FINANCIAL ASSISTANCE FUND 2019-20

Term Time - Undergraduate Application Form

Only complete this form if you are:

- Single
- Do not have any dependants

(There is a different application form for those with dependants and / or a partner).

Surname	
First Name	
Student ID	

For office use only:

Date received	
Application Reference No.	

Applications may be handed in to the Student Support Centre or posted to
Student Funding Team, Student Support Centre, University of Lincoln, Minerva Building, Brayford Pool, Lincoln, LN6 7TS.
Queries to studentfundingteam@lincoln.ac.uk

SECTION 1: Terms and Conditions ALL applicants must read

Are you eligible to apply to this fund?

- You must be a 'Home' student, which is determined by the funding provider (e.g. Student Finance England) and not the student status that the University of Lincoln allocates to you.
- You must have applied for, and taken out, ALL statutory funding/benefits you are entitled to.
- EU students and International Students cannot apply.
- If you are studying on a part-time basis your course intensity must be at least 25% of a full-time equivalent.
- You should also have made adequate provisions before starting the course for your basic living costs and course fees.

Who administers University of Lincoln Financial Assistance Funds?

- Staff in the Student Funding Team (which is part of Student Support) will assess your application following the criteria set down by the National Association of Student Money Advisors (NASMA) in consultation with the National Union of Students (NUS).
- There is no guarantee of an award for any applicant, so please do not rely on this Fund as a guaranteed form of income.
- The funders of the Financial Assistance Fund (the University of Lincoln) may request information about the outcome of your application and will be provided with statistical information about your application for monitoring purposes.

When can you make an application?

- Term time applications open on 14th October 2019 and close on the last official day of your course or 31st July 2020 (whichever is earlier).
- Summer applications open on the first Monday following the official last day of your course or 1st August 2020 (whichever is earlier). There is a separate application for summer.
- Summer applications close on 4th September 2020.

Our procedures:

- Applications are assessed in order of receipt.
- It may take up to 4 working weeks for your application to be processed.
- Please do not chase your application unless the 4 weeks have passed.
- Where applications are incomplete or extra evidence is required you will be contacted to supply that evidence.
- Your application will not be assessed until we have a complete application. Your application will be filed as incomplete where evidence is not received within 10 working days of a request being made.
- Extra evidence is processed in order of date of receipt which may result in your application taking longer than the original 4 week turnaround time.

Next steps:

- You must complete all sections which apply to you.
- Please write clearly.
- All evidence must be photocopied – if you supply originals they will not be returned to you.
- Please note that the University of Lincoln Financial Assistance Fund is limited and allocated on a 'first-come-first-served' basis. This could mean that we close the Fund early if all the money has been allocated.
- Please ensure you sign the application form.

SECTION 2: Personal Details to be completed by ALL applicants

First name(s) | Surname

Date of Birth / /

Tick here if you are a care leaver / have no contact with your parents ☐

Tick here if you have caring responsibilities for an adult family member ☐

Contact Telephone Number

In most instances we will contact you by **email** (via your University email address).
However, award decision letters may be sent by post. Please provide your preferred postal address:

Postcode:

SECTION 3: Your Course Details to be completed by ALL applicants

Course title

Mode of study: Full-time ☐ Part-time ☐ Which year are you in: 1 ☐ 2 ☐ 3 ☐ Placement* ☐ 4 ☐ Other ☐

Is this your Final Year? Yes ☐ No ☐ *Are you doing a Paid Placement Year ☐ Unpaid Placement Year ☐

Tick box if you are repeating the year: ☐ Tick box if you have interrupted and are not currently attending: ☐

Reason for interruption (e.g. illness)

SECTION 4: Your Bank Account(s) to be completed by ALL applicants

You must supply up-to-date evidence for ALL accounts held (this includes those accounts which have been recently closed) - see section 5 for more information. Please list all bank/building society accounts including current account, student account, savings account, ISAs, etc:

		Overdraft	
Name of Bank/Building Society	Type of Account held e.g. student, savings, etc	Yes/No	Limit £

If you are successful and an award is made, it will be paid by bank transfer. Please provide the details of the account you wish an award to be paid into:

Bank Account Number __ __ __ __ __ __ __ __ Sort Code __ __-__ __-__ __

SECTION 5: Your Bank Statements ALL applicants

- You must declare ALL of your bank accounts in Section 4.
- You must provide 3 months (e.g. 15th November 2019 to 14th February 2020) detailed bank printouts (or statements) for ALL accounts held by you and your partner (if applicable) – they must show the bank name, account details, details of each transaction and a running balance.
- **They must be up-to-date i.e. within 1 week of your form submission date.**
- They must be consecutive (no missing transactions from one page to the next).
- You must provide bank printouts for accounts even if there has been little or no activity, or it has recently closed.
- You must explain the following transactions by writing on your bank printouts next to each transaction:
  - Payments INTO your account (who it was from, what the money was for)
  - Payments made to another account/person (who it is, what it was for)
  - Payments OUT (including purchases) of your account which are £100 or more (what it was for)

SECTION 6: Non-priority Debts ALL applicants

We cannot consider non-priority debts (e.g. credit cards, catalogues, payday loans, etc) as part of the assessment for these funds. However, if you have sought advice, either from the Specialist Advisers in the Advice Service or an equivalent debt advice provider we may be able to consider associated costs as per their recommendations.

Please provide evidence of your arrangement.

To access the University Advice Service:

SECTION 7: Money you have coming in to be completed by ALL applicants

Tick any student funding & other income you (and your partner) receive and supply appropriate evidence:

✓	Student Funding - Income type:	Photocopied evidence required:
☐	Maintenance Loan	Student Finance paperwork
☐	Maintenance Grant	Student Finance paperwork
☐	Special Support Grant	Student Finance paperwork
☐	NHS Bursary	NHS BOSS printout/letter
☐	University of Lincoln Bursary/Scholarship	N/A - We will have this already
☐	Other Grant/Bursary	Evidence from awarding body
☐	Blackburn Bursary	N/A - We will have this already
☐	Foyer/Support Housing Bursary	N/A - We will have this already

SECTION 7: Money you have coming in to be completed by ALL applicants

Tick any student funding & other income you (and your partner) receive and supply appropriate evidence:

✓	Other - Income type:	Photocopied evidence required:
☐	Earnings - part-time applicants only	Wage slips - latest 3 months
☐	Parental Contributions	Highlighted on bank printouts
☐	Tax Credits	Letter - FULL TCAN
☐	Savings (incl Premium Bonds)	Up-to-date statements
☐	Pension	Pension letter
☐	Any other income (e.g. rent from lodgers)	Evidence, as appropriate
☐	Income from Welfare Benefits	Evidence, as appropriate

Not eligible for all/part of the funding package due to previous study?

Has your 2019/20 student funding been affected due to either previous study or you already have an equivalent level qualification? Yes ☐ No ☐

If you **don't qualify** for a student funding package, where else have you applied for other funding support?

Repeating the year due to exceptional circumstances/compelling personal reasons?

Have you applied to your funding authority to have the year disregarded for funding purposes due to your Compelling Personal Reasons? Yes ☐ No ☐

Overpayments?

Have you had an overpayment from your student funding provider or the benefits agency? Yes ☐ No ☐

If so, please explain the details below and ensure you provide evidence.

SECTION 8: Money you have going out to be completed by ALL applicants

Tick any expenditure you pay out and supply appropriate evidence:

✓	Expenditure type:	Photocopied evidence required:
☐	Rent - tenancy agreement	Tenancy agreement - showing dates and weekly sums payable
☐	Rent - parental home	Letter from parent(s) detailing arrangement and payments highlighted on bank prints
☐	Mortgage	Latest mortgage statement
☐	Council Tax (part-time students only)	2019/20 Council Tax bill
☐	Travel - term time address to University	Timetable plus travel tickets/fuel receipts
☐	Travel - placement	Details of placement - dates, postcode, travel costs evidence
☐	Car costs (if required due to health)	Evidence of car ownership
☐	Health costs	Copy of prescription, receipt
☐	Books/equipment - more than £300	List signed by tutor

Travel – University to home (when you normally live in Lincoln in student accommodation).

We can also include 3 trips to your parental home each year. How much does this cost per trip? £

If you have to travel home more frequently, please provide details, explain why, how often and attach supporting evidence:

SECTION 9: Disability/Additional Needs complete if applicable

Student Wellbeing Centre

The Student Wellbeing Centre supports students with physical and sensory impairments, specific learning differences, autistic spectrum disorders, mental health issues, and long-term health conditions.
You can contact them on 01522 886400 or by email to studentwellbeing@lincoln.ac.uk

Do you have a disability which is registered with Student Wellbeing? Yes ☐ No ☐

Please explain the nature of your disability/condition:

Have you applied for Disabled Student's Allowance (DSA)? Yes ☐ No ☐

Do you wish to apply for financial assistance to help pay for support not covered by the DSA? Yes ☐ No ☐

If yes, please give details of why you need additional support and provide evidence:

SECTION 10: Supporting Statement to be completed by ALL applicants

Please state why you are in financial difficulty and in need of additional support.

Please note, if you disclose any information which may give rise to any concerns (in particular in relation to safeguarding and breaches of Tier 4 visas), the assessors have a responsibility to follow University policies and procedures
(continue on a separate sheet, if required):

SECTION 11: Application Declaration to be completed by ALL applicants

We will check certain information you declare with third parties e.g. if you declare a disability, we will confirm it with Student Wellbeing. If you **do not** agree with these checks being made, please tick here ☐

I certify that to the best of my knowledge:

- I have read and agree to the Terms and Conditions in Section 1 of this form.
- I am a 'Home' status student (as defined by Student Finance England or appropriate funding authority).
- I declare that the information I have given on this form is correct and complete.
- I am aware that there are Additional Assessing Notes 2019/20 on the Student Services website.
- . I have read and understand the Student Support Centre Privacy Statement below.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any award obtained by me as a result.

Your Name (in capitals)			
Your signature			
Student ID		Date	

Student Support Centre Privacy Statement

I confirm these details are accurate and I understand the University of Lincoln will maintain this information in whatever format or data retrieval systems they deem appropriate. I understand my information may be shared within the Student Services Department.

Summary of Confidentiality and Access to Data

Data Protection and General Data Protection Regulation

The Data Controller is the University of Lincoln. Personal data is defined as any information relating to you which enables you to be directly or indirectly identified. Your data will be processed in accordance with the General Data Protection Regulation and other relevant legislation. You have the right to see information about you kept on your Student file. If you wish to see your file you should discuss this with a member of the Student Support Centre, or alternatively contact compliance@lincoln.ac.uk.

Storage of information

You have the right to expect all information the Student Support Centre hold about you to be treated sensitively and respectfully. Records will be held securely within the Student Support Centre. General information will be held for a maximum of 7 years after you leave the University and then destroyed. Information may be kept for longer if there is a legal reason to do so.

Your responsibility

It is your responsibility to advise the University of any changes to your circumstances to ensure information the Student Support Centre hold about you is kept up to date.

Communication within the University

Other members of the University involved in the provision of education and support services may need to be informed of your needs (e.g. Student Wellbeing, Personal Tutors and Residential Wardens). Information will only be provided to those who 'need to know'. Where the Student Support Centre need to communicate information by email, only essentially relevant details will be included, and will be sent securely according to the University policies and procedures. If the Student Support Centre need to consult with any other individuals about specific issues, all details will normally be anonymised.

Communication outside the University

Information will not be disclosed to anyone outside of the University without your explicit written consent, unless in exceptional circumstances. Should the Student Support Centre need to obtain information from someone outside the University you will be asked to sign a form authorising the request. The reason for the request will be explained to you at the time.

Exceptional Circumstances

Where the safety of an individual student or another person is considered to be at risk or the University have received a Concern for Welfare, the Student Support Centre take steps to minimise this risk. This may involve disclosing information to a third party. In rare circumstances, the Student Support Centre may be required by law to pass on personal information.

Complaints

If you have a complaint relating to any aspect of the Student Support Centre, you should raise it with the Head of Student Support in the first instance. If you are not satisfied with your response you can raise your complaint with Head of Student Services/Deputy Director of Student Affairs. Alternatively, you can make a formal complaint by using the University of Lincoln complaints procedure.

If you would like to seek clarification before signing please speak with a member of the team.

For office use only:

Logging on checks: Logged on by (initials)		Date	

Checked & Printed: QLS ☐ BAS/SIS ☐ One Uni ☐

Assessor (initials)		Second checker (initials)	
Date:		Date:	