Hillsborough Trust Memorial Bursaries 
Guidance Notes 2015-16

Trustees of the Hillsborough Disaster Appeal donated money to a number of Universities, including The University of Nottingham, in order for undergraduate bursaries to be awarded to students normally resident in the locality of the University. The University awards a small number of bursaries of around £500* from the fund to students experiencing financial difficulties whilst studying at Nottingham.

Eligibility Criteria

To be considered for a Hillsborough Trust Memorial Bursary students must:

- Have Home** funding status (see definition below)
- Be registered and attending the final year of a full time undergraduate course at The University of Nottingham in the UK in 2015/16.
- Have been resident in Nottinghamshire for at least 2 years immediately prior to the start of their undergraduate course.
- Have requested (if eligible) their full Student Loan entitlement for the current year.
- Have successfully applied to The Student Hardship Fund in the 2015/16.

Additional Considerations

As the number of bursaries is limited the University attempts to target those students in most need. Applications are assessed under a procedure agreed by the Financial Support Funds Committee of the University that includes Student Union representation. Priority will be given to students for whom several of the following apply:

- the student has unavoidable additional expenses (e.g. costs in relation to a disability or chronic medical condition, costs in relation to dependants)
- the student is a mature student, i.e. was aged 21 years plus at the start of their undergraduate course
- the student was 60 years plus at the start of their undergraduate course and has therefore been unable to obtain a Student Loan
- the student is on a course of 4 (or more) years duration
- the student has not received financial support through any other bursary or scholarship scheme (e.g. Core Bursary, Potential Bursary).

*amount may vary depending on tax and Gift Aid regulations.

** A 'home' student is one who meets certain UK residence criteria. These are the same criteria as apply to eligibility for home funding from Student Finance.
Application Process

Completed application forms must be received by the closing date of Friday 4th March 2016. All applicants will be informed of the outcome of their application in writing within 4 weeks of the closing date.

If you have any queries regarding the application process for the Hillsborough Trust Memorial Bursary please contact:

Financial Support
Student Services Centre
Portland Building
University Park
Nottingham NG7 2RD

See below for telephone and email contacts.

How to appeal

If you are unhappy with the outcome of your application you should initially contact us to discuss your concerns. If after an explanation of the assessment of your application you are still not satisfied and feel that there has been a procedural inconsistency you should contact the Head of Financial Support (see below) who will advise you on the University’s procedure in relation to financial support appeals.

Nicola Pickering, Head of Financial Support, Student Services Centre, Portland Building,
University Park, Nottingham NG7 2RD
financialsupport@nottingham.ac.uk
Tel: 0115 823 2071

Please note, any appeal must be made within 4 weeks of the date of the email you receive notifying you of the outcome of your application.

Financial difficulties?

If you are facing financial difficulties Student Services staff can offer general advice about student finances, Student Loans and Council Tax matters. Students can apply for University administered support funds (e.g. the Student Hardship Fund) through this department and staff are happy to advise on funding eligibility and application procedures.

Contact Details

☎ 0115 823 2071
✉ financialsupport@nottingham.ac.uk
🌐 www.nottingham.ac.uk/financialsupport

This form can be provided in alternative formats, e.g. Braille, large font. Contact Student Services Centre, Portland Building, University Park for information, Tel: 0115 823 2071 or email: bursaries@nottingham.ac.uk
Hillsborough Trust Memorial Bursaries
Application Form 2015-16

Personal Details

Student Reference Number

Family Name

First Name(s)

Date of Birth

Contact address

Contact telephone number

Email

Address/es where you lived for the 2 year period immediately before the start of your undergraduate course, including dates of residency.

<table>
<thead>
<tr>
<th>Address</th>
<th>From</th>
<th>To</th>
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Please list anyone in your household who is financially dependent upon you, giving the ages of children


Have you successfully applied to the Student Hardship Fund in the 15-16 academic year?
Yes ☐ No ☐
If yes, please provide details of amount awarded.

Do you have a disability or other chronic medical condition?  Yes ☐ No ☐
If yes, please give details and also state whether this necessitates additional expenditure

**Your Course**

Course of Study

Start Date of Course         Expected Completion Date

Is this your first undergraduate degree?  Yes ☐ No ☐
If no, please give details of your previous study?

Have you received any other financial assistance through the University during this academic year?
Yes ☐ No ☐
If yes, please give details of the amounts awarded.
Please sign and date the following declaration:

I confirm that the information supplied is correct and agree that the University may seek further evidence necessary to substantiate my statements and may require me to attend an interview in relation to this application. I understand that giving false information, and/or withholding information, may constitute a fraudulent claim and could result in disciplinary action being taken against me. I also understand that if I withdraw from my course after receiving an award I may be required to repay part/all of the award.

Signature ___________________________ Date ______________

Data Protection: Data Protection and Confidentiality: All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with the provisions of Data Protection legislation. The data will not be passed to any other third party without your consent, except when the University is required to do so by law. For our full Data Protection and Confidentiality Statement, please see: http://www.nottingham.ac.uk/studentservices/financialsupport/data-protection.aspx

The University may decide to publicise the names of those who receive Scholarships/Bursaries, or advise a specific donor of the successful recipients of a particular award. Please write or email Financial Support, Student Services if you have any objections to this.

The completed form with supporting documentation should be submitted to:

Freepost RRBR-HZRJ-RYYS,
Student Services Centre
Hillsborough Memorial Trust Bursary
Portland Building
University of Nottingham
University Park
Nottingham, NG7 2RD

By the deadline Friday 4th March 2016. Late applications cannot be accepted.

Please note that the freepost address can take longer than the normal second class post.

We will acknowledge receipt of your application by email within 3 days of receipt. If you do not receive an acknowledgement of receipt, please contact the Financial Support Team prior to the application deadline. We cannot deal with queries relating to lost applications received after this deadline. Applications are assessed after the closing date and all applicants will be notified of the outcome by email within 4 weeks of the closing date. If you have not heard from us within 4 weeks of this date, please get in touch.