

Only complete this form if you are
a 'home' status student, studying on a postgraduate course.



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.
- You should also have made **adequate provisions** before starting the course for your basic living costs and course fees.
- 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.

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?

- Applications open on 15th October 2018 and close on the last official day of your course or 6th September 2019 (whichever is earlier).
- You may ask for a **revisit** or **appeal** a decision - email studentfundingteam@lincoln.ac.uk

What can these funds help you with?

- These funds are mainly to support those extra costs specifically associated with studying a postgraduate course e.g. **travel** and / or **course materials**, which the applicant can demonstrate are not easily affordable to them.

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.
- 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

Course start date / /

Course end date / /

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

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 by you and your partner (if applicable) 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:

Name of Bank/Building Society	Type of Account held e.g. student, savings, etc	Overdraft	
		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 (and your partner's, if applicable) bank accounts in Section 4.
- You must provide 3 months (e.g. 15th November 2018 to 14th February 2019) 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:
 - o Payments INTO your account (who it was from, what the money was for)
 - o Payments made to another account/person (who it is, what it was for)
 - o 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: Income/Expenditure to be completed by ALL applicants

Please briefly explain what provisions you put in place to cover your **essential living costs** and **tuition fees** before you enrolled on the course and provide **evidence** where possible:

SECTION 7: Income/Expenditure to be completed by ALL applicants

Please tick what you are claiming for: **travel** and/or **course materials** and supply appropriate evidence:

✓ **Expenditure type:**

Travel - term time address to University

Books/equipment - more than £300

Photocopied evidence required:

Timetable plus travel tickets/fuel receipts

List signed by tutor

Exceptional Circumstances:

If you demonstrate that you made all realistic and reasonable provisions for your essential living costs and tuition fees before you embarked on your studies but have experienced an unexpected situation, these can be considered on a case-by-case basis in exceptional circumstances.

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.

Briefly explain what has occurred and supply appropriate supporting **evidence**:

SECTION 8: 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 9: Application Eligibility & Declaration to be completed by ALL applicants

In order to be eligible for support from these funds you need to have UK Home fee status.

More information about fee status can be found at <http://ukcisa.org.uk/>

The categories of students eligible for UK Home fee status are:

- UK national/British Citizen
- Those with settled status (Right of Abode in the UK/Indefinite Leave to Remain or Enter)
- Refugee status
- Humanitarian Protection
- EEA or Swiss Migrant Worker or the family of a EEA or Swiss Migrant Worker
- EU national who has been ordinarily resident in the UK for the 5 years prior to the first day of the first academic year of the course
- Child of a Swiss National
- Child of a Turkish Worker.
- A stateless person (including family members) and you're a new student starting on or after 1st August 2018

You must also have been ordinarily resident in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course and have been ordinarily resident in the UK for 3 years (or 5 years for EU nationals)* before the first day of the first year of the course (unless you have refugee status, humanitarian protection or migrant worker status).

*Not for the purposes of receiving full-time education.

Please tick I meet one of the qualifying categories above and qualify for UK Home fee status (you may be asked to provide **evidence** of this).

SECTION 9: 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 2018/19 on the Advice Service 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. 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 One Uni

Assessor (initials)

Second checker (initials)

Date:

Date: