



**Isle of Man
Government**

Reiltys Ellan Vannin



Department of Education and Children
Rheynn Ynsee as Paitchyn

**INTERIM ARRANGEMENTS FOR THE
DETERMINATION OF FINANCIAL SUPPORT
FOR STUDENTS OVER COMPULSORY
SCHOOL AGE WHO ARE IN RECEIPT OF A
DISABILITY LIVING ALLOWANCE
AND DO NOT MEET THE CRITERIA FOR
SUPPORT UNDER THE STUDENT AWARDS
REGULATIONS BUT WISH TO ATTEND
COURSES AT
OFF-ISLAND EDUCATIONAL INSTITUTIONS
WHICH CANNOT PRESENTLY BE MADE
AVAILABLE ON THE ISLE OF MAN**

DECEMBER 2015

1. LEGISLATION

a. Education Act 2001

Section 1(1) of Part 1 of the Education Act 2001, relating to the General Duties of the Department, sets out the duty of the Department of Education and Children ("the Department") to promote the education of persons, and in particular persons under the age of 18 years, resident in the Island; and for that purpose to provide efficient and comprehensive educational services in the Island. Section 1(2) requires that, in the performance of its functions under the Education Act 2001, the Department has regard to the general principle that, so far as is compatible with the provision of efficient education and the efficient use of resources, pupils are to be educated in accordance with the wishes of their parents. Section 1(3) requires the Department to keep under review the facilities for the provision of education in the Island and the provision of education outside the Island for persons resident in the Island.

Section 31(1) of Part 2 of the Education Act 2001, relating to Higher Education, states that the Department shall make such arrangements as it considers appropriate to secure the provision of education of persons in the Island over compulsory school age, at or under the supervision of universities, colleges and other educational establishments and institutions in the Island or elsewhere, leading to the award of degrees, diplomas or other qualifications. Section 31(3) states that such arrangements shall include provision pursuant to regulations under section 37 of the Act and may include financial assistance to any university, college or other educational establishment or institution in the Island or elsewhere for the purpose of improving the facilities for higher education available for persons in the Island.

Section 32(1), relating to continuing education, states that the Department shall make such arrangements as it considers appropriate for continuing the education, otherwise than in accordance with section 31, of persons in the Island over compulsory school age who have completed their full-time education. Section 32 (3) states that the Department may use any premises or facilities of a provided school or of a college provided by the Department, or arrange for the use of any premises or facilities of a maintained school or of any other college, for the purpose of its functions under subsection (1).

Section 37 of Part 4 of the Education Act 2001, relating to financial support, scholarships and bursaries, states that the Department may, in accordance with regulations made with the concurrence of the Treasury, do all or any of the following for the purpose of enabling persons to take advantage without hardship to themselves or their parents of any educational facilities available to them —

"(a) defray such expenses of pupils attending provided schools, maintained schools or special schools as may be necessary to enable them to take part in any school activities;
(b) pay the whole or any part of the fees and expenses payable in respect of pupils attending schools in the Island or elsewhere at which fees are payable;
(c) grant scholarships, exhibitions, bursaries and other awards or allowances (including awards or allowances by way of loan) in respect of persons over compulsory school age receiving continuing education or higher education in the Island or elsewhere".

b. Education (Student Awards) Regulations

The Education (Student Awards) Regulations are made under Section 37 of Part 4 of the Education Act 2001. Section 6 of the Regulations, relating to eligibility for award, states:

"(1) Subject to regulation 3(3), a student is eligible for an award if he or she fulfils the conditions specified in paragraphs (2) and (3) and, where applicable, the additional condition specified in paragraph (5).-

(2) The student must be –

- (a) under 60 years of age, and
 - (b) in the case of a course at the Isle of Man College, 18 years of age or over; at the beginning of the first year of the course.
- (3) The student must –
- (a) have been ordinarily resident in the Island for a period of not less than 4 years immediately before the beginning of the first year of the course, and
 - (b) continue to be ordinarily resident in the Island for the duration of the course.
- (4) For the purpose of paragraph (3) –
- (a) no account shall be taken of temporary or occasional absences, and
 - (b) a person is ordinarily resident in the Island if he or she voluntarily and for settled purposes lives in the Island for an appreciable period (a minor who lives with his or her parent being taken for this purpose to be living voluntarily where the parent lives).
- (5) Subject to regulation 8(1) to (3) the student must hold the following minimum qualifications –
- (a) in the case of a university first degree course –
 - (i) a minimum of 200 UCAS points from qualifications equivalent in terms of volume and depth of study to GCE A level (A2) or AS level, or
 - (ii) an International Baccalaureate Diploma;
 - (a) in the case of a Higher National Diploma or comparable course –
 - (i) One GCE A level (A2) pass at A to C grade, or
 - (ii) the equivalent UCAS points or QCF level 3 qualification
 - (b) in the case of a postgraduate research course leading to a doctorate of philosophy (PhD), an upper second class honours degree or a Masters degree;
 - (c) in the case of –
 - (i) a Master of Arts or Master of Science degree;
 - (ii) a post graduate Diploma;
 - (iii) a Graduate Diploma in Law (GDL)
 - (iv) a course leading to a qualification enabling the student to teach in a school in the island or the United Kingdom or
 - (v) any other post graduate course, except one falling within sub-paragraph (c), an upper second class honours degree.”

