

## HIGHER EDUCATION COVID-19 SUPPORT FUND 2020-21

If you would like this publication in an alternative format, please call 01603 773773 or email [information@ccn.ac.uk](mailto:information@ccn.ac.uk).

### **Purpose**

The Office for Students have provided additional funding to support HE students during the current phase of the Covid-19 Pandemic. This Covid-19 Support Fund is a limited, non-repayable discretionary bursary fund used to provide grants to CCN HE Students enrolled and active on OfS-fundable programmes. By this we mean all courses, including apprenticeships and Higher National Certificates/Diplomas, which include a recognisable HE component, such as a foundation degree, bachelor's degree, or Higher National Certificate/Diploma.

The intention of this fund is to help to relieve financial pressures, and where necessary to provide support for online study, so that you can concentrate on your studies and remain in higher education.

The fund can be used to:

- Help towards living costs not already met from other sources.
- Assist students in financial hardship.
- Provide emergency payments to deal with unexpected financial crises.
- Help students who are considering leaving their courses due to financial problems.
- Provide students with access to IT equipment (such as a Laptop) and/or home office equipment to enable them to effectively study remotely.

Please discuss your situation with your tutorial supervisor before applying for this help. You can also contact our Finance Advisors who will be happy to signpost you to organisations who can help with budgeting and/or debts.

**Please note that the COVID-19 Support Fund cannot help with tuition fees and there is no guarantee of an award upon application. Please read about the HE COVID-19 Support Fund guidance below before applying.**

### **Eligibility**

The COVID-19 Support Fund is available to current and active students (meaning you have not withdrawn or intercalated) on higher education programmes, including apprenticeships, at City College Norwich and Easton College, so long as they do not have outstanding debts to the College (CCN or Easton). NB This fund can be access by International, as well as Home/EU, students.

In the case of students in receipt of maintenance loans, you must be able to provide evidence of an SFE award letter showing assessment of household income providing you with the maximum maintenance loan given your circumstances, whether you are living at home, or away from home.

Apprentices will need to provide evidence of their household income.

Please note, you will only be considered for help from the Covid-19 Support Fund if you have made realistic plans to cover your tuition fees, where applicable, and living costs. You must also have applied for any Government statutory support for which you are eligible.

### **Priority within the Fund**

The COVID-19 Student Support Fund, this fund is available to all CCN HE Students with priority given to applicants based on need.

### **When to apply**

Applications can be accepted from 25<sup>th</sup> January – 12<sup>th</sup> March 2021 outlining how COVID-19 is impacting on you. Please be aware that one condition of City College Norwich receiving this funding is that we can use the funding by 31<sup>st</sup> March 2021, hence the limited window for applications. HE Students in hardship after this date, and subject to meeting its eligibility criteria, should use the HE Hardship Fund 2020/21.

### **How to apply**

You can pick up an application form from the Reception desk at Norfolk House or the Advice Shop at the College's Ipswich road campus, or via Easton College's Student Centre. Alternatively, you can print a copy from our website <https://www.ccn.ac.uk/support-and-advice/student-finance-at-city-college-norwich-2/higher-education-finance-2/> or <https://www.easton.ac.uk/support-and-advice/student-finance-2/>

**Please note that the COVID-19 Support Fund does not cover tuition fees.**

### **How your application will be assessed**

Your application will be assessed by a panel of staff from the Student Services department.

### **Maximum Claims**

Given that there are limited funds available, individual student's claims against the fund may not exceed £1000. This is so that as many students in need as possible can benefit from this additional support. Applications will be treated on a first come –first served basis, so we would encourage you to get your applications in as soon as possible.

### **Timetable for making a decision**

Provided your application form has been accurately and fully completed and all necessary evidence submitted an assessment and decision will be made within **4 weeks (term time)** of submission. If successful, you can expect to receive a payment within 7-10 days of your email notification (see below). In cases where a laptop is deemed the most appropriate support for you, orders will be made by our IT department, and shipped direct to you.

Please be aware that in exceptional circumstances, it may take longer to process applications.

### **Welfare Benefits**

Please note that payments from this COVID-19 Support Fund may impact on your entitlement to welfare benefits, so please check with your benefits provider before applying.

### **How you will be notified about the outcome of your application**

We will email you with confirmation of the outcome of your application. Please make sure your correct college email address is listed on your application form (first page).

### **Appeals**

In the event of your application being refused by the college, you will have the right of appeal. In the first instance, contact the Finance Advice Team with more information. If this does not resolve the matter a further appeal can be made in writing and addressed to the Assistant Principal Student Services for consideration by the Appeals Committee. You will be sent a response within 10 working days. You should bear in mind that the COVID-19 Support Fund Panel's original decision will normally be upheld if no new evidence of your financial hardship is forthcoming. However, you may choose to make an official complaint to the college. A complaints form is available from the Advice Shop reception desk.

**Contact** Finance Advisers are Jane Simpson & Rachel McGrath. For further information phone 01603 773322, Textphone 01603 773513 or email [financialadvice@ccn.ac.uk](mailto:financialadvice@ccn.ac.uk)

## HIGHER EDUCATION COVID-19 SUPPORT FUND APPLICATION FORM 2020/21

1. Student Personal Details	
<b>Title:</b> Mr / Mrs / Miss / Ms / Other	<b>Term Time Address:</b>
<b>Full Name:</b> (first name / surname)	
<b>Student ID Number:</b>	<b>Home postcode:</b>
<b>College Email Address:</b>	
<b>Home Telephone Number:</b>	<b>Date of Birth:</b> ____/____/____
<b>Mobile Number:</b>	
<b>Please let us know who lives in your household? E.g. spouse, partner, parents/guardians, any children or independently</b>	
<b>Do you have a Disability?</b> (Please circle as appropriate)  Yes / No	

<b>2. Residential Status (Please circle as appropriate)</b>		
British Citizen EU/EEA Refugee/Indefinite leave to remain  Other .....		
<b>Country of Origin:</b>	<b>Date of Entry into UK:</b>	
<b>3. Course Details</b>		
<b>Course Title:</b>	<b>Course Start Date:</b>	<b>Course End Date:</b>
<b>Year of course:</b> (please circle)  1 <sup>st</sup> Yr. / 2 <sup>nd</sup> Yr. / 3 <sup>rd</sup> Yr.	<b>Mode of Study:</b> (please circle)  Full time / Part time	<b>Which days do you attend?</b> (please circle)  Mon / Tues / Weds / Thurs / Fri
<b>4. Income Details</b>		
	<b>Tick</b>	<b>Evidence Required:</b>
I am / my spouse / partner / parent(s) / carer(s) are in receipt of Income Support, Job Seekers Allowance, Employment and Support Allowance or Working Tax Credit/Universal Credit		Please provide a letter <b>dated within the last 3 months</b> from the Department of Work and Pensions or a full copy of Tax Credit award letter for 2020/2021 or Universal Credit statement showing allowances and deductions.
I am / my spouse/ partner / my parent(s) / carers are employed		Please provide 3 <b>recent</b> months pay slips.
I am in receipt of DSA / DLA / PIP		Please provide proof of what help you receive.
I currently have no source of income other than my student finance.		Please explain your circumstances below in section 9.
<b>5. Are you in receipt of a maintenance loan from Student Finance? (Please circle)</b>		
Yes / No		
If yes, please attach evidence of your current maintenance loan amounts from Student Finance.		
If no, please provide evidence of your household income to attach to this form.		

**6. Do you receive any of these Student Finance grants? (please tick all which apply)**

- Childcare Grant
- Adult dependents grant
- Parents learning allowance.

If yes, please attach evidence of award amount

<b>7. Expenses (per month)</b>		<b>8. Bank details (for payment)</b>
Mortgage/Rent	£	Account Holders Name:
Total Childcare costs	£	
Childcare costs not covered by CC Grant	£	Account number:
Travel (to Uni)	£	
Bills	£	Sort Code:
Food	£	
<b>Total</b>	<b>£</b>	Signature:

**9. Personal Statement**

Please give details of the hardship you are experiencing at present and what help you require. Please include any information you would like the COVID-19 Support Panel to be aware of.

**Please note that your application will not be assessed without the above evidence.**

## 10. STUDENT DECLARATION

Declaration – Privacy statement, Sharing your data.

To process your application for COVID-19 Support funding we may need to share some of your personal information with the following agencies on your behalf:

- Childcare providers: so that we can pay childcare costs.
- Education charities: so that the charity can make payments to you.
- Suppliers: so that we can purchase and arrange delivery of equipment to your home, where applicable.
- Summary data from this application will be used to monitor and evaluate the effectiveness of this fund.

Data will be shared at a summary level with the Office for Students, but no individual student data will be identifiable from this data.

What information will we share?

Subject to your hardship needs, we may need to share details about your:

- Name, address, date of birth, student ID, mobile phone contact (for deliveries)
- Your child's name (applications for help with childcare costs)
- Evidence of household income
- Your attendance, progress, behaviour and course costs

If there is anyone listed above who you do not give us consent to contact, please contact the finance team on [financialadvice@ccn.ac.uk](mailto:financialadvice@ccn.ac.uk) to discuss before you submit this form.

City College Norwich Privacy notice

Your data will be processed in line with the College Privacy notice. To read the full City College Norwich Privacy notice for Students: <https://www.ccn.ac.uk/support-and-advice/privacy-policy/>

The College is registered under the Data Protection Act 2018 (DPA 2018) as Norwich City College of Further & Higher Education.

### Your Declaration

I declare that all the information I have given is correct. If my/my parent's financial circumstances change, I undertake to notify the College. If I withdraw from my course, I understand that I may be asked to repay all or part of the monies that I have received including the return of any equipment. I understand that if I submit false or incomplete information or do not declare income that is relevant, you may refer me to the Department of Education and/or the Police.

I have read the information in the HE Hardship Fund Guidelines and by submitting/signing this form I am consenting to the College using my information as above.

Student's Signature

Date

Please send the completed form to: Advice Shop, City College Norwich, Ipswich Road, Norwich, NR2 2LJ.  
Telephone: 01603 773322/Textphone 01603 773513. Email [financialadvice@ccn.ac.uk](mailto:financialadvice@ccn.ac.uk)