

If you are eligible for a full concession or discounted fee please tick below

Your course may be free if you are UNEMPLOYED studying up to and including Level 2 and:

- In receipt of Job Seekers Allowance
- In receipt of Employment and Support Allowance

Or are:

- In receipt of Universal Credit and earn less than £338 (£541 if a joint claim)
- In receipt of an *eligible state benefit, earn less than £338 (£541 if a joint claim) and the training is directly relevant to your employment prospects and the local labour market needs
- Your annual gross salary is less than £17,004 (evidence will be required)
- 16 - 24 unemployed without a Full Level 3 studying on a Traineeship
- 16 - 18 not enrolled at another institution for courses longer than 2 weeks
- 19 - 23 studying up to and including a first Full Level 2
- 19 - 23 studying up to and including a first Full Level 3
- Studying English or maths and do not have a Level 2 English or maths qualification
- 19+ studying a Digital Skills qualification and do not have a Level 2 Digital Skills qualification
- Studying GCSE English or maths and do not have an existing Grade C or above
- Completing a Family Learning course

Your course fee will be the "Discounted Fee" if you are:

- 19 -23 studying up to and including Level 2 and have already achieved at level 2 or above
- In receipt of *eligible state benefits studying for pleasure up to Level 2 or a non-accredited course

*Eligible State Benefits (Please tick applicable)

- Universal Credit
- Income Support
- Housing Support
- Council Tax Support
- Attendance Allowance
- Carers Allowance
- Pension Credit Guarantee
- Working Tax Credit

Taking an Advanced Learner Loan to fund your learning (visit www.skillsnorthtyneside.org.uk for further information)

- 19+ studying Level 3 or above and intend to take an Advanced Learner Loan to finance your course fees (once enrolled we will send you a letter with all the information required to make your application to the Student Loans Company).

How we use your personal information: This privacy notice is issued by the North of Tyne Combined Authority (NTCA) and the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. **You can agree to be contacted by other third parties by ticking any of the following boxes:**

- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By e-mail

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>
<https://my.northtyneside.gov.uk/category/1001/data-protection>

You can agree to be contacted by The Adult Learning Service for marketing or surveys by ticking any of the following boxes:

- By email
- By post
- By phone
- By text