2. PRIORITISATION OF FINANCIAL RESOURCES

In the same way as the rest of the Isle of Man Government, the Department is required to cope with significant budgetary challenges and must prioritise its spending and ensure value for money. The education of those aged 4 to 16 years is the highest priority, as school attendance for this age group is a statutory requirement. The Department then prioritises the education of those aged 16-18 years, followed by those aged 18 plus pursuing higher and further education, both on and off Island, before any consideration can be given to non-statutory provision.

3. STUDENTS WHO ARE IN RECEIPT OF A DISABILITY LIVING ALLOWANCE WHO DO NOT MEET THE QUALIFICATION REQUIREMENTS TO RECEIVE SUPPORT UNDER THE EDUCATION (STUDENT AWARDS) REGULATIONS

Given the investment in the Isle of Man College of Further and Higher Education for most students with additional needs there is appropriate provision on Island. However, given the specific needs of some of those in receipt of disability living allowances it is recognised that in a small number of cases the provision required is not currently available on the Island. Action is being taken to extend provision on Island but in the interim period pending such provision being made available, for those students who do not meet the qualification requirements to receive support under the Education (Student Awards) Regulations, consideration will be given to providing financial support to study at an off Island institution up to Level 3 on the Qualifications and Credit Framework, provided that the following criteria are met:

- a) the student has been ordinarily resident in the Island for a period of not less than 4 years immediately before the beginning of the first year of the course, and continues to be ordinarily resident in the Island for the duration of the course;
- b) the student is in receipt of a disability living allowance;
- c) the student is 25 years of age or under at the commencement of the course;
- d) the course in question is not able to be provided on Island;
- e) the student has not studied at the same level previously;
- f) the student's school, the Isle of Man College or a professional within Services for Children has confirmed that the proposed course is appropriate and the qualification attainable for the student; and
- g) it is only subject to verification of the successful completion of the first year of a course that financial support will be possible for ongoing study.

4. FUNDING

Funding will be subject to proof of income being provided and will be as follows:

- payment of course fees up to a maximum of £6,500 per annum; and
- a means tested maintenance award to assist with living costs up to a maximum of £4,680 per annum for a 30 week course. Means testing will be undertaken in line with the means testing arrangements for maintenance awards made under the Education (Student Awards) Regulations.

5. PROCEDURE

- An application form for support is supplied at **Appendix A**.
- Applications shall be assessed by a Department officer based on the eligibility criteria.
- Financial assistance shall be awarded as outlined above subject to the eligibility criteria being met. As the institutions offering courses for those with additional needs at Entry Level and Level 1 cater for additional and complex needs, the Disability Allowance referred to in the Education (Student Awards) Regulations 2015 for students pursuing higher level qualifications does not apply.

- In the event that the course continues for more than a year, any financial assistance awarded shall be reviewed annually or as and when there are changes in either the parents'/guardians' or student's circumstances.
- Should the student/their parents/guardians wish to appeal against the decision made then they may appeal in writing within 7 working days of receipt of written confirmation of the decision.
- Appeals will be heard by 2 members of the Department's Senior Leadership Team within 7 working days of receipt of the appeal.
- The decision of the appeal panel will be confirmed in writing within 7 working days of the appeal hearing.
- The decision of the appeal panel shall be final.

6. REVIEW

These arrangements for the determination of financial support for students over compulsory school age who are in receipt of a disability living allowance and do not meet the criteria for support under the Education (Student Awards) Regulations but wish to attend off-Island educational institutions will be reviewed annually

Further information can be obtained by contacting the Corporate Services Division, Department of Education and Children, Hamilton House, Peel Road, Douglas, Isle of Man, IM1 5EZ on telephone number 685808.

The information in this document can be provided in large print or in audio format on request.

