

21/22

UCEN[®]
MANCHESTER
FIND YOUR FUTURE

RECOGNITION AWARD APPLICATION

PART 1 – YOUR DETAILS

| | |
|--|----------------------|
| ID number <small>(if applicable)</small> | <input type="text"/> |
| Family name | <input type="text"/> |
| First name(s) | <input type="text"/> |
| Date of birth | <input type="text"/> |
| Full address | <input type="text"/> |
| Postcode | <input type="text"/> |
| Telephone no(s) | <input type="text"/> |
| Email address | <input type="text"/> |

PART 2 – COURSE DETAILS

| | |
|--|----------------------|
| Course title | <input type="text"/> |
| Campus of study | <input type="text"/> |
| Mode of study <small>(Full or Part-Time)</small> | <input type="text"/> |
| Start date of course | <input type="text"/> |
| Year of study <small>(Year 1, 2 or 3)</small> | <input type="text"/> |
| Is this your final year? | <input type="text"/> |
| Is this a repeat year? | <input type="text"/> |

PART 3 – HIGHER EDUCATION RECOGNITION AWARD

Please indicate which best describes your situation (evidence required):

Care leaver, living with a Parent/s or Guardian

Household income is less than £20,000pa

Care leaver, living independently

Disability/health condition, and receiving support

I have been claiming Welfare Benefits in the last six months

Care giver for more than 30 hours per week

I have young children and still receive some benefits

PART 4 – BANK/BUILDING SOCIETY DETAILS

**Name of bank/
building society**

Account Number

Sort Code

Roll number

If applicable

Name on account

Confidentiality

- Applications are only seen by the assessment staff.
- It may be necessary for further information to be sought from other staff in order for a decision on your application.

Data Protection Act 1998

The LTE Group (The Manchester College and UCEN Manchester) is a data controller in terms of the 1998 legislation. Careers, Employability & Welfare follows the LTE Group policy in matters of data protection. The data requested in this form is covered by the notification provided by the Group under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic record keeping. The data will not be passed to any third party with your consent, except where the Group is required to do so by law. Any formal enquiries about the use of data noted here should be addressed to the Director of Student Support Services under new GDPR requirements.

I confirm that I am registered and in attendance on the course described in part 2 of this form

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the course.

Name (in CAPITALS)

Signature

Date

FOR OFFICE USE ONLY

Date processed:

Processed by:

AWARD

Indicate what is to be awarded

RA

£

STUDENT CHECKLIST

Copies of documents provided

Loan request form/Payment Schedule Letter

Parent Grant and/or Dependants Grant

Part time Student Support Notification Learning Agreement

Evidence of benefits claimed/care leaver status or P60

Evidence of providing care such as carers allowance

Other

Give details:

GUIDELINES AND CRITERIA

What is the Recognition Award?

Raising the aspirations and access of mature and part-time students has continued to be a priority for us. In addition, we understand that students with low incomes, disabilities, have young children and care leavers and givers may need a little extra help to achieve their goals. Therefore, we have the Recognition Award.

Am I eligible?

To be eligible to make an application for funds you must be registered on a full-time programme of study (or at least 60 credits if part-time) to apply and you must:

- Have applied for your full entitlement of Student Loans
- Have an excellent attendance and commitment to studies (at least 87%)
- Be fully enrolled with UCEN Manchester
- Household income of less than £20,000pa
- Be a Home Student

AND

- Be a Care Leaver OR
- Been claiming benefits in the last six months OR

OR

- Have young children, still receiving benefits* OR
- Be a care giver for 30 hours or more per week OR
- Have a disability/health condition and receiving support

Please be aware that to be successful, we reserve the right to check your attendance, achievement and work submitted.

*Benefits refers to any monies you receive from the Government such as Income Support, Universal Credits or Housing Benefit because you look after a child or children.

When can I apply?

We will start accepting applications in the first semester. You will be notified when applications open and you must apply before the given deadline. Any applications received after the deadline may not be accepted.

How can I make an application?

The application is available to complete online and you can email your completed application along with the required evidence to careers&welfare@ucenmanchester.ac.uk

How long will it take?

Assessments can take up to four weeks from the date the team receive all your supporting documentation therefore if anything is missing from your original application, this will delay assessment.

How much will I receive?

A bursary of up to £1000 will be paid over 3 years, you will receive a payment each year of your course in the following way:

- £500 in your first year
- £250 in your second year
- £250 in your third year

Please be aware that funds are limited, and we reserve the right to discontinue as soon as funds are depleted.

How will I be notified of the outcome of my application?

You will receive a letter to your UCEN Manchester email address advising you of the outcome of your application.

Is an award repayable?

Awards are usually non-repayable unless otherwise specified. Furthermore, if any inaccuracies are found on your application, you may be asked to repay an award.

If I am successful, how will I be paid?

Payments will usually be made directly into your valid UK bank account at the end of your first semester.

All awards are strictly confidential and must not be discussed with any other student/s.