

Financial Assistance Fund

2021-22 Application



date of receipt:

IMPORTANT: please read the accompanying guidance notes before completing this form.

- Make sure you answer all the questions and if you need to, continue on a separate sheet and attach it to this form.
- If using a Mac, please use Adobe Reader and not Preview to download and complete the form.
- Your application won't be considered if you don't answer all the appropriate sections or you don't attach copies of all relevant evidence.
- The fund is limited and there's no automatic entitlement to an award.
- Return your completed form to your campus Specialist Adviser.
- Applications will remain open until 31 May 2022 for final year students and 22 July 2022 for all other students. However the Fund may close earlier should all the monies be spent.
- Please ensure you have read the University's Student Data Protection Privacy Notice available at uca.ac.uk/data-protection-policies. You can give your consent by signing the statement at the bottom of the application form.
- If you are not willing or are unable to give your consent, this may impact on our ability to process your application and you should discuss this with your Specialist Adviser.

Section 1: personal details

1. Student ID number

2. First name(s)

3. Surname

4. Date of birth

5. Term time address

Postcode

6. Telephone number

7. Home postcode (if different from term time postcode)

8. UCA email address

@students.uca.ac.uk

Section 2: course details

9. Course title

10. Campus Canterbury Epsom Farnham Rochester

11. Are you studying Full time Part time

12. What date did you start your course?

13. Current year of course (e.g. 1st / 2nd / 3rd)

14. Have you repeated any year of study or undertaken any previous Higher Education study, either at UCA or elsewhere? Yes No

If yes, please provide details:

Section 3: living arrangements

15. Do you live alone? in a hall of residence? with your partner or spouse?
 with your parents or guardian? in a shared house / flat? alone with children?

16. Are you care experienced?* Yes No

* Being care experienced means you have spent any amount of time in local authority care, you are adopted but were previously in care, or you have been looked after by family or friends. For more information visit: uca.ac.uk/student-services/care-leavers/

17. Are you a young carer?* Yes No

*A young carer is someone who is aged 16-25 who cares for a family member or friend with an illness or disability, mental health condition or an addiction. If you're unsure whether this applies to you, contact your Specialist Adviser.

18. Are you estranged from your family*? Yes No

* Being estranged from your family means you've not had verbal or written contact with them for a significant period of time and this is unlikely to change.

Section 4: your dependants

19. Do you have any children aged under 18 who are financially dependent on you? Yes No

If yes, please state how many:

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

If yes, please give details below:

Section 5: bank / building society details

Any award you receive will be paid directly into the bank account you specify below.

21. Name of Bank or Building Society

22. Account number

23. Sort code - -

24. Have you applied for an overdraft? Yes No

If yes, what is your overdraft limit? £

If no, please explain why:

- **Please note:** An assumed overdraft of £1000 will be included as income in all calculations at the rate of £333 per academic year, unless you're able to provide evidence demonstrating you're unable to secure an arranged overdraft.
- You should supply copies of your last 3 months bank statements relating to the above account and all other accounts held including savings accounts. Further bank statements may be requested if deemed necessary.
- The statements must clearly show your name and bank details.
- Mini statements will not be accepted.
- Please explain any debit or credit over £100 that appears on your statements.

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Section 6: your income

Loans/grants/bursaries (Annual Amount)

Maintenance loan	£
Maintenance grant	£
Other scholarships/grants	£
Postgraduate loan	£
Total	£

Other income – please give figures for either weekly, monthly or annual amounts

	Weekly	Monthly	Annually
Part time work	£	£	£
Parental/partner contribution	£	£	£
Partner's earnings	£	£	£
Other income	£	£	£
Total	£	£	£

Savings – please give account balance

£

Students with children/dependants

Annual amount

Parents Learning Allowance	£
Adults Dependants' Grant	£
Childcare Grant	£
Child Tax Credit	£
Total	£

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Benefits (students/partners) – please give figures for either weekly, monthly or annually amounts

	Weekly	Monthly	Annually
Working Tax Credit	£	£	£
Housing Benefit	£	£	£
Council Tax Benefit	£	£	£
Disability Benefits	£	£	£
Income Support	£	£	£
Job Seekers Allowance	£	£	£
Universal Credit	£	£	£
Other	£	£	£
Total	£	£	£

Section 7: your expenditure

Accommodation/living costs – please give figures for either weekly or monthly amounts

	Weekly	Monthly
Rent/mortgage	£	£
Does your rent include bills? Y N		
Food	£	£
Mobile phone	£	£
Council Tax (for partner)	£	£
Total	£	£

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Other costs – please give figures for either weekly, monthly, termly or annual amounts

	Weekly	Monthly	Termly	Annual
Home to University travel costs	£	£	£	£
Placement travel costs	£	£	£	£
Childcare costs	£	£	£	£
Course costs	£	£	£	£
Any other costs (please specify)	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
Total	£	£	£	£

Section 8: outstanding debt

Please detail any outstanding debt amounts and name of creditors (see guidance notes for further information).

Amount £ **Creditor**

Amount £ **Creditor**

Amount £ **Creditor**

Do you owe money to UCA? **Yes** **No** **Amount £**

Section 9: supporting statement

26. Please write a statement explaining why you're in financial difficulty and why you believe your situation to be exceptional and in need of additional support. Please provide as much detail as possible to fully explain your circumstances and what it is you need help with.

Section 10: declaration

- I certify that the information that I have given on this form is correct and complete to the best of my knowledge.

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 grants obtained by me as a result.

Signature

Date

Section 11: general data protection regulations

Consent for data processing

For us to assess your bursary application we will need to obtain your consent to process your personal data. We will collect and process this data in order to:

- provide you with financial advice and financial assistance;
- comply with any legal obligation to which we as the data controller are subject.

To provide these services and to comply with our legal duties we are asking for your consent to collect and process the following categories of data:

- Personal data provided by you, including information about nationality and residency status;
- Financial data provided by you, including information about earnings, benefits entitlement and bank account activity;
- Other personal data as relevant to the application;
- The creation of records related to your application and all resulting correspondence.

Personal data provided by you may be shared with the following:

- Staff within Academic Services who will handle and administer the application process.
- Specialist Advisers within Academic Services who will assess the information you have provided in line with published guidance.
- Your course tutor – but only where this is required to satisfy the application process and outcome.
- Finance Department – in relation to your application only where relevant.
- Student Union - in the event of an appeal being made and as part of published guidance.

We have a legal obligation to retain any data provided as part of this application and assessment process for a period of six years. After this time, all personal data will be securely destroyed, in line with retention processes.

Failure to provide consent to this data processing may have an impact on our ability to proceed with your application.

Consent for data processing will be sought for each separate application you make.

Declarations

I have read and understood the University's Student Data Protection Privacy Notice and the consent to data processing information provided above. I agree for the University to collect and process my data accordingly.

Signature of Student:

Date:

Name of first adult providing financial information for this application (if applicable):

Signature of first adult:

Date:

Name of second adult providing financial information for this application (if applicable):

Signature of second adult:

Date:

Where do I send my form and who do I contact if I have any questions?

Application forms can be completed electronically and returned to your campus Specialist Adviser or the Gateway in the library. If you have any questions about your application, please contact your campus Specialist Adviser as below:

Canterbury: advicecant@uca.ac.uk
01227 817307

Epsom: adviceeps@uca.ac.uk
01372 202441

Farnham: advicefarn@uca.ac.uk
01252 892612

Rochester: adviceroch@uca.ac.uk
01634 888644

Student checklist: supporting evidence

Please tick the boxes to indicate where you have provided evidence and ensure that copies, not originals are provided as documents cannot be returned.

Please ensure you have provided all compulsory evidence and any other evidence as applicable as your application cannot be considered without it.

Compulsory evidence for all applications:

- Student declaration and consent for data processing: signed by the student and any adult(s) providing information for this application
- Student Finance award notification showing maintenance loan and grant breakdown or postgraduate loan
- Bank/Building Society statements (these must be for the most recent three months for **all** accounts including savings accounts - please explain any debit or credit over £100 that appears on your statements)
- Evidence of rent/mortgage (for example tenancy agreement, letter/email from Landlord)

Please provide the following if applicable:

- Evidence of travel costs
- Evidence of fees paid/payment plan if funding fees yourself
- Evidence of work placement and associated travel costs
- Evidence of your care leaver status (for example Local Authority information, carers' correspondence). Not required for continuing students if previously provided
- Evidence of your carer status (for example, evidence of Carer's Allowance or letter from GP, teacher, voluntary organisation). Not required for continuing students if previously provided
- Evidence of your estrangement status (for example, letter from GP, teacher, social worker). Not required for continuing students if previously provided
- Evidence from housing provider that you are/were living in supported housing
- Evidence of dependent children (tax credits award notice/child benefit/children's birth certificates)
- Evidence of all benefits and/or tax credits claimed
- Evidence of debts
- Evidence of settled status (PG students only)
- Other - please give details:

For office use only (do not complete this page)

Initial Review

Student name

Student ID number

Priority group:

Yes

No

Declarations and consent for data processing signed

Date entered on spreadsheet

Initials

Date sent for secondary review

Notes:

Secondary Review

No award made

Award £

Award type:

Standard award

Non-standard award

Agreed by

Date

Date entered on spreadsheet Initials

Notes: