

# DISCRETIONARY FUND

## FINANCIAL ASSISTANCE - APPLICATION

### ABOUT YOU

Surname \_\_\_\_\_ First name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ ID Number \_\_\_\_\_

Term-time address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel: \_\_\_\_\_

University email: \_\_\_\_\_

### ABOUT YOUR STUDIES

Who pays your tuition fees? Please tick:

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Self/Family | <input type="checkbox"/> SFNI   |
| <input type="checkbox"/> SAAS        | <input type="checkbox"/> SFW    |
| <input type="checkbox"/> SFE         | <input type="checkbox"/> OTHER* |

\*Please give details: \_\_\_\_\_

\_\_\_\_\_

Mode of study. Please tick:

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
|------------------------------------|------------------------------------|

Course name and level (e.g. MA English)

\_\_\_\_\_

Year of study (first/second/etc)

\_\_\_\_\_

Are you studying Distance/Online

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

### YOUR FINANCIAL CIRCUMSTANCES

Have you applied for the maximum student loan available to you in the current academic year?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, amount £ \_\_\_\_\_

If no, please explain why \_\_\_\_\_

\_\_\_\_\_

Have you previously applied for financial assistance this academic year?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If yes, how many times and what was the total amount?

\_\_\_\_\_

\_\_\_\_\_

Are you a Care Leaver?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Are you a carer? (e.g. for a parent)

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

## MONTHLY INCOME

Please enter details of your income. Give all sums as amount per month, rounding each to the nearest £. If you are an undergraduate student in receipt of a scholarship/bursary/grant, the annual figure should be divided by 9 for this purpose.

	YOU	YOUR PARTNER/SPOUSE
Scholarship/Bursary/Grant		
Parental Contributions		
Pay (including part-time work)		
Student Loan		
Other e.g. benefits etc		
<b>TOTAL PER MONTH</b>		

## OUTSTANDING DEBT

	OUTSTANDING AMOUNT	EVIDENCE PROVIDED
Credit cards/ store credit		
Outstanding utility bills		
Overdue rent		
Overdraft		
Other (please specify)		

If you have an overdraft with your bank account, what is your limit? \_\_\_\_\_

If you have not applied for an overdraft please explain why:  
\_\_\_\_\_

## BREAKDOWN OF ANTICIPATED HOUSEHOLD EXPENDITURE

Please enter your household expenditure per month, rounding each sum to the nearest £.

	YOU	YOUR PARTNER/SPOUSE
Rent/Mortgage		
Food/Toiletries/Laundry		
Gas/Electric/Oil		
Clothes		
Travel (bus pass/ rail etc)		
Books/Stationary		
Telephone/Mobile/Internet		
Entertainment/TV		
Insurance		
Other (e.g. Council tax) please specify		
<b>TOTAL PER MONTH</b>		

## ABOUT YOUR SPECIAL CIRCUMSTANCES

You need to provide a written statement in support of your application including what impact it would have on you if your application was to be declined. If you are applying for additional support as a result of exceptional circumstances, please provide supporting documentary evidence. Continue on a separate sheet of paper if necessary.

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## DECLARATION

Make sure you have completed all appropriate sections of the application form and read and sign the declaration below, confirming:

1. I have applied for the maximum support package available to me from Student Awards Agency for Scotland/ Student Finance England/ Student Finance Northern Ireland/ Student Finance Wales. I understand that I am not eligible to receive support from the discretionary funds if I have not done so.
2. I understand that the University does not guarantee that all eligible students will receive an award from the discretionary funds. I also understand that receipt of an award this academic year does not guarantee that such an award will automatically be awarded to me again.
3. I have read and understood the guidelines for the discretionary fund.
4. The information given on this form is complete and correct. I understand that, if I give information which is incorrect or incomplete, action may be taken to recover any award made to me and I may be barred from matriculation or graduation until the award is recovered.
5. I have completed the online bank details form as outlined in the guidelines for the discretionary fund.

Signature \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

**YOU MUST HAVE READ AND SIGNED THE DECLARATION.  
APPLICATIONS WILL NOT BE ASSESSED IF THE DECLARATION IS NOT SIGNED.**

# FOR OFFICE USE ONLY

This section is NOT to be completed by the student

FIRST NAME	
STUDENT ID	
DEGREE PROGRAMME	
UG/PG	
SAAS/RUK	

SURNAME	
BANK DETAILS	
AWARD/REF	
DATE STAMP/ DATE COMPLETED	
BANK A/C/ CREDIT CONTROL	

1	Is the student eligible? Check the student is a UK student and fully registered	
2	Is the attendance satisfactory? Check for any C6's or C7's	
3	Has the student completed the online bank details?	
4	<p>Has the student provided all of the relevant evidence?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Funding/ award letter</li><li><input type="checkbox"/> Student Loan Payment Schedule</li><li><input type="checkbox"/> Evidence of mortgage/ rent agreement</li><li><input type="checkbox"/> The last 3 months bank statements of ALL bank accounts including savings, ISA etc</li><li><input type="checkbox"/> Any other documentary evidence to support your application, e.g. credit card statements</li></ul> <p>If the above have not been provided, please email student stating that they have 1 month to provide the missing information and that they will need to submit a new application if they fail to do so.</p> <p>Date email sent:</p>	
5	Have all sections of the form been completed, signed and dated?	
6	Complete the electronic student awards payment sheet with name and ID number	
7	Complete discretionary table on 'R' drive	