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**2022/** APPLICATION FOR:

Further and Higher Education Discretionary Digital Support – Supporting Equipment and Connectivity

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**How we use your information**

# UHI and its associated Academic Partners are committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the university’s/college’s business. UHI is registered with the Information Commissioner’s Office and collects/uses information (data) about its students and stores it in accordance with the EU General Data Protection Regulation and UK Data Protection Act 2018.

The data controller is the university. The personal data that you supply to us may be processed by UHI or any of the academic partners that make up UHI. All processing will be undertaken in accordance with current data protection legislation.

UHI or its associated Academic Partners already holds data about you relating to your application to study with us. In assessing your eligibility for funding, we will ask you a series of questions and your answers will be linked to the student record that we already hold. Information that you provide in this context will be accessible to a limited number of staff on a need-to-know basis.

The funding available is income dependent, which means we may need to provide evidence of your personal income and any benefits you may be currently receiving, or income and/or benefits currently received by members of your family/household. Any evidence you provide for the purpose of assessing your eligibility for student funding e.g. Further Education bursary, childcare, FE & HE discretionary funds (inc. Education Maintenance Allowance (EMA) will be used to determine your eligibility for assistance from this fund. If you are awarded support from these funds, we may share limited information about your award with staff processing this application. If you withhold the information required, we will not be able to fully assess your eligibility for support.

Our legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or under the official authority vested in us. This means, we are responsible for the distribution of public funds and must be able to demonstrate individual’s eligibility to such funding. We also have a legal obligation to share statistical data and details about the levels of funding we pay out to students with the Scottish Funding Council [*www.sfc.ac.uk/home/privacy.aspx*](http://www.sfc.ac.uk/home/privacy.aspx)Personal data may be shared with other official bodies where the law requires us to do so e.g. the Benefits Agency, with managing authorities responsible for European Social Funded (ESF) programmes or in response to a court order. If during the course of your studies you do not return any equipment issued on a loan basis, we may pass your personal data on to a debt recovery agency to recover funds on our behalf, if the if the equipment is not returned in a reasonable condition.

In addition to this, your information may be shared with suppliers of IT equipment including companies involved in servicing and delivery of the equipment and our internal and external auditors as part of routine audits in order to demonstrate our legal compliance with the Financial Regulations we must adhere to. All records are retained in line with UHI/college records retention schedule.

If you have any concerns regarding the processing of your personal data please contact the UHI Data Protection Officer: [dataprotectionofficer@uhi.ac.uk.](mailto:dataprotectionofficer@uhi.ac.uk.)  You also have the right to lodge a complaint with the Information Commissioner’s Office (ICO) [www.ico.org.uk](http://www.ico.org.uk) The ICO is the independent authority responsible for upholding the law in relation to the processing of personal data. You have the right to ask the university/ college for a copy of the personal data we hold about you free of charge.

**The following rights are rights of data subjects:** The right to access your personal data; the right to rectification if the personal data we hold about you is incorrect; the right to restrict processing of your personal data.

**The following rights apply only in certain circumstances:** The right to object to our processing of your personal data; the right to request erasure (deletion) of your personal data.

UHI Data Protection Officer, 12b Ness Walk, Inverness, IV3 5SQ. [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)

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| **SECTION 1: PERSONAL DETAILS** |

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| **Student Identification** |  |  |  |  |  |  |  |  |  |

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| **Title** | | Mr | | | | | Mrs | | | Miss | | | | | | | | | | | Other | | | | | | | | | | | | | | | |
|  | *(Please click in the appropriate check box)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Surname** | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Forename** | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Date of Birth** | | **(DD/MM/YYYY)** | | | | | | | | |  | |  | | | **/** | | |  | | | |  | | | **/** | | |  | |  | |  | |  | |
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| **Home Address** | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Postcode | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Term Time Address** | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Postcode | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Deliver/Correspond to** | |  | | Home Address  Term Time Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | *(Please click in the appropriate check box)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Telephone Number** | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Email** | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | **SECTION 2: COURSE DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Course Code** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Course Title** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Academic Partner College** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Mode of Attendance** | | Full time | | | | | | Part time | | | | | | | Evening | | | | | | | | | | | | | | | | | | | | | |
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| **Year of Course** | | 1st | | | | 2nd | | | 3rd | | | | | | | | | 4 | | | | | | | | | | Post Grad | | | | | | | | |
|  | | | | | *(Please click in the appropriate check box)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Start Date** | | | **(DD/MM/YYYY)** | | | | | | | | |  | |  | | | **/** | | | | |  | |  | | | **/** | | |  | |  | |  | |  |
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| **Name of Course Tutor** | |  | | | | | | | | | | | | | | | | | |  | | | | | Not known | | | | | | | | | | | |
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| **SECTION 3: DIGITAL SUPPORT REQUIREMENTS** | | | | | |
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| **What Digital Support do you require?** *(Please click in the appropriate check boxes)* | | | | | |
|  | Laptop/PC | | Internet access | | Other |
| Do you have a Learning Support plan for a Laptop/PC/Specialist Software? Yes  NO  Do you have the IT equipment required to meet your course requirements? Yes  NO  Have you run the [Brightspace checker](https://brightspace.uhi.ac.uk/d2l/systemCheck) and does your computer meet the requirements?  Yes, it does  No, it doesn’t  I have not checked | | | | | |
| You must provide detailed information on why you are applying for IT equipment. If you currently have IT equipment please provide details of why it is unsuitable. | | | | | |
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| **SECTION 4: FEES AND FUNDING ELIGIBILITY** | | | | | |
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| We need to know what funding you are getting to determine if you are eligible for support. Please note you must submit the documentation listed below to enable your application to be considered and assistance being provided to you.  Submitting the application without the requested documentation will result in a delay. | | | | | |
| **Funding Sources (which of the following apply to you)**  *(Please click in the appropriate check box)* | | | | **Documentation Required** | |
| EMA (Education Maintenance Allowance  Further Education Bursary  Further Education Part Time Fee Waiver Claim  Universal Credit/DWP Benefit for living costs  Discretionary Hardship Fund/Childcare Fund Award  SAAS Fees and Income Assessed Student Loan  SAAS – EU Fees Only  SAAS – Part Time Fee Grant  Student Finance England, Wales, Northern Ireland  College Assessed Learning Support Plan  Full Time International/Self-funding students | | | | *None required, if awarded*  *None required, if awarded*  *None required, if awarded*  UC/DWP Statement *(all pages)*  *None required, if awarded*  SAAS Award Letter  SAAS & Covid Fund Award Letter  SAAS Award Letter  Award Letter  *None required, if awarded*  Covid Fund Award Letter | |
| **Signature** | | (sending this application from your student email account will act as your electronic signature) | | | |

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| **Date** | (DD/MM/YYYY) |  |  | / |  |  | / |  |  |  |  |
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| **SECTION 5: OFFICE USE ONLY** |
| Loan/Hire fee chargeable to Student Support Funds FE Burs  DHF  ESF  Waived |