

Financial Assistance Fund

2019-20 Summer Application



date of receipt:

Important: Please read 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.
- Your application won't be considered if you don't answer all the appropriate sections or you don't attach copies of all relevant documents.
- Return your completed form to your Specialist Adviser.
- 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

Your details

1. Student ID number

2. First name(s)

3. Surname

4. Date of birth

5. Age on 1 September 2019

6. Current address

Postcode

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

8. Telephone number

9. UCA email address

@students.uca.ac.uk

Section 2: course details

10. Course title

11. Campus Canterbury Epsom Farnham Rochester

12. Are you studying Full time Part time

13. What date did you start your course?

14. Current year of course (for example 1st/2nd/3rd)

Section 3: living arrangements for the summer period

15. Are you living with your partner or spouse? with your parents or guardian?
 in private accommodation (alone or shared) alone with children?

16. Are you a care leaver?* Yes No

* A care leaver means young people aged 16-18 who were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which ended after the age of 16. 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.

Section 4: financial situation

18. Do you currently have any income, e.g. part time work/family or partner support/benefits/tax credits? Yes No

If yes, please give details below*:

Amount £ per week month Details

Amount £ per week month Details

Amount £ per week month Details

Amount £ per week month Details

19. If you live with a partner, do they currently have any income?

Yes No

If yes, please give details below*:

Amount £ per week month Details

Section 5: supporting statement

26. Please provide any further information as to why you're requesting support during the summer. **Please provide as much detail as possible to fully explain your circumstances and what it is you need help with.**

Section 6: bank details

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

27. Name of Bank or Building Society

28. Account number

29. Sort code - -

30. Have you applied for an overdraft? Yes No

If yes, what is your overdraft limit? £

If no, please explain why:

- 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.

Section 7: 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 understand that I will be required to repay any grants obtained by me as a result.

Signature

Date

Section 8: 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.
- 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.

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:

Section 8: supporting documents

Please tick the boxes to indicate where you have provided evidence and ensure that copies, not originals are provided 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
- 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)

Please provide the following if applicable:

- Proof of rent
- Proof of all income
- Proof of loss of job or furloughed status
- Proof of all income for partner
- Proof of change of income for parent/guardian/partner supporting you
- Evidence of your care leaver status (for example Local Authority information, carers' correspondence). Not required if previously provided

- Evidence of your carer status (for example, evidence of Carer's Allowance or letter from GP, teacher, voluntary organisation). Not required if previously provided
- Evidence of your estrangement status (for example, letter from GP, teacher, social worker). Not required if previously provided.

Where do I return the form and who do I contact if I have any questions?

Completed application forms and any questions regarding making an application should be e-mailed to 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

For office use only (do not complete this page)

Initial review

Student name

Student ID number

Declarations and consent for data processing signed

Priority group Yes No

Date entered on spreadsheet

Date sent for secondary review

Initials

Secondary review

No award made

Non-standard award £

Agreed by

Date

Date entered on spreadsheet

Initials

Notes: