



Government Circular No. 11/01

## Department of Education

# THE STUDENT AWARDS SCHEME 2001

*Approved by Tynwald 20th March 2001*

### Introductory

#### 1. Citation, commencement, application and interpretation

- 1.1 This Scheme may be cited as the Student Awards Scheme 2001 and shall come into operation on 1st May 2001.
- 1.2 This Scheme applies in relation to the academic year commencing on 1st September 2001 and subsequent academic years.
- 1.3 SCHEDULE 1 shall have effect for the purpose of defining certain expressions used in this Scheme.
- 1.4 For the purpose of this Scheme, the beginning of a year, and the qualifying date for the first year of a course depend on which is the first term of the course, as follows –

<i>First term of the course</i>	<i>Beginning of year</i>	<i>Qualifying date</i>
Autumn term	1st September	the previous 30th June
Winter term	1st January	the previous 31st October
Spring term	1st April	the previous 28th February
Summer term	1st July	the previous 30th April

#### 2. Purpose and scope of Scheme

- 2.1 The purpose of this Scheme is to enable financial assistance to be given by the Department of Education to assist eligible students in further and higher education by way of grants or loans.
- 2.2 An award under this Scheme shall normally be made by way of grant, but may be made by way of loan under paragraph 2.5.
- 2.3 Where under this Scheme a person is eligible for a mandatory award which is available for the course which he intends to take, the Department shall make him such an award by way of grant, unless in its opinion the circumstances are so exceptional that it ought not to make such an award.

Price £2.00

- 2.4 Where under this Scheme a person is eligible for a discretionary award which is available for the course which he intends to take but his application for the award is refused, the Department may in its discretion make him such an award.
- 2.5 Where under this Scheme a person is eligible for a discretionary award which is available for the course which he intends to take, but his application for the award is refused, the Department may in its discretion make to the student, if otherwise eligible, a loan, free of interest, of the same amount as would have been payable as a grant.

### *Mandatory Awards*

#### **3. Qualification for mandatory award**

- 3.1 To be eligible for a mandatory award a student must –
- (a) have been ordinarily resident in the British Islands for at least 3 years immediately before the beginning of the first year of the course;
  - (b) be ordinarily resident in the Isle of Man on the qualifying date for the first year of the course;
  - (c) be under 40 years of age at the beginning of the first year of the course; and
  - (d) if the course is at the Isle of Man College, be aged 18 years or over at the beginning of the first term of the course.
- 3.2 A student is not eligible for a mandatory award if he has already taken a course at a level equivalent to or higher than that applied for.

#### **4. Courses eligible for mandatory awards**

- 4.1 A mandatory award is available for any of the following courses in the British Islands:
- 4.1.1 a first degree course, that is –
- (i) a course provided by an institution for a first degree or for a degree of Bachelor of Medicine or an equivalent degree;
  - (ii) a course provided by the University of Buckingham for a first degree of that University;
  - (iii) an international course, that is, a course provided by an institution in conjunction with an overseas institution for a first degree;

- 4.1.2 a DipHE course, that is, a course provided by an institution for –
- (i) the Diploma of Higher Education; or
  - (ii) the Diploma of Higher Education or a first degree as the student may elect after the commencement of the course;
- 4.1.3 a course of initial training for teachers (other than a course for the degree of Bachelor of Education) provided by an institution;
- 4.1.4 a course provided by an institution for the Higher National Diploma of the Business and Technology Education Council;
- 4.1.5 a course comparable to a first degree course, that is –
- (i) a course at a university lasting for at least 3 academic years for a certificate, diploma or other academic award;
  - (ii) a course for the time being designated by the Department as comparable to a first degree course;
- 4.1.6 a full-time course at the Isle of Man College leading to a nationally recognised qualification.
- 4.2 In paragraph 4.1 “institution” except in the term “overseas institution” does not include an institution neither maintained nor assisted by recurrent grants out of public funds.

## 5. **Applications for mandatory awards**

- 5.1 An initial application for a mandatory award must be submitted not more than 4 months after the beginning of the course.

### *Discretionary Awards and Loans*

## 6. **Qualification for discretionary award**

- 6.1 To be eligible for a discretionary award a student should normally –
- (a) have been ordinarily resident in the Isle of Man at least three years immediately before the beginning of the first year of the course;
  - (b) be under 40 years of age at the beginning of the first year of the course; and
  - (c) where a further condition is specified in clause 7 in relation to a course, comply with that condition.
- 6.2 A student is not normally eligible for a discretionary award if he has already taken a course at a level equivalent to or higher than that applied for.

## 7. **Courses eligible for discretionary awards**

7.1 A discretionary award may be made for any of the following courses:

- (a) a course for which a mandatory award is available;
- (b) a course for which a mandatory award would be available if the institution were in the British Islands;
- (c) a course at an institution neither maintained nor assisted by recurrent grants out of public funds, for which a mandatory award would be available if the institution were so maintained or assisted;
- (d) a postgraduate research course leading to a Doctor of Philosophy or equivalent degree; (the student should hold at least an upper second-class honours degree;)
- (e) a postgraduate research course leading to a Master of Arts or Master of Science or equivalent degree; (the student should hold at least a second-class honours degree;)
- (f) a postgraduate course of a vocational nature; (the student should hold at least a second-class honours degree;)
- (g) other courses approved by the Department and leading to nationally recognised vocational qualifications.
- (h) a full-time course at the Isle of Man College providing continuing education for students with identified special educational needs or who require special educational treatment.

7.2 A discretionary award will not normally be made for a course at an institution where a suitable course is available in the Isle of Man.

7.3 An award for a course within paragraph 7.1(h) will not normally be offered on more than one occasion.

## 8. **Application for discretionary award**

8.1 An initial application for a discretionary award should be submitted –

- (a) in the case of a postgraduate course, not later than 31st May before the beginning of the course;
- (b) in any other case, not later than the beginning of the course.

## 9. **Loans**

- 9.1 A loan under paragraph 2.5 shall be made on such conditions as the Department thinks fit, including a condition requiring repayment by monthly instalments after completion or sooner termination of the course.
- 9.2 The loan shall not be made except on a written undertaking from the student, supported by a written guarantee by such of the persons who are contributors in respect of the student as the Department may in its discretion decide, to repay the loan in accordance with the conditions imposed by or under this Scheme.
- 9.3 If the student successfully completes the course, the Department may in its discretion decide to treat the loan or part of it as a grant. If the Department decides to treat the whole of the loan as a grant, the obligation of the student and the guarantors to repay shall cease. If it decides to treat part of the loan as a grant, the obligation of the student and the guarantors to repay shall apply only to the balance, and the instalments payable shall be reduced accordingly.
- 9.4 The provisions of this Scheme applicable to discretionary awards apply with any necessary modifications to a loan.

### *Conditions Applicable to Mandatory and Discretionary Awards*

## 10. **Applications**

- 10.1 Every application for an award shall be made in writing on a form supplied by the Department.
- 10.2 Any award is made on the condition that the information given in the application, and in any supporting declaration of financial circumstances, is true, and that any information given may be verified.
- 10.3 Where any such information is revised after an award has been made, the Department may in its discretion revise the award.
- 10.4 The application shall include a written undertaking by the applicant to repay on demand any amount overpaid on account of a grant of which the applicant is liable to repay under paragraph 12.3 or otherwise and, where paragraph 18.1 applies, any amount required to be repaid under that paragraph.
- 10.5 An application submitted out of time will be considered only in exceptional circumstances.
- 10.6 An application must be made for each year of the course. If an application for renewal of an award for the second or subsequent year of the course is not made before the beginning of the year, the award will be suspended. If an application is not made before one month after the beginning of the year, the award may be withdrawn and any payment made in previous years may be recovered.

