If you require this information in an alternative format please contact the Funding and Financial Support team

This form can be used to apply for the following Support Funds:

**The Student Hardship Fund (SHF)**
This fund is for home (UK) students* registered on a course at the University of Nottingham in the UK in one of the following categories:

- **Undergraduate students;** either full-time or part-time, including part-time distance learners, following a higher education course, including sandwich courses and any periods of placement.
- **Postgraduate students;** either full-time or part-time, following a course of higher education at a level above first degree, including those who are writing up their thesis and are therefore not attending the institution. **IMPORTANT—Postgraduates students must** have experienced an unexpected change in income or expenditure since the start of the course, in order to be considered for an award.
- **Part-time students** both undergraduates and postgraduates are eligible for help towards associated course costs only (eg books, printing)

**Childcare Support Scheme**
This is a small fund for current home*, EU and international students to offer eligible students some financial assistance towards meeting the costs of essential childcare whilst they are studying. To be eligible you must meet all criteria below:

- You must be the legal parent/guardian of the child/children receiving childcare
- The child/children must live with you
- You must show that you have genuine financial hardship
- You must show that there is an essential need for childcare
- Your childcare provider must be registered with Ofsted, unless it is a family member who is not required to register as defined in the Children Act 1989

**Clinical Placement Fund**
For Nursing, Midwifery, Physiotherapy or Dietetics home* and EU students, **whose fees are paid by the NHS**, to help with additional costs related to clinical placements. Eligible students must demonstrate financial hardship.

**WH Revis Bequest Fund**
The WH Revis Bequest Fund is available to offer limited financial assistance to **part-time, Postgraduate students** in the form of small grants towards the cost of the tuition fees. Students will have to meet the criteria outlined below. Grants will be paid in the form of a direct deduction from tuition fees. To be eligible you must meet all criteria below:

- Studying on a part-time, higher degree course
- Ordinarily resident in UK
- Unemployed or income below the publicised thresholds—go to web pages
- Registered and attending the University of Nottingham in the UK

The fund can also offer limited financial assistance to **full time Postgraduate students** with ‘home’ fee status who are experiencing financial difficulty towards the end of their course, but who had provision for the majority of their costs at the start of the course.

Further details relating to the funds and eligibility criteria can be found under ‘Support Funds’ at www.nottingham.ac.uk/financialsupport web pages.

Please note that the relatively small size of these funds means they are not generally able to cover the full amount of any financial shortfall, but only to make a contribution towards it.

*See definition on page 3
Guidance Notes 2017/18

Please read these guidance notes carefully before completing the form. If the form is incorrectly completed we will need to contact you and this will delay payment of any possible award.

Applications can be accepted throughout the academic year. However, the funds are limited and while every effort is made to ensure that they remain available throughout the year (August 2017 – July 2018) this cannot be guaranteed. Likewise, award levels may vary depending on the remaining funds at the time of application. You are therefore encouraged to plan/review your budget early in the academic year so that, wherever possible, you can anticipate any difficulties and apply early.

The closing date for these funds is 6th July 2018 (or 4 weeks prior to your course end date if this is sooner).

Applicants are advised that payments from the funds may have implications for their entitlement to benefits. If you require further information on any of these funds or you need any help completing the form please find our contact details at the end of these guidance notes.

We will send an email acknowledgement to you within 3 working days of receiving your application. If you do not receive this email, please contact the Funding & Financial Support Team prior to the application deadline. We cannot deal with queries relating to lost applications received after application deadlines.

NHS Bursary Holders
Students who are eligible for an NHS bursary may apply to the relevant funds.

Interruption/Intercalation/Suspension
If you are a ‘home’ student, have not permanently withdrawn from your studies and intend to return after your time out, you can apply for support funds. For example, if you are unable to attend your course for health or caring reasons, or for some other unavoidable circumstance, you can apply for help. However the fund is unable to offer ongoing financial support during this period.

Priorities for Assistance
The support funds exist to help eligible students who have a legitimate financial need. Unfortunately, as funds are limited we cannot guarantee an award to all applicants and cannot normally cover all of the assessed shortfall between income and essential expenses. We will give priority to the following groups of students when deciding how to allocate the funding:

For undergraduate students the priority groups are:

- Students with children (especially lone parents)
- Mature students (we are unable to include debt payments unless the debt is considered to be a priority debt)*
- Students with a disability, long term medical condition or specific learning difficulty
- Students who are homeless
- Students receiving the final year loan rate who are in financial difficulty (including those who are unable to work because of academic pressure)

*Examples of priority debts; rent arrears; council tax arrears; utility bill arrears; DWP overpayments; IVA’s. Credit card payments, unsecured loan payments etc are not considered priority debts

Postgraduate students
We expect postgraduates to have sufficient funding, or an achievable plan to obtain funding, in place before they start the course to cover both tuition fees and living costs. Where a student starts a course without adequate financial provision no award will be made. However, where applicants have experienced an unexpected change in circumstances during their course that has impacted on the financial provision made, we will consider an award from the funds.
When considering help towards **course-related childcare costs** through the Childcare Support Scheme, priority will be given in the following cases:

- Students with insufficient income to meet their essential expenditure needs
- Where full-time care is required (e.g. the student is full-time) and/or where the cost of childcare is high (e.g. day nursery fees where there are pre-school children)
- Students receiving any income related welfare benefits (e.g. Housing Benefit)
- Where students and/or their child/children have a disability or long term, chronic medical condition
- Students with a financial dependant in addition to a child/children (i.e. a partner)
- Students who do not receive childcare funding from the Childcare Allowance (NHS) or Childcare Grant (SLC) or elsewhere
- Students on a course that is longer than the standard 33 weeks per year

If you are not in one of the priority groups you can still apply.

You may only apply more than once during an academic year if your financial circumstances have changed. You will be asked to fill in a reassessment form and to provide documentary evidence of the change in circumstance.

**Assessment Guidelines**

In assessing applications we adhere to national guidelines on hardship support published by the National Association of Money Advisors, and Internal guidelines agreed by assessors and University management before the start of each academic year.

**Timetable for making a decision**

Provided your application form has been accurately completed and **all** the appropriate documentary evidence supplied, an assessment and decision should be made within **three weeks** of submission; although this may be longer at peak times. We will send an email to your university email address to advise the outcome of the assessment and what happens next. If it is not possible to deal with your application within the timeframe, e.g. if we require additional information from you, we will keep you informed of the progress of your application via your university email address. All applicants will receive email confirmation of the outcome of their application.

**Online financial education modules**

It is a condition of any Hardship Fund/Clinical Placement Fund award (or a Revis award relating to hardship) that recipients complete a short online financial education module prior to any award being paid. The modules are provided by Blackbullion, the University’s financial education partner (see blackbullion.com for more details). Applicants with relevant accessibility concerns should contact the team to discuss this. Further information will be provided at the point of award confirmation.

**How to appeal**

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

**John Hudson (Manager, Funding & Financial Support)**

Email: financialsupport@nottingham.ac.uk  
Tel: + 44 (0) 115 823 2071

**Note on 'Home' fee status (see criteria on page 1)**

A home student is defined as a student who meets certain residency conditions (the same conditions apply to eligibility for UK Government student financial support). Usually this means you have an unrestricted right to enter and remain in the UK and you have been ordinarily resident in the UK for three years prior to the start of your course. None of this time must have been spent in the UK wholly or mainly for the purpose of receiving full-time education. Please note that EU students on a full time undergraduate course who are eligible for tuition fee support only, cannot apply to the UoN Student Hardship Fund. Please contact us if you need further clarification as to whether you meet the residency rules.
How to complete the application form

It is essential that all necessary supporting documents are enclosed with your application form. We cannot usually accept original documents (as all documents must be kept for audit purposes) so please supply clear and legible photocopies. In certain circumstances you may be contacted separately by an administrator and asked to supply relevant original documents. Applications that do not have supporting documents are incomplete and cannot be processed. These forms may be returned to you, which will delay your application. Please complete all forms in pen.

Part 1 – Personal Details
Address – please put the address (including the postcode) that you use for written correspondence.

Part 2 – Course Details
Complete all relevant sections. If applicable include details of any assistance towards tuition fees that you receive, including SLC tuition fee loans, research grant etc.

Part 3 – Dependents Details
Dependants – please give details of any children and/or adults who are financially dependent upon you, and live with you.

If you would like to apply for help towards course-related childcare costs, please provide a letter from your childcare provider including all details as outlined on the template at the back of this application form. Please note: any provider of childcare services named on this form must be registered with Ofsted, unless it is a family member who is not required to register as defined in the Children Act 1989.

If the carer is a family member, their relationship to you and your child must be made explicit. If you are unsure as to whether the family member should be registered telephone Nottinghamshire County Council Families Information Service on + 44(0) 300 500 8080 who will be able to give advice. Where a family member is providing the care for your child, you must still submit a letter, signed and dated, from your relative stating who they are providing care for, the number of hours and what fees they are charging you—see letter template.

Part 4/5 — Income/Expenses
Complete both income and expenditure sections, including all essential expenses. It is important that you fill in these sections as accurately as possible. Please state all figures as weekly amounts (i.e. dividing annual costs by 52).

Part 4 — Income
Please declare all income (including that from savings). If you are unsure which category any income should be listed under please include it under ‘Other income’ and specify the source.

Student Loan
If eligible, you must have applied for and taken out your full entitlement of student maintenance loan, and received the first instalment, before applying for help from the funds.
If your parents have refused to complete a financial assessment form and you are therefore only able to take out the non means-tested element of the loan, this does not make you ineligible for help but we may need to contact you for further information.

Bursaries/Scholarships/Trusts/Grants/Stipends
If you are in receipt of any of these sources of funding please include them under either the Univ. or Non-Univ. categories as appropriate. If you are unsure which category to use please simply include under ‘Other income’ and specify the source.
**Other income**
Please include any other income you have including savings and specify what that income is.

**Partner’s income**
If you have a partner (who is living with you) please indicate any income they have in this section.

**Part 5 – Expenditure**
Include all household expenditure you and your partner (if applicable) have. If you have children you should include costs related to them as well.

We have asked for a breakdown of food/utilities etc. however, when assessing your application, a set figure will be used for certain elements of your expenditure. This is known as the Composite Living Cost and the amount designated will depend upon your circumstances. It is important that you include all your expenditure so that your particular circumstances can be assessed. Weekly composite living cost figures for 2017/18 are set at £81 for a single student, £128 for a student with partner and £81 for a lone parent. Additional allowances of £72 per child are made plus a one off cost of £20 (family premium) where a student has at least one child.

**Part-time students — please note:**
It is expected that part-time students’ general living costs will be covered through earnings and/or the receipt of benefits therefore these funds can only offer help towards costs directly relating to your course e.g. books, printing, childcare while attending university, counselling course supervision costs. Help is not provided for tuition fee costs except through the W H Revis Bequest Fund for postgraduates (see page one). We still require information relating to your income and expenditure so we can assess your eligibility for an award.

**Part 6 – Supporting Statement**
You are strongly advised to submit a supporting statement, explaining your reasons for applying and detailing any additional information about your circumstances that you feel should be taken into consideration.

**Part 7 – Bank/Building Society Details**
List all bank/building society accounts you (and any partner, if applicable) hold, including savings accounts. You must provide an explanation of any credits/debits over £100. Please note **failure to disclose all accounts that you hold may constitute a fraudulent application and disciplinary action may be taken by the University in such instances.**

**Part 8 – Disability/Special Medical Needs**
Students with disabilities, especially those with dyslexia, may wish to apply for a preliminary diagnostic test, prior to applying for a Disabled Students Allowance. You may be eligible for assistance in meeting this cost — contact the Accessibility Team for more details on +44 (0)115 74 86500 Option 3.

**Part 9 – Declaration**
Please sign and date your application form.

**Document Checklist**
Please tick each box to confirm that all relevant documents are included. If you do not include all appropriate evidence we will be unable to complete an assessment.
Further Sources of Help/Information

**Funding & Financial Support**
Student Services—Service Development
Portland Building—E Floor
University of Nottingham
Nottingham
NG7 2RD
+ 44(0)115 823 2071
financialsupport@nottingham.ac.uk
www.nottingham.ac.uk/financialsupport

The Funding & Financial Support Team offer advice and information on all aspects of student finance including University and Government funding, such as bursaries, student loans and financial support funds. Contact Funding & Financial Support if you have queries or concerns about your finances whilst at University.

**Student Advice Centre**
University of Nottingham Students’ Union
Portland Building—C Floor
University Park
Nottingham
NG7 2RD
+44(0)115 846 8730
SUAdvice@nottingham.ac.uk
www.su.nottingham.ac.uk/advice

The Centre’s staff offer confidential, free, advice to students on a wide variety of issues including money, housing and welfare benefits. They have also produced a range of information leaflets which can either be picked up from the Advice Centre or downloaded from their website.

**Gov.uk**
www.gov.uk/student-finance

Comprehensive information on all aspects of student finances.

**Student Finance England Helpline**
+44 (0)300 100 0607

**External funds that may offer financial support**

- **Cavell Nurses Trust** for Nursing students
- **Leverhulme Trust**
- **Medical Benevolent Fund** for Medical students
- **Pharmacist Support** for Pharmacy students
- **RIBA funding** for Architecture students
- **Sir Richard Stapley Education Trust** for Medicine and Veterinary students
- **Student Health Association** for students with a disability
UoN Student Support Funds 2017/18

Please indicate which fund/s you are applying to:

Student Hardship Fund  
Clinical Placement Fund
Childcare Support Scheme  
WH Revis Fund

Student number
(as on your student ID card)

Title  
Mr  Mrs  Miss  Ms  Other

First names

Surname

Important:
- Please read the accompanying Guidance Notes before completing this form.
- Your application will not be considered if you do not answer all the appropriate sections and attach copies of all relevant documents.
- Please answer all the questions clearly and tick the appropriate boxes.
- Postgraduate students, must complete the Declaration of Residency and submit with this form.

Return your completed form and supporting documents:

By scanning and emailing to: financialsupport@nottingham.ac.uk
Handing in at any Student Service Centre
By post to: Funding & Financial Support, Student Services, E Floor Portland Building, University of Nottingham, Nottingham NG7 2RD

The University registration agreement states that email to your University email account is the preferred means of communication.
We will acknowledge receipt of your application by email to your University account. If you have not received an acknowledgement two weeks after posting your form or handing it in, please contact us.

How did you hear about these funds?
Part 1: Your personal details

Date of birth

Address

Telephone number

Do you live:  
- alone?  
- with your partner?  
- in shared accommodation?  
- with parent(s) or guardian?

Part 2: Course details

Course title

Undergraduate [ ] Postgraduate [ ] Part-time [ ] Full-time [ ]

How much are you tuition fees for 2017/18?

If you receive any financial assistance towards your fees, please detail the funding body and amount:

Date of start of course [ ] Date of end of course [ ]

Current year of study  
1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ]

Is this a repeat year? Yes [ ] No [ ]  
Is this your final year? Yes [ ] No [ ]

Car

Please advise if you run a car and explain why this is necessary for your course. If your partner runs a second car please advise why this is essential.
Part 3: Dependents details

Do you have any children/adults who are financially dependent on you?  Yes ☐  No ☐

If yes, please give details:

<table>
<thead>
<tr>
<th>Full name</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you use childcare please enclose a letter from your provider using the template at the back of the application form.

If a family member provides your childcare please enclose a letter from them using the template at the back of the application form.

Does your child/ren receive free childcare hours. If yes how many?  Yes ☐ Hrs ