

# UHI | ARGYLL

**2024/25 APPLICATION FOR:**

**Further and Higher Education Discretionary Digital Access - Supporting Equipment and Connectivity**



# How we use your information

The University of the Highlands and Islands 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. The university 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 the University or any of the academic partners that make up the University of the Highlands and Islands. All processing will be undertaken in accordance with current data protection legislation.

The university 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, discretionary funds, and 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 the University of the Highlands and Islands/college records retention schedule.

If you have any concerns regarding the processing of your personal data please contact the University of the Highlands and Islands 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.

## SECTION 1: PERSONAL DETAILS

Student Identification

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Title

Mr

Mrs

Miss

Other

\_\_\_\_\_

Surname

Forename

Date of Birth

(DD/MM/YYYY)

Home Address

  
  
  

Postcode

Term Time Address

  
  
  

Postcode

Deliver/Correspond to

Home Address

Term Time Address

Telephone Number

Email

## SECTION 1: COURSE DETAILS

Course Code

Course Title

Academic Partner College

Mode of Attendance

Full time

Part time

Evening

Year of Course

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4

Post Grad

Start Date

(DD/MM/YYYY)

Name of Course Tutor

Not known

### SECTION 3: DIGITAL SUPPORT REQUIREMENTS

#### What Digital Support do you require?

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](#) 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.

### SECTION 4: FEES AND FUNDING ELIGIBILITY

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)

- EMA (Education Maintenance Allowance)
- Further Education Maintenance Bursary
- Further Education Part Time Fee Waiver Claim
- Universal Credit/DWP Benefit for living costs
- Discretionary Hardship Fund/Childcare Fund Award
- SAAS Fees and Maximum 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

#### Documentation Required

- 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 Award Letter
- SAAS Award Letter
- Award Letter
- None required, awarded*
- As discussed individually*

Signature

Date

(DD/MM/YYYY)   /   /