## 11. **Withdrawal of an award**

11.1 The Department may withdraw an award at any time –

- (a) if it considers that the student's progress, conduct or attendance is unsatisfactory;
- (b) if any information given in the application for the award is found to be untrue.

11.2 If the student withdraws from or fails to complete his course and in the opinion of the Department his withdrawal or failure is attributable to causes within his control, the Department may withdraw the whole of the award or such part of it as the Department may determine.

11.3 If an award is withdrawn, the student is liable to repay any payments made (including payments made in previous years).

## 12. **Provisional award**

12.1 Where an award is subject to means-testing it may be made as a provisional award, subject to verification or confirmation of information given in the application, and in that case may be revised by the Department.

12.2 The Department may withhold payment of any instalment of a maintenance award made on the basis of an estimate of the student's or a contributor's income.

12.3 Where the Department revises a provisional award by reducing its amount, the student is liable to repay to the Department the amount of any overpayment.

## 13. **Absence or withdrawal from course**

13.1 If the student withdraws from or is absent from a course for any reason, he must immediately report the circumstances to the Department.

13.2 If the student withdraws from a course –

- (a) after the third week of the second term, or
- (b) on more than one occasion,

the Department, when considering an application for a further award or renewal of an award, shall take any previous award into account.

13.3 The Department may suspend payment of an award during any period of absence from the course, except a period of not more than 28 days due to illness verified by a certificate of a medical practitioner.

## 14. **Transfer of awards**

14.1 Subject to paragraphs 14.3 to 14.6, where the student, not more than 16 months after the beginning of the first year of the course, changes from the course for which a mandatory award was made to another course for which a mandatory award is available, the Department shall allow the award to continue.

14.2 Subject to paragraphs 14.3 to 14.6, where the student, not more than 16 months after the beginning of the first year of the course, changes –

(a) from the course for which a discretionary award was made to another course for which a mandatory or discretionary award is available, or

(b) from the course for which a mandatory award was made to another course for which a discretionary award is available,

the Department may in its discretion allow the award to continue.

14.3 The Department shall not allow an award to continue under paragraph 14.1 or 14.2 unless-

(a) the institution concerned agrees in writing to the change;

(b) where the student changes from one institution to another, both institutions agree in writing to the change on educational grounds.

14.4 The Department may, after consulting the institution concerned, refuse to allow an award to continue under paragraph 14.1 or 14.2 if it is satisfied that, when the student applied for it, he did not intend to complete the course for which the award was made.

14.5 Where the Department allows an award to continue on a change of course, it is not obliged to meet additional fees exceeding the limit for the year.

14.6 The student shall in any case notify the Department of any proposed change.

## 15. **Amount of award**

15.1 An award shall consist of the following elements:

(a) a fees grant, payable in every case;

(b) a maintenance grant, payable subject to means-testing.

No maintenance grant shall be payable in the case of a Postgraduate Certificate of Education course.

15.2 The fees grant shall be paid to the institution, and shall cover the following approved fees (subject to paragraphs 15.3 and 15.4) -

- (a) sessional or tuition fees;
- (b) lecture, laboratory and other special fees;
- (c) fees for part matriculation or matriculation exemption and graduation;
- (d) fees for examinations taken as part of the course;
- (e) university and college fees where applicable;
- (f) subscriptions to a students' union, junior common room or similar body, if not otherwise included in the above.

15.3 In the case of an institution which is neither maintained nor assisted by recurrent grants out of public funds, the Department may in its discretion pay an amount less than the total of the approved fees, subject to a minimum payment of £965.

15.4 In the case of full-time courses provided at the Isle of Man College or elsewhere for students with identified special educational needs or who require special educational treatment and not leading to a nationally recognised qualification, the Department may, in its discretion, pay an amount less than the total of the approved fees.

15.5 The maintenance grant (if payable) shall be paid to the student in termly instalments, generally at the beginning of each term, by cheque sent to the appropriate financial officer of the institution, (or, if the student is based elsewhere than at the institution, by credit to the student's bank account). No payment shall be made until the Department is notified of a confirmed offer and acceptance of the place.

