

FINANCIAL ASSISTANCE FUND 2017/18

For Office Use Only

Date of Receipt	Bursary Type	Status	Applied Previously?	Application Number	Current

IMPORTANT

Guidance notes online at: http://infonet.glos.ac.uk/student/money_matters/pages/default.aspx

Please be aware that whenever you see: N (notes) or E (evidence) you should refer to the guide.

Your application will not be considered if you do not answer all the appropriate sections, attach copies of all the relevant documents and sign the declaration.

Answer all the questions, printing clearly in black or blue ink and ticking appropriate boxes.

Return your completed form to the Student Funding Office, University of Gloucestershire, Pittville Student Village, Albert Road, Cheltenham, Glos GL52 3JG.

Please note that the Fund is for 'Home' and EU students only. International students are not eligible for this, if you are an international student please contact our Money Advice Team for support (moneyadvice@glos.ac.uk).

Part 1: Your Personal Details (N)

Student ID Number:	<input type="checkbox"/> S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Title (tick one box only):	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please state)				
Your First Names (in full):	<input type="text"/>								
Your Surname (in full):	<input type="text"/>								
Your Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female							
Your Date of Birth (DD/MM/YYYY):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Age (in years):	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Your Full Correspondence Address:	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								
Telephone:	<input type="text"/>				Postcode:	<input type="text"/>			
	<input type="text"/>				Email:	<input type="text"/>			
I confirm I have entered my bank details into Student Records Online for any awards to be paid: <input type="checkbox"/>									
How did you find out about the Financial Assistance Fund?:									
<input type="checkbox"/> Poster	<input type="checkbox"/> Twitter	<input type="checkbox"/> Facebook	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Helpzone	<input type="checkbox"/> University of Gloucestershire website				

Part 2: Course Details (N)

Course Title:	<input type="text"/>								
Faculty/Department:	<input type="text"/>								
	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> PGCE						
Campus:	<input type="text"/>								
Are you Studying:	<input type="checkbox"/> Full-time?	<input type="checkbox"/> Part-time?	<input type="checkbox"/> Distance Learning?	<input type="checkbox"/> Sandwich course?	<input type="checkbox"/> Fast track?				
Start Date of Course (DD/MM/YYYY):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level of Course:	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> Other (please state)					
Is this a repeat year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No							
Is this your final year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No							
Is this a placement year out?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Paid?	<input type="checkbox"/> Unpaid?					

Part 3: For *Part-time* Students

If you are a full-time student - go to **Part 4**

Please tick to confirm the statutory support you are receiving and specify the amount

- Fee Grant (paid directly to the university by the Student Loans Company) £ _____
- Course Grant £ _____
- Tuition Fee Loan (2013/2014 starters onwards) £ _____

We will need to see your letter from the SLC telling you the amount of fee grant/loan and/or course grant you are entitled to.

How much are your fees each year? £ _____

Part 4A: Personal Status/Accommodation Details (N)(E)

- Do you Live: Alone? In a Hall of Residence? With your partner or spouse?
 With your parents or guardian? In shared accommodation with students?
 In shared accommodation with non-students? With your children?

How many adults live at this address? How many children live at this address?

Part 4B: Employment Details (N)(E)

Are you employed? Yes No

If YES please give details of your nature of work/job title: _____

Hourly Rate: £ _____ Number of Hours Worked per Week:

You must supply one month/four weeks recent payslips.

If you are unable to work please state why: _____ (if more room is needed please continue in Part 10)

Part 5: Your Dependants

Do you have any children who are financially dependent on you? Yes No

If YES please give details of each dependant:

Full Name	Date of Birth	Relationship to you

Do you have any adults who are financially dependent on you? Yes No

If YES please give details of each dependant:

Full Name	Relationship to you

(If you need to, continue on a separate sheet and attach it to this form.)

Part 6: Disability/Special Medical Needs (N)

- Do you have a disability or chronic medical condition? Yes No
- Have you applied for Disabled Students' Allowance (DSA)? Yes No
- Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA? Yes No

If YES to any of the above, please give details and provide evidence where applicable:

Part 7: Your Bank/Building Society Accounts (N)(E)

Where possible you should supply copies of your last three months' bank statements/savings books relating to the accounts below. These statements must show your name and bank details - mini statements are not acceptable, but online printouts are. **Please explain any entries over £100 that appear on your statements.**

Applications submitted without relevant bank statements will not be considered.

