



# Department of Education, Sport and Culture

*Rheynn Ynsee as Paitchyn*

**Chief Executive Officer  
Graham Kinrade**

**Student Awards Section**

Hamilton House  
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Website: [www.gov.im/student-awards](http://www.gov.im/student-awards)  
Email: [studentawards@gov.im](mailto:studentawards@gov.im)

## 2021-22 WEEKS VERIFICATION FORM

Only if a student is in receipt of a maintenance grant is it necessary to verify attendance dates in order to calculate the correct maintenance grant for the academic year. Completion of this form will enable the Student Awards team to ensure the student receives the correct grant for the period they are required to attend this academic year.

Please note: This form should be returned as soon as possible but no later than the end of January 2022 so that any recalculation of your award can be done before the 3<sup>rd</sup> term Maintenance Grant is paid.

**Sections 1 must be completed by the student and the form then submitted to the Registrar's Office at your University/College.**

<i>SECTION 1</i>	Student's Surname	<input type="text"/>
	Other Names	<input type="text"/>
	University/College attending	<input type="text"/>
	Course Title	<input type="text"/>
	2021-22 year of study (e.g. 2 <sup>nd</sup> )	<input type="text"/>

**Section 2 must be completed by the Authorized Officer at your University/College who should then return the form to the Student Awards Office, either by post or email, as soon as is possible:**

*SECTION 2 Inclusive dates of attendance required for the 2021-22 academic year.*

	DAY	MONTH	DAY	MONTH	WEEKS	DAYS
1st Term (Autumn 2021)						
Christmas Break	--	--	--	--	--	--
2nd Term (Winter 2022)						
Easter Break	--	--	--	--	--	--
3rd Term (Spring 2022)						

NAME OF AUTHORISING OFFICER.....

AUTHORISING OFFICERS SIGNATURE.....

UNIVERSITY/COLLEGE OFFICIAL STAMP:

Legal basis	The data subject has consented to the processing of his or her personal data for one or more specific purpose
Shared with	DESC Student Awards Team
Retention period	Six years after completion of studies
Privacy notice	<a href="https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion">https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion</a>