Grant

If you are a full time student payments are normally issued three times in the year - i.e. a payment each term. The payment will be in the form of a cheque, in your name, and will be sent to the College for you to collect when you commence study.

If you are a part-time student any payment due to you for books and stationery grant will be paid directly into your bank account. If you change your bank account after you send us your application you will need to inform us immediately.

Leaving your course or transferring to a new course

If you are considering leaving or transferring from your course of study before completion, you should be aware that this **will** affect how much assistance the Education Authority can offer in the future. It is essential that if you are considering transferring/withdrawing from your course of study, you speak with your College/the Education Authority to ascertain how this will affect future financial assistance.

If a full time student transfers to a part time course (up to the end of October) then the full grant paid will be recovered, however the student will be considered for part time fee support and books and stationery grant. If a full time student transfers to a part time course (after the end of October) there will be a pro rata recovery of grant paid and the student will be considered for part time fees grant only.

Repeat Years

Grants will not be offered to applicants who are repeating a year of a course of study unless medical or other mitigating circumstances contributed to the need to repeat the year.

Students repeating a year of a course due to medical or other mitigating circumstances should contact the Education Authority for further information.

Overpayments

In cases where a student is overpaid (for whatever reason) the student will be required to repay the amount notified to them by EA.

EA must recover an overpayment unless it considers it is not appropriate to do so.

The methods of recovery are:

- Subtracting the overpayment from any grant payable to the student either in the current year or in any subsequent year or;
- Taking such action to recover the overpayment as is available to EA.

Any attempt to dishonestly obtain an FE Grant shall be treated as fraud and will be subject to disciplinary procedures involving the Police Service of Northern Ireland (PSNI)

Appeals

Where an application has been refused, one appeal against the Education Authority's decision may be made in writing, giving the grounds for appeal to: Education Authority, Further Education Section, 1 Hospital Road, Omagh, Co Tyrone, BT79 0AW. The appeal should be lodged with the Education Authority within 28 days of receiving the refusal notification.

Privacy Notice

The Education Authority (EA) and the Department for the Economy are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for a Further Education grant, assessing the maximum amount of financial support available, payment of a Further Education grant and the detection and prevention of fraud, and may use this information for any of these.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available at:
www.eani.org.uk/feapplication/privacynotice

If you don't have internet access, please call us on 028 8225 4546 and we can send a copy to you.

List of forms used to confirm your acceptance or academic progress

Form (colour of form)	Mode of Study	Purpose of Form	Timing
CA1 - Confirmation of Acceptance (white)	Part Time	This is used as confirmation that a part time student has been accepted and is attending the course. Mainly first year students or students that are being funded for the first time. No part time grant or fees will be paid without this form.	This should NOT be completed before 01/09/19 and must be received by EA no later than 06/12/19
CA1 - Confirmation of Acceptance Childcare (yellow)	Full & Part Time	This is used as confirmation that a student has been accepted and is attending the course. This is only used in cases where the student has an entitlement to childcare grant in addition to the normal FE Award. Childcare costs cannot be paid until this form is received. It is also used to pay grant and fees.	This should NOT be completed before 01/09/19 and must be received by EA no later than 06/12/19
APR PT - Academic Progress Report Part Time Course (white)	Part Time	This is used as confirmation that a student has successfully completed year one of their course. It is used for students who were in receipt of the FE Award in their first year. No part time grant or fees in respect of year two will be paid without this form.	This should be completed after the second year of the course starts and must be received by EA no later than 06/12/19
APR FT - Academic Progress Report Full Time Course (pink)	Full Time	This is used as confirmation that a student has successfully completed year one of their course. It is used for students who were in receipt of the FE Award in their first year. No grant will be paid without this form.	This form can be completed at any time after the results of year 1 are known

APPENDIX 1

Access & Prescribed List of Approved Non-NQF Qualifications (Courses)

UNIVERSITY ACCESS COURSES

QUAL AIM	SUBJECT CODE	PLAQ CODE	QUALIFICATIONS	AWARDING BODY
592	Y999	P10001	Access Diploma in Adult Learning	University of Ulster
592	Y400	P10002	Access Diploma in Combined Studies	University of Ulster
592	G500	P10003	Access Diploma in Computing	University of Ulster
592	N125	P10004	Access Diploma in Computing and Business	University of Ulster
592	G599	P10005	Access Diploma in Computing and Multimedia	University of Ulster
592	N125	P10006	Access Diploma in Computing with Business and Multimedia	University of Ulster
592	L232	P10007	Access Diploma in Humanities & Social Sciences	University of Ulster
592	G560	P10008	Access Diploma in IT Studies & Professional Development	University of Ulster
592	Y120	P10009	Access Diploma in Science	University of Ulster
592	Y110	P10010	Access Diploma in Science and Technology	University of Ulster
592	L323	P10011	Access Diploma in Social & Life Sciences	University of Ulster
592	L322	P10012	Access Diploma in Social Sciences	University of Ulster
592	L323	P10013	Access Diploma in Social Sciences & Humanities	University of Ulster

592	Y999	P10021	Access Certificate in Arts & Humanities	Queens University
592	C120	P10022	Access Certificate in Biological Sciences	Queens University
592	N199	P10023	Access Certificate in Combined Business	Queens University
592	H100	P10024	Access Certificate in Engineering	Queens University
592	B999	P10025	Access Certificate in Health and Welfare	Queens University
592	Y999	P10026	Access Certificate in Humanities	Queens University
592	L323	P10027	Access Certificate in Humanities & Social Sciences	Queens University
592	T299	P10028	Access Certificate in Languages (French, German & Spanish)	Queens University
592	G900	P10029	Access Certificate in Mathematics & Computing	Queens University
592	B790	P10030	Access Certificate in Nursing & Health Studies	Queens University
592	Y120	P10031	Access Certificate in Science	Queens University
592	L322	P10032	Access Certificate in Social Sciences	Queens University
592	Y999	P10033	Access Certificate in Foundation Studies	Queens University

APPENDIX 2

Other EA Offices

Armagh - 3 Charlemont Place, The Mall, Armagh, BT61 9AX

Ballymena - Ballee Centre, Ballee Road West, Ballymena, BT42 2HS

Belfast - 40 Academy Street, Belfast, BT1 2NQ

Dundonald - Grahamsbridge Road, Dundonald, Belfast, BT16 2HS