
Student Laptop Bursary

2021-22 Application



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

- Make sure you answer all of the questions
- If using a Mac, please use Adobe Reader and not Preview to download and complete the form
- Your application can't be considered if you don't answer all the appropriate sections or if you don't attach copies of all required evidence
- The fund is limited and there's no automatic entitlement to an award
- Students who are UK nationals, have settled status under the EU settlement scheme or indefinite leave to remain are eligible to apply.
- Students must either be studying on a pre-degree course (RQF level 3) with a household income of £28,000 or less; or be an undergraduate student studying on year 0 or year 1 (RQF level 4) of their course with a household income of £25,000 or less and in receipt of the maximum maintenance loan.
- Awards are a contribution towards a laptop or equivalent (e.g. tablet/iPad/MacBook) **only**
- Awards will be given up to £500 dependent on the cost of the item requested
- Applications will remain open until 1 April 2022, or until the funding has been fully allocated, whichever is sooner
- Students who have already received a Laptop Bursary award in the current academic year or a Student Technology Bursary in the 2020/21 academic year will **not** be eligible to make a further application
- **Please note that any award will be paid as an interest free loan until proof of purchase is received. It will be your responsibility to provide proof of purchase of the agreed item to enable the loan to be converted to a grant**
- **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 end 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**

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 taken to 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

Epsom: adviceeps@uca.ac.uk

Farnham: advicefarn@uca.ac.uk

Rochester: adviceroch@uca.ac.uk

Student Laptop Bursary



Section 1: Personal details

1. Student ID number

2. First name(s)

3. Surname

4. Date of birth

DD

MM

YY

5. Term time address

Postcode

6. Home postcode (if different from term time)

7. Telephone number

8. UCA email address

@students.uca.ac.uk

9. Are you care experienced?* Yes No

* 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. If you're unsure, please contact your Specialist Adviser.

10. 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

11. 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

12. Are you a lone parent? Yes No

13. Are you homeless or living in supported housing? Yes No

Section 2: Course details

14. Course title

15. Campus Canterbury Epsom Farnham Rochester

Section 3: What would you like financial help with?

16. Please state which laptop or equivalent you would like to purchase (evidence of the cost will be required)

17. Please state how much you would like to apply for* £

* Pre-degree students: maximum £500 where household income is £28,000 or less
Undergraduate students: £500 where household income is £25,000 or less

Section 4: Household income – pre-degree students only (degree students go straight to Section 5). Pre-degree students who have already provided income information for a bursary application should also go straight to Section 5.

18. Who lives in your household? Please indicate all adults here:

Name:	Relationship to you:
Name:	Relationship to you:
Name:	Relationship to you:

Are there any other children in your house under 18 and in full time education?

Yes No If yes, how many?

19. Income information

If you're independent and self-funding then you'll need to show how you support yourself financially. If you're reliant either in part or in full on a partner/spouse/parent or guardian then you'll need to include information and evidence for the household.

Please tick to indicate whether you're providing information for:

Yourself only Yourself and your household Household only

20. Do you or anyone else in your household receive any of the following:*

	You	First Adult	Second Adult
Income from employment/self-employment/pension	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tax Credits	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Universal Credit	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any other benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rental income	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child support payments	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any other income (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Evidence of all income must be provided.

Section 5: Bank details

Any award you receive will be paid directly into the bank account you specify below which should be your own account:

21. Name of bank

22. Account number

23. Sort code - -

24. Account holder's name

Section 6: Declarations

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.

I understand that only one application can be made during the academic year.

I understand that any award will be given as an interest free loan until proof of purchase is provided, and that I am required to provide this evidence within 30 days of my application being approved.

I understand that should I fail to provide proof of purchase as above, I will be expected to repay the loan within 7 days following the end of the 30 day period. I understand that failure to repay the loan means I will be classified as a debtor and liable to a range of sanctions including a late payment fee as detailed in the Debtor Regulations available at: uca.ac.uk/study-at-uca/fees-finance/schedules-regulations

Signature

Date

Section 7: 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
- 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
- Finance Department – in relation to your application only where relevant
- Students' 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.

Declaration

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:

Pre-degree students only:

Signature of first adult supporting application:

Signature of second adult supporting application:

Section 8: Checklist

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.

Compulsory

- Student declaration and consent for data processing signed
- Quote for laptop (or equivalent) requested
- Student finance award notification showing maintenance loan (HE students only)
- Proof of household income (pre-degree students only):
 - Earnings/pension income (P60 for year ending 2021/certified accounts for 2019/20)
 - Full Tax Credits Award Notice – all pages for 2020/21
 - Income from benefits, for example JSA letter/ESA letter/Income Support letter/Universal Credit Award Statements for the 3 most recent assessment periods
 - Other sources of income (savings and investment interest statements/maintenance payments)
 - Household income information already provided for 16-18 Bursary/Adult Learner Support Fund application

Please provide the following if applicable:

- Evidence of being care experienced, for example, Local Authority letter
- Evidence of carer status (for example, evidence of Carer's Allowance or letter from GP, teacher, voluntary organisation)
- Evidence of estrangement (for example, letter from GP/teacher/social worker)
- Evidence of living in supported or temporary accommodation
- Evidence of other dependent children in household (pre-degree and postgraduate applications only)

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For office use only (don't complete this section)

Student declaration and consent for data processing signed

Quote supplied

Student finance paperwork/household income

Student in priority group (HE only) Yes No

Initial Assessment: _____ Date: _____

Agreed by: _____ Date: _____

Award £ _____

No award

Funding Allocation:

16-18 bursary ALLBF ALSF FAF

Date student notified: _____

Date proof of purchase required by: _____

Loan converted to grant Yes No Date: _____

Loan repaid if applicable Yes No If no, date sent to finance: _____

Notes: _____

On spreadsheet: _____ Date: _____