**Department of Education and Children, Hamilton House, Peel Road, Douglas,
Isle of Man, IM1 5EZ**

www.gov.im/education

APPLICATION FORM FOR STUDENTS WITH ADDITIONAL NEEDS OVER COMPULSORY SCHOOL AGE WHO ARE IN RECEIPT OF A DISABILITY LIVING ALLOWANCE AND DO NOT MEET THE CRITERIA FOR SUPPORT UNDER THE STUDENT AWARDS REGULATIONS BUT WISH TO ATTEND COURSES AT OFF-ISLAND EDUCATIONAL INSTITUTIONS WHICH CANNOT PRESENTLY BE MADE AVAILABLE ON THE ISLE OF MAN

This completed form should be returned to the **Department of Education and Children, Hamilton House, Peel Road, Douglas, IM1 5EZ** before **xxxxx** of the year you wish to commence the course. Late applications will be processed provided the form is received by **xxxxx** but there may be a delay in the initial payment.

PLEASE WRITE IN CAPITALS AND COMPLETE ALL SECTIONS OF THE FORM

Surname

Forenames

Age at 31/08/ Date of birth (dd/mm/yy)

Status Unmarried Married Cohabiting

Divorced Separated Widowed

Home Address

Home Telephone Number Mobile Telephone Number

Email

Date residency in the isle of Man commenced (dd/mm/yy)

If you will not have been resident at the above address for the 4 year period immediately prior to beginning the course, please provide details of previous addresses, with dates of residence, in Section 5.

Has your residence in the Isle of Man been solely for the purposes of education? Yes No

Is this your first application for support

If no, please provide details:

2. COURSE DETAILS

Name of College

Establishment Address

Course Title

Qualification

Date Studies Commence

Length of Course (years)

3. EDUCATIONAL DETAILS

Details of previous secondary and higher education since the age of 11

Name and address of school	Full or Part-time	From	To

4. QUALIFICATIONS

Detail all qualifications the student has attained, in date order, plus detail of other subjects studied, even if exams were not taken.

Copies of all relevant certificates need to be submitted with your application form.

Date	Level	Subject	Result/Grade

5. PREVIOUS ADDRESSES

If you will not have been resident at the address given in Section 1 for the 4 years immediately prior to beginning your course, please provide details of previous addresses, together with dates of residence below:

Address	Date from	Date to

6. INDEPENDENT STUDENT STATUS

The income of a partner or spouse of an Independent student will be taken into account when calculating an award but the student's parents are not classed as contributors for this purpose.

If you wish to claim Independent Status, please tick the box against any of the following criteria that apply to you.

I have no living parents

I am married or in a civil partnership

I will have been out of full time education for 3 years or more before the start of the course

I will have been looked after by the Department of Health & Social Care, within The meaning of the Children & Young Persons Act 2001, for the 12 months Immediately prior to the beginning of the course

I will have been irreconcilably estranged from both of my parents for at least 12 months before the start of the course

The Department may ask you to provide additional documents in order to verify your claim (e.g. a copy of your marriage certificate to verify that you are married or a copy of your passport to verify your age).

The spouse/cohabitant/civil partner of an independent student is required to complete Sections 11-15 of this form. There is no need for the parent(s)/guardian(s), or their spouse, cohabitant or civil partner, of an independent student to complete these sections.

7. STUDENT INCOME (details of paid employment is not required)

Will you be in receipt of any income, other than from paid employment, during the 20xx/xx academic year

YES NO

(Note: this includes income from sponsorship, bank interest, pensions, trusts and other unearned income, but doesn't include income from paid employment, direct financial support provided by your family or maintenance grants.)

If Yes, please provide details below:

Type of Income	Source	Estimated Amount 09/09 xx to 31/08xx

8. ADDITIONAL INFORMATION RELATING TO THIS APPLICATION (OPTIONAL)

This section is optional but any additional information you provide here may help the Department to determine your eligibility for support where there are changing or unusual circumstances. If there is insufficient space below, please submit an additional sheet with your application.

Additional Information

9. DATA RELEASE CONSENT

The Department occasionally receives requests for student contact details from companies on the island regarding employment opportunities. The Department also on occasions receives similar requests from the Job Centre and the Careers Office. Please tick the appropriate box(es) to indicate your preference as to the release of your personal contact details.

I would like my personal contact details to be released to companies on the island.

I would like my personal contact details to be released to the JO Centre/Careers Office for more general release.

I do not wish my personal contact details to be released at all.

10. DECLARATION OF STUDENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I, the undersigned, declare that:

- To the best of my knowledge and belief, the information given in this form is correct and complete.
- I have read the official guidance and understand the conditions of this award.
- I agree to provide any corroborative evidence the Department of Education and Children may consider necessary in processing this application.
- I agree that the Department of Education and Children may approach my Institute directly to obtain any relevant information relating to my studies for which I receive financial support.
- I agree to inform the Department of Education and Children of my final result once I have completed the course.
- I authorise the Department of Education and Children to validate my income, or other information relevant to this application for the 20xx/xx academic year with the Treasury.
- If the Department of Education and Children makes an award to me, I undertake that if the award or any part of the award becomes repayable, I shall repay to the Department of Education and Children

Signature of Student:

Print Name:

Tax Reference Number:

Date:

This Section to be completed and signed by the Student's Parent(s) or Guardian(s) and the Parent or Guardian's spouse cohabitant or civil partner unless the student is deemed to be of "Independent Status".

11. PARENT(S)/GUARDIAN(S)/PARENT(S) SPOUSE/COHABITANT OR CIVIL PARTNER OR SPOUSE/COHABITANT/CIVIL PARTNER OF STUDENT

The Department of Education and Children identify who needs to complete these details:

Title	Mr/Mrs/Miss/Ms/Dr	Title	Mr/Mrs/Miss/Ms/Dr
Surname		Surname	
Relationship to Student		Relationship to Student	
Address		Address	
Postcode		Postcode	
Telephone		Telephone	
Email		Email	

If only one parent or guardian is listed, please explain why.

--

12. DEPENDENT CHILDREN

Do you have any other children who will be dependent from 1 September 20xx

Full Names	D.O.B.	School College	If receiving grant, name awarding Authority

13. TOTAL INCOME FROM ALL SOURCES FOR THE YEAR ENDED 5 APRIL 20xx

a) EMPLOYMENT - Are you employed? YES/NO

If Yes, please complete the following including overtime, commission and bonuses

Relationship to Student	Occupation	Employers name	Gross Income
Total gross income			£

b) Self-employment/Business Income

Have you received income from a business/partnership or self-employment YES/NO

If Yes, please enclose a copy of your accounts, balance sheet and tax computation, and complete the following.

Relationship to Student	Trade/Profession/Vocation	Business Name	Net Profit/Loss
Total Net Profit/Loss			£

Do you have a part or controlling interest in a company or trust? YES/NO

If Yes, please enclose a copy of your accounts, balance sheet and tax computation, and complete the following.

Relationship to Student	Company/Trust Name and Address	% of Interest in Company/Trust	Company/Trust Profit/Loss
Total Net Profit/Loss			£

Other Sources of Income

	Relationship to Student	State Source of Income	Income Received
Unearned i.e. income from a bank, building society or dividends			
Pension, i.e. retirement, widows etc., but excluding disability			
Maintenance received			
Other: Please detail any other income not stated elsewhere including child benefit and other taxable benefits			

14. CHARGES ON INCOME DURING YEAR ENDED 5 APRIL 20xx

	Father/Guardian/etc.	Mother/Guardian/etc.
Superannuation/pension fund contributions		
Mortgage interest (on owner occupied property only)		
Interest on Loans		
Domestic assistance (due to incapacity of both parents)		
Maintenance paid (please provide copy of Court Order)		
Charitable donations		
Professional subscriptions/tool or clothing allowance		

**15. DECLARATION OF PARENT(S)/GUARDIAN(S)/PARENT(S)
SPOUSE/COHABITANT OR CIVIL PARTNER OR SPOUSE/COHABITANT/CIVIL
PARTNER OF STUDENT
(PLEASE READ CAREFULLY BEFORE SIGNING)**

I, the undersigned, declare that:

- To the best of my knowledge and belief, the information given in this form is correct and complete.
- I have read the official guidance and understand the conditions of the award.
- I agree to provide any corroborative evidence that the Department of Education and Children may consider necessary in processing this application.
- I authorise the Department of Education and Children to approach The treasury to validate my income, or other information relevant to this application for the 20xx/xx academic year, or at any time during which a student award granted pursuant to this application may be repayable.

Important: All applications require the Department to verify the income details of the parent(s)/guardian(s)/parent's spouse/cohabitant/civil partner of each dependent student or the spouse/cohabitant/civil partner of each Independent student who has made such an application. It is important therefore that you submit a copy of your 20xx/xx "Resident Assessment Notice" to this office as soon as possible.

- If the Department of Education and Children makes an award in respect of the student to whom this application relates, I undertake that if the award or any part of it becomes repayable, I and the student shall be jointly and severally liable to repay to the Department such part of the award as the Department may determine.

**Signature of Parent/Guardian/Spouse/
Cohabitant/Civil Partner**

Print Name

Tax Reference Number

Date

**Signature of Parent/Guardian/Spouse/
Cohabitant/Civil Partner**

Print Name

Tax Reference Number

Date

Completed forms should be submitted by 31st July 20 xx to:

**Department of Education and Children
Hamilton House
Peel Road
Douglas
Isle of Man
IM1 5EZ**