Please list **ALL** the Bank and Building Society accounts that you have:

	Name of Bank/ Building Society	Sort Code	Account Number	Current Balance	Overdraft Limit
Bank Account					
Savings Account					
Other Accounts					

Part 8: Debt (N) (E)

Do you have any outstanding debts, eg rental arrears, CCJs? Yes No

If YES to any of the above, please list them and advise of any formal payment plans in place. Provide evidence:

Part 9A: Student's Income (N)(E)

PLEASE COMPLETE ALL RELEVANT BOXES.

	Week/Month/Year
I have requested the full amount of Maintenance Loan and Grant available to me:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintenance Grant	<input type="text"/>
Maintenance Loan	<input type="text"/>
Bursary from university	<input type="text"/>
Parental/Partner Contribution eg cash payments to you, rent/bills paid directly, food deliveries	<input type="text"/>
Parents Learning Allowance	<input type="text"/>
Social Work Bursary	<input type="text"/>
Adult Dependants' Grant	<input type="text"/>
Childcare Grant	<input type="text"/>
Disabled Students' Allowance (DSA)	<input type="text"/>
Net Earnings over 20 Hours per Week	<input type="text"/>
Child Tax Credit / Working Tax Credit	<input type="text"/>
Housing Benefit/Local Housing Allowance/Council Tax Benefit	<input type="text"/>
Income Support	<input type="text"/>
ESA	<input type="text"/>
Job Seekers' Allowance	<input type="text"/>
Professional Career Development Loan	<input type="text"/>
Scholarships/Trusts/Grants	<input type="text"/>
Disability Benefits (please specify):	<input type="text"/>
Pension	<input type="text"/>
Other Income/Savings (please specify):	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Part 9B: Partner's Income (N)(E)

	Per Year £
Net Earnings	<input type="text"/>
Other	<input type="text"/>
Overall Total (9A & 9B)	<input type="text"/>

Part 9C: Student (and Partner's) Expenditure (N)(E)

PLEASE COMPLETE ALL RELEVANT BOXES.

	Composite Living Costs Week/Month/Year
Rent/Mortgage*	<input type="text"/>
Food/Household/Laundry	<input type="text"/>
Gas	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Telephone	<input type="text"/>
TV Licence	<input type="text"/>
Contents Insurance	<input type="text"/>
Council Tax	<input type="text"/>
Tuition/Module Fees	<input type="text"/>
Childcare Costs*	<input type="text"/>
Travel Costs (home to institution if you live more than 20 miles away and travel in daily, and are unable to catch a subsidised bus)*	<input type="text"/>
Travel Costs (daily travel during term time (eg school run))	<input type="text"/>
Private Vehicle Costs (road tax/ insurance/maintenance etc)	<input type="text"/>
Course Costs (please provide an itemised list in the Supporting Statement section)	<input type="text"/>
Disability Costs not covered by the DSA (please specify)	<input type="text"/>
<hr/>	
Insurance (excluding car/contents insurance)	<input type="text"/>
Other Costs (please specify)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
If you are applying for funds over the summer period, state your essential travel costs	<input type="text"/>
TOTAL	<input type="text"/>

*Please note that some of the above figures may be subject to capping. The following are not usually taken into account on the assessment as they are considered unnecessary expenditure: Gym membership, Satellite television subscription.

Part 10: Supporting Statement

- State why you are in financial difficulty.
- Please give as much information as possible, as the more we know about your situation, the easier it is for the panel to treat your application fairly.

Please continue on an additional page if necessary and attach it to your application.

Part 11: Confidentiality

All applications will be treated in confidence. It may be necessary for additional supporting information to be sought from staff in other departments of the university in order for us to reach a decision on your application.

Data Protection Act 1998

The University of Gloucestershire is a data controller in terms of the 1998 legislation. The Finance and Planning Department follows university policy in matters of data protection. The data requested in this form is covered by the notification provided by the university under the Data Protection Act 1998. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

To ensure appropriate use of university and government funds, our internal and external auditors may wish to view your application and supporting documentation to check that funds have been allocated in line with guidance. The data will not be passed to any other third party without your consent, except when the university is required to do so by law.

Part 12: Student Checklist (N) - Scanned documents and photocopies are acceptable.

- Student Finance Breakdown 2017/18
- OR**
- Payment Schedule letter 2017/18
- Part-time Financial Notification 2017/18
- Bank statements/Building Society Statements for all bank accounts, for you and your partner covering the last three months (these statements must show at least one student support payment going into your account). Transactions of £100 or over must be clearly explained. Prints from an online bank account are acceptable.
- Evidence of rent/mortgage
- Evidence of benefits claimed for you and your partner
- Payslips for both you and your partner
- Utility bills
- Itemised Credit/Store card statements for you and your partner
- Evidence of CCJs/Debt Collection eg letters from Debt Recovery Agencies
- Evidence of any medical conditions/disabilities for you AND your partner if linked to financial hardship
- Evidence of childcare costs
- Evidence of course costs

Please provide photocopies where possible. The university does not accept responsibility for original documentation. All evidence may be retained for audit purposes.

Part 13: Declarations - **MUST BE COMPLETED**

- I declare that the information that I have given on this form is correct and complete to the best of my knowledge.
- I confirm that I am enrolled and in attendance on the course described in Part 2 of this form.
- I agree that the university may seek further evidence, as necessary, to substantiate my statement and may require me to attend an interview in relation to this application.
- I agree that the supporting documents I have provided can be scanned and saved for future reference, in case of appeal or re-application. I understand that the documents will be deleted at the end of my course.
- I understand that my application will be returned to me if I have not enclosed the necessary supporting evidence.
- I undertake to inform the University of Gloucestershire of any change in my financial circumstances that may affect my application or if I wish to withdraw this application.
- I confirm that I have read and understand the Data Protection Statement set out in Part 11.
- I certify that all supporting documents submitted are true copies of the originals.
- I understand that giving false information may constitute a fraudulent claim and will automatically disqualify my application for funds. I further undertake to repay any money paid to me as a result.**

Name (CAPITALS): _____

Your Signature: _____ Date: _____

Failure to sign and date this form will mean we are unable to process your application and it will be returned to you for signature.

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Outstanding debt amount to UOG if applicable: _____

Decision and Related Notes: _____

Category of Award: _____ Awarding Officer: _____ Date: _____

Authorised: _____ Date: _____

Processing:

Acknowledgement email sent Documents scanned Bank details held Added to reconciliation sheet

Result letter posted Result added to reconciliation sheet

Previous Award Amount: _____

HI Amount: _____ Date: _____

OFFA Countable Yes No

Taken forward to assessment panel (see separate sheet for assessment) Yes No

How to Apply

Complete the application form making sure you have all the supporting documentation for your application. You can return it to any of the Helpzones in person or send all of your information marked:

'Private and Confidential' to:

Student Funding Office, University of Gloucestershire, Pittville Student Village, New Barn Road, Cheltenham, Glos GL52 3JD. Alternatively, you can scan and email your form and documents to bursaryclaims@glos.ac.uk

Assessment Process

Members of the Assessment Panel aim to assess *fully completed* application forms within 21 working days of receipt.

The Panel will consider if any assumed deficit between income and expenditure constitutes real need and cannot be reduced to a manageable level by your own actions. It is up to you to present your case to people who do not know your circumstances. Please note that 'capped' figures are applied to some expenditure items.

We will not consider the purchase or upkeep of large items such as a car or the expense of, for example, a mobile phone unless this is proved to be essential due to some special circumstances. The Fund is intended to provide help in covering the **essentials** required for completion of studies.

The fact that you have debts is not on its own sufficient to attract financial assistance. We will consider how and when these debts have accumulated.

Once your application has been considered, an allocation may be made on the basis of the information provided, or you may be asked to attend an interview.

Useful Information

Further information on financial support can be found at: www.glos.ac.uk/funding

Please be aware that assessments for 2017/18 will start on the 25 September (18 September for first year students), however please feel free to contact us if you have any queries before the start date. The closing date for applications will be 15 June 2018, any applications after this date will be ineligible for assessment and will be considered for summer funding.

Summer funding is for students who will be returning to study in 2018/19 and who are supporting themselves over the summer period. Students whose final year is 2017/18 will not be assessed.

What Happens Next?

We will contact you with a decision within 21 working days, unless further information is needed.

What to do if you are unhappy with the Decision?

If you are unhappy with the decision, you can ask to meet with a Student Finance Adviser for feedback. During this discussion you may realise that your application should be revised, and you may resubmit your application with amendments. This application will be assessed as above.

If the information you initially provided was correct and an amended application is not appropriate, you may appeal against the decision and seek a review. Appeals against decisions must be made within 21 days of receipt of the decision, on an appeals form, available on request. You may be required to attend an interview.

For further information on all aspects of financial support please email bursaryclaims@glos.ac.uk

For assistance by telephone please call 01242 714236.