



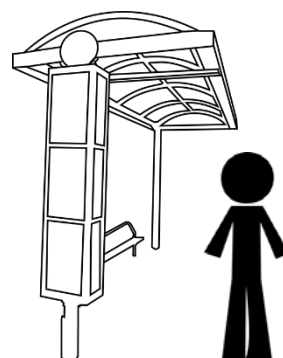
UNIVERSITY OF
LINCOLN

Date Received &
reference no.

FINANCIAL ASSISTANCE FUNDS COMMUTING TRAVEL GRANT 2018/19 APPLICATION FORM

Only complete this form if you are:

- an enrolled University of Lincoln Undergraduate student
- eligible for and in receipt of the maintenance element of Student Finance*
- have to pay to travel to attend the University from your permanent home address and live in **Lincolnshire** (outside the area covered by the standard Megarider bus ticket – see Stagecoach ticket area map - <http://lincn.eu/cfg6>)



*According to your 2018/19 Student Finance application assessment.

Surname	
First Name	
Student ID	

Evidence Checklist

Please tick to confirm you have attached the following documents:

Tenancy agreement

2018/19 Student Finance Notification



Applications may be handed into 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

APPLICATION GUIDANCE

- The University of Lincoln Financial Assistance Fund Travel Grant has been created in recognition of the rural nature of Lincolnshire. It's intended as a **contribution** to the travel costs incurred by eligible undergraduate students who commute University from their permanent home address.
- Your permanent home address must be within Lincolnshire, but not within the area covered by the Stagecoach Megarider bus ticket. The Megarider bus ticket covers the city centre and extends as far as Skellingthorpe, North Hykeham, Waddington, Branston, Heighington, Washingborough, Nettleham & Ermine.
- You must be able to demonstrate that your permanent home address is in Lincolnshire but outside the areas covered by the Megarider bus ticket – see evidence required below.
- You must be eligible for and in receipt of the maintenance element of Student Finance – per your latest Student Finance entitlement documentation.
- Any travel costs covered by other funders will be taken into account e.g. PIP, DSA, the travel element of Student Finance, other University of Lincoln Financial Assistance Funds, etc.
- The Fund will be open from 15th October 2018 until your official course end date or 31st July 2019 (whichever is earlier). Please note that this Fund may close earlier if funds become exhausted. Where applications remain incomplete at the closing date, they will not be considered.
- Awards do not have to be repaid.
- Awards will range from £50 to £250 per term. Payments will be made in terms 1 and 2 (and term 3 for some long courses e.g. Nursing and Paramedic Science). However, the actual level of award will be decided depending upon commuting distance. Please note that the term 2 payment (and term 3, if applicable) will be adjusted according to attendance levels.
- If a grant is awarded it does not automatically mean that this Fund will be available in future years so should not be relied upon as a source of income.
- The Grant's funders (The University of Lincoln) will be provided with statistical information relating to awards made.

Your signature on the application form confirms that you have read and understood the guidance and that you agree to comply with the terms of any award made.

To apply:

Please complete the following form in its entirety and submit it, **along with a copy of your tenancy agreement (or, if you live with your parents, a letter from them detailing the arrangements) and your most recent 2018/19 Student Finance Notification – all pages**. Completed forms should be posted or handed in to the Student Funding Team at the address provided. In some instances we may need to contact you for further details.

Your Personal Details

First name(s)

Surname

Date of Birth

Contact Telephone Number

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

Postcode:

Travel Details

Number of days at University timetabled per week

Daily travel cost

Bank Details

If successful, your grant will be paid to you by BACS transfer. Please provide your bank details below (please ensure that you write clearly):

Bank Account Number

Sort Code

Student Declaration and Signature: By signing and submitting this application, you attest to the accuracy of the information & evidence you have provided. Your signature on this application form confirms that you agree to your data being shared with the Fund's provider for statistical purposes only. You also confirm that you have read and understand the Student Support Centre Privacy Statement below. Any information contained within this application later found to be incorrect or untrue, may result in disciplinary action being taken by the University.

Name:	
Date:	
Signature:	

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. Any information relating to criminal activity will be held indefinitely.

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). 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

OneUni

Notes from logging-on/evidence check:

Assessment:

Amount awarded

£

Notes from assessment:

Assessor (initials)

Second checker (initials)

Date:

Date:

Date Payment request sent to the Finance Department:

For Advice and Support, please