15.6 The amount of maintenance grant shall be calculated in accordance with SCHEDULE 2.

## 16. **Means-testing of maintenance grant**

16.1 The Department in deciding whether to make a maintenance grant shall take into account-

- (a) the income of the student; and
- (b) the income of every person who is a contributor in respect of the student.

16.2 Paragraph 16.1 does not apply to a maintenance grant in so far as it includes -

- (a) any disabled allowance payable under paragraph 4.1 of Schedule 2; or
- (b) travelling expenses payable under paragraph 5.4 of Schedule 2 to a student required to study outside the British Isles in respect to travel to and from his place



of study.

16.3 A maintenance grant shall not be paid in any case unless –

- (a) the student, and every person who is a contributor in respect of the student, have made full declarations of their financial circumstances;
- (b) every such declaration has been verified to such extent, and such further enquiries have been made, as the Department considers appropriate.

This paragraph is without prejudice to paragraph 12.3.

16.4 The rules in SCHEDULE 3 shall apply for determining the income of a contributor for the purpose of this Scheme.

## 17. Contributors

17.1 Subject to paragraph 17.2, each parent or guardian of a student is a contributor in respect of him unless he is an independent student.

17.2 Where the parents of a student are living apart, the Department may at its option treat either or both of them as contributor in respect of the student.

17.3 The following person is a contributor in respect of a student who is an independent student –

- (a) the wife or husband of the student;
- (b) any person (including another student) with whom the student is living as husband and wife.

17.4 For the purpose of this section a student is an independent student if –

- (a) he is aged 25 years or over at the beginning of the first year of the course;
- (b) he is aged 19 years or over, and has not been in full-time education for at least 3 years, at the beginning of the first year of the course;
- (c) he has been married for 2 years or more at the beginning of the first year of the course;
- (d) for the whole of the 3 months preceding the beginning of the first year of the course, he has been in the care of the Department of Health and Social Security and has not lived with either of his parents;
- (e) at the time he applied for an award for the first year of the course, he was an independent student under the rules then in force;
- (f) neither of his parents is living.

**18. Repayment of certain discretionary awards**

18.1 It is a condition of a discretionary award by way of grant for a course specified in paragraph 7.1(f), (g) or (h) that the student shall, if so required by the Department, repay any payments made if he does not commence employment or practice in the vocation in question (otherwise than as a student, pupil, articled clerk or trainee) within two years of completing the relevant course.

**19. Recovery of payments**

19.1 Every application form for an award, and every statement of financial circumstances of a student or contributor made in connection with such an application, shall include –

- (a) a statement that the particulars given are true to the best of the knowledge and belief of the applicant or person making the statement,
- (b) permission to the Assessor of Income Tax to disclose to the Department any relevant information concerning his financial circumstances, and
- (c) an undertaking that he will repay to the Department any amounts paid by the Department in reliance on particulars given which are found to be untrue to a material extent.

19.2 Where under this Scheme a student is liable to make any payment to the Department, every person who is a contributor in respect of him is also liable to make the payment, and their liability is joint and several.

19.3 The Department may waive in whole or in part the liability of any person to make a payment under this Scheme, without prejudice to the liability of any other person in respect of the same payment.

**20. Determinations and appeals**

20.1 Where an application is made for a discretionary award, and the applicant would be eligible for a mandatory award if-

- (a) he satisfied the conditions in paragraph 3.1(a) and (b),  
or
- (b) the course were at the Isle of Man College instead of at an institution outside the Island,

the application shall be determined by the Administrator of the Department.

20.2 All other applications for discretionary awards shall be determined by a committee established by the Department.

20.3 A person aggrieved by a decision of the Administrator or the Committee may make a personal representation to the Committee in the first instance. If he remains aggrieved, he

may then appeal to the Minister for Education, whose decision shall be final.

21. **Variation of amount of awards, contributions, etc.**

21.1 The amounts specified in this Scheme apply for the academic year 2001/2002 only.

21.2 The amounts for subsequent years shall be determined annually by the Department with the concurrence of the Treasury, and the determination shall be laid before Tynwald.

22. **Revocation**

22.1 Subject to paragraph 22.2, the Student Awards Scheme 2000 (f) is revoked.

22.2 Any award made under the Student Awards Scheme 1994 <sup>(a)</sup>, the Student Awards Scheme 1996 <sup>(b)</sup>, the Student Awards Scheme 1997<sup>(c)</sup>, the Student Awards Scheme 1998<sup>(d)</sup>, the Student Awards Scheme 1999<sup>(e)</sup> or the Student Awards Scheme 2000 <sup>(f)</sup> shall have effect as if made under this Scheme.

---

<sup>(a)</sup> Government Circular No. 5/94.

<sup>(b)</sup> Government Circular No.12/96.

<sup>(c)</sup> Government Circular No. 38/97.

<sup>(d)</sup> Government Circular No. 52/97.

<sup>(e)</sup> Government Circular No. 38/98.

<sup>(f)</sup> Government Circular No. 8/00.

## SCHEDULE 1

### GLOSSARY

Academic year	a year of a course (usually beginning in September or October)
Award	a grant or loan
The British Islands	the Isle of Man, the United Kingdom, the Channel Islands
Contributor	in relation to a student, a person whose income is to be taken into account under clauses 16 and 17 in determining his eligibility for, and the amount of, a maintenance grant
Degree	a recognised qualification awarded by a university or institution of higher education in the United Kingdom or the National Council for Academic Awards
The Department	the Department of Education
Discretionary award	a grant which the Department has power to make under clause 2.4
Financial year	year commencing on 6 April
Mandatory award	a grant which the Department is required to make under clause 2.3
Parent or guardian	in relation to a student, any person (other than a public authority) who has parental responsibility for him, or would have parental responsibility for him if he were under 18
Student	a person applying for, or in receipt of, an award
Withdrawal	a student is deemed as withdrawn from a course if he leaves and either does not intend to return to study or is intending to commence a new course at the beginning in a future academic year
Transfer	a student is deemed to have transferred if he leaves one course to move to a different course either at the same or a different institution, at the same point of study.

## SCHEDULE 2

### AMOUNT OF MAINTENANCE GRANT

**1 Basic Amount**

1.1 The basic amounts of a maintenance grant, subject to reduction in accordance with this Schedule, for a course at the Isle of Man College or the Isle of Man Business School is -

Non degree courses (35 weeks)	£2,086.00
Degree courses (35 weeks)	£3,166.00

1.2 Except as mentioned in paragraph 1.4, the basic amount of a maintenance grant, subject to reduction in accordance with this Schedule, for a course (other than postgraduate research) is -

<b>Location</b>	<b>Basic Terms £</b>	<b>Extra Weeks per week £</b>
<b>United Kingdom</b>		
London area (30 weeks)	4,467.00	96.37
Oxford or Cambridge University (25 weeks)	4,020.00	75.04
Elsewhere in United Kingdom (30 weeks)	4,020.00	75.04
<b>Foreign Country</b>		
Highest cost country (30 weeks)	5,203.00	120.90
Higher cost country (30 weeks)	4,684.00	103.60
High cost country (30 weeks)	4,061.00	82.81
Other countries (30 weeks)	4,020.00	75.04

1.3 For the purpose of paragraph 1.2, high cost, higher cost and highest cost countries are as follows -

<b>High Cost</b>	<b>Higher Cost</b>	<b>Highest Cost</b>
Australia	Austria	Denmark
Canada	Belgium	Finland
Indonesia	France	Japan
Republic of Ireland	Germany	Norway
Israel	Hong Kong	Sweden
Italy	Korea	Switzerland
Luxembourg		Taiwan
Netherlands		
Countries of former Soviet Union		
Spain		
United States of America		

- 1.4 Where the student is ordinarily resident in the United Kingdom and attends the institution from his home, the basic amount of a maintenance grant, subject to reduction in accordance with this Schedule, for a course (other than postgraduate research) is -

<b>Location</b>	<b>Basic Terms</b>
	£
All areas (36 weeks)	2,086.00

- 1.5 The basic amount of a maintenance grant, subject to reduction in accordance with this Schedule, for postgraduate research in the United Kingdom is -

<b>Location</b>	<b>£</b>
London area (52 weeks)	8,820.00
Elsewhere (52 weeks)	6,841.00

## 2. **Period of Attendance**

- 2.1 The amounts in paragraph 1 are calculated on the assumption that attendance for the stated number of weeks is required.
- 2.2 If the duration of a course is less than the stated period, the grant is reduced in proportion. For example, if the grant is calculated on the basis of a 30-week year, and attendance for 22 weeks only is required, the grant will be reduced to 22/30ths.
- 2.3 If the duration of a course is more than the stated period, amounts for extra weeks are payable in accordance with the above scales.
- 2.4 If the duration of a course is 44 weeks or more in any year, the grant is to be calculated as if the duration were 52 weeks.
- 2.5 Where a student on a Postgraduate Certificate of Education course is required, before attending an institution to undertake periods of structured observation away from the institution and outside the Isle of Man, those periods are treated as part of the course.
- 2.6 For the purpose of this paragraph, periods are calculated to the nearest whole number of weeks.

## 3. **Sandwich Courses**

The maintenance award for a sandwich course is calculated in accordance with paragraphs 1 and 2 by reference to the periods of full-time study at the institution.

- 3.2 The following provisions apply for the purpose of paragraph 3.1.

3.2.1 'Sandwich course' means a course consisting of alternate periods of full-time study at an institution and periods of experience, so organised that taking the

course as a whole, the student attends periods of full-time study averaging not less than 19 weeks per year. For this purpose the course shall be treated as beginning with the first period of full-time study and ending with the last such period.

3.2.2 'Period of experience' means a period of industrial, professional or commercial experience at a place outside the institution but associated with full-time study at the institution.

3.2.3 Periods when the student is engaged in the following activities associated with full-time study at the institution are treated as periods of full-time study and not as periods of experience:

- (a) unpaid service in a hospital or health service laboratory in the British Islands;
- (b) unpaid service with the Department of Health and Social Security or a public authority in the United Kingdom or Channel Islands acting in the exercise of functions relating to health, welfare or the care of children and young persons, or with a voluntary organisation in the British Islands carrying out activities of a like nature;
- (c) unpaid service in the prison service or the probation and after-care service in the British Islands;
- (d) teaching practice;
- (e) unpaid research in an institution in the British Islands or, in the case of a student attending an overseas institution as a necessary part of the course, at an overseas institution;
- (f) unpaid service with a health authority, health board or health and social services board in the British Islands;
- (g) unpaid service of any description falling within the usual periods of full-time study at the institution for a period or periods -
  - (i) not exceeding in the aggregate 6 weeks in any year, or
  - (ii) exceeding 6 weeks in any year but not exceeding 12 weeks in two successive years.

3.2.4 A period of 'field study' is treated as a period of experience unless it falls within any category within paragraph 3.2.3. The Department's prior approval to a period of field study falling within head (g) of paragraph 3.2.3 must be obtained.

3.2.5 Where a student whose course includes the study of one or more foreign languages for not less than half the course is required to spend a period of residence in a foreign country whose language is that of the course, any such period during which the student is in paid employment is treated as a period of experience.

#### 4 **Disabled allowances**

4.1 Where a student suffers from a physical disability and, in the Department's opinion, will, thereby, incur substantial additional expenses in attending the course, the following additional allowances shall be paid:

(a)	basic allowance		£1,391
(b)	additional allowance for non-medical helper (eg. reader)	maximum	£10,578
(c)	additional allowance for special equipment (payable once for whole course).	maximum	£4,184

#### 5. **Additional expenses**

5.1 Except as provided in this section, no additional amounts are payable by way of a maintenance grant for the following expenses -

- board and lodging
- books, equipment and materials required for the course
- living expenses during vacations
- clothes
- medical expenses
- travel

5.2 Travelling, conference and fieldwork expenses properly incurred in the course of postgraduate research will be reimbursed at the same rates as apply to grants by the appropriate United Kingdom research body.

5.3 Where a course includes a period of study outside the British Islands, reasonable expenses incurred in insuring against the cost of medical treatment abroad will be reimbursed. This does not apply to countries which have reciprocal arrangements with the Isle of Man for health services, except to the extent that it is reasonable to insure against higher charges than are imposed for treatment in the Isle of Man.

5.4 A student (other than a postgraduate student) who incurs travelling expenses exceeding the amount provided for travel in the basic amount of the maintenance grant may be reimbursed for the excess.

Expenses will not be reimbursed for travel otherwise than by the cheapest route and class.



Claims should normally be made at the end of the academic year.

5.5 For the purpose of paragraph 5.4, the amount provided for travel in the basic amount of the maintenance grant is £187.00.

**6. Reduction on account of contributor's income**

6.1 The amount of the maintenance grant is reduced by reference to the total net income (determined in accordance with Schedule 3) of the persons who are contributors in relation to the student, in accordance with the following table-

Net income £	Reduction £	Net income £	Reduction £
16,512	0	27,000	2,619
17,000	98	28,000	2,952
18,000	298	29,000	3,285
19,000	519	30,000	3,618
20,000	769	31,000	3,951
21,000	1,019	32,000	4,284
22,000	1,269	33,000	4,617
23,000	1,519	34,000	4,950
24,000	1,769	35,000	5,283
25,000	2,019	36,000	5,616
26,000	2,286	37,000	5,949

For intermediate amounts, the reduction is calculated as follows -

£16,512 > £18,575	add £1 for each £5 additional income
£18,576 > £25,799	add £1 for each £4 additional income
£25,800 +	add £1 for each £3 additional income

6.2 The sum of £100 for each dependent child of the contributor in full-time education (other than the student) is to be deducted from the amount of the reduction.

6.3 If in any academic year the income of a contributor is taken into account for the purpose of determining maintenance grants for more than one student, the reduction under paragraph 6.1 is to be apportioned among the students in such manner as the Department thinks fit. If during an academic year the number of students in respect of whom the income is taken into account changes, the Department shall recalculate the reduction accordingly.

6.4 Where a person and his spouse are both contributors in respect of a student, the Department may in its discretion disregard the income of either one of them if -

- (a) one of them dies, or
- (b) they are divorced or separated;

and if the death, divorce or separation occurs in the course of an academic year the Department may recalculate the award accordingly.

7. **Reduction on account of student's income.**

7.1 The income of the student in the academic year shall be taken into account in determining the amount of the maintenance grant, as follows.

7.2 If the student has unearned income in the academic year, the maintenance grant shall be reduced by £1 for every £1 by which the income in the academic year exceeds the relevant amount specified below -

<i>Category of income</i>	<i>Threshold</i> £
A scholarship, studentship, exhibition or award of a similar kind bestowed on the student in respect of the course (in pursuance of a sponsorship scheme or otherwise), except an award under this scheme	3,995
Any payment made by the student's employer, where the student is released by the employer to attend the course	3,995
Pension	3,128
Trust income (where the student has no parent living)	1,876
Other unearned income	819

7.3 If the student is in receipt of enhanced child benefit, the maintenance grant shall be reduced by £1 for every £1 of benefit.

7.4 If the student is in receipt of any other benefit or allowance (except a loan) made by a Department or Statutory Board in the Isle of Man, or by a Government department, local authority or other public authority elsewhere in the British Islands, the Department may reduce the amount of the maintenance grant by the excess of the benefit or allowance over £819.

7.5 The income of the student falling within any of the following categories shall not be taken into account for the purpose of determining the amount of maintenance grant -

- (a) any remuneration for employment;
- (b) any disability pension not subject to income tax;
- (c) any bounty received as a member of the Reserve Forces;

- (d) any payment covenanted by a parent or guardian of the student;
- (e) any payment for an educational purpose, other than to meet approved fees and living and travelling expenses for which awards under this Scheme are made;
- (f) child benefit in respect of dependent children of the student;
- (g) any payments made under -
  - (i) the action programme of the European Community in Education and Training for Technology ('COMETT');
  - (ii) the action scheme of the European Community for the Mobility of University Students ('ERASMUS'); or
  - (iii) the European Community programme for foreign language competence ('LINGUA');
- (h) any payments made to the student out of Access funds held by the institution which he is attending.

7.6 Any sum receivable by the student under the Education (Student Loans) Act 1990 (an Act of Parliament) shall not be taken into account for the purpose of determining the amount of maintenance grant.

## SCHEDULE 3

### CALCULATION OF CONTRIBUTOR'S INCOME

#### 1. **Income to be taken into account**

- 1.1 The contributor's income from all sources shall be taken into account, except -  
such social security benefits as the Department decides to disregard for this purpose.

#### 2. **Basis of assessment**

- 2.1 The income shall normally be assessed on the basis of the previous year's income:
- 2.2 If the current year's gross income has fallen below the previous year's gross income by more than 15 per cent for reasons beyond the contributor's control, the Department shall at his request make an assessment on the basis of an estimate of the current year's income.

#### 3. **Allowances against income**

- 3.1 The following annual allowances against the contributor's income shall be made -
- (a) for each adult who is dependent on the contributor, such amount not exceeding £1,584 as the Department thinks fit;
  - (b) in the case of parents living together, one of whom is incapacitated, or a contributor living alone who is incapacitated, the cost of domestic assistance not exceeding £1,584;
  - (c) the amount of any pension contribution for the benefit of a dependent, in respect of which relief is given against income tax;
  - (d) the amount of any pension contribution not falling within (c) above, and 10 per cent of any life assurance premiums, in respect of which relief is given against income tax, but not exceeding in total 15 per cent of the contributor's gross income;
  - (e) the amount of any interest paid in respect of which relief is given against income tax (except mortgage interest on a dwelling which is not the contributor's or his spouse's only or main residence), but not exceeding in total 30 per cent of the contributor's gross income.

3.2 Where the income of more than one contributor is taken into account -

- (a) the income of all of them shall be aggregated for the purpose of making any of the above allowances; and
- (b) any allowance shall be made once only against the aggregate income.

#### 4. **Particulars of income other than from employment**

4.1 Where the whole or a substantial part of a contributor's income derives wholly or partly from a business carried on by -

- (a) the contributor,
- (b) a firm in which the contributor is a partner,
- (c) a company (other than a quoted company) of which the contributor is a substantial shareholder,

or from a trust of which the contributor is a beneficiary, the declaration of the contributor's financial circumstances shall be accompanied by -

- (a) trading and profit and loss accounts and balance sheet of the business, or
- (b) an income and expenditure account of the trust,

and a copy of the income tax computation, for the previous accounting year.

4.2 The Department may require that the accounts and computation referred to in paragraph 4.1 be produced or certified by a qualified accountant.

4.3 The Department shall assess the income of the contributor on the basis of the net profit of the business or trust in accordance with the accounts supplied, having regard to the share or interest of the contributor in the business or trust, except that -

- (a) provisions for depreciation and accounting adjustments on the disposal of assets may be adjusted where it appears to the Department that they do not reasonably relate to the value of the assets or accord with accepted accounting practices;
- (b) where the contributor has a minority interest only in a business, the assessment shall be limited to the dividends, salary, fees and other payments receivable by the contributor.

5. **Consultation with Assessor of Income Tax**

- 5.1 The Department may in any case reassess the contributor's income on the basis of information supplied by the Assessor of Income Tax.

DATED ...2 February.....2001



Director of Education



Minister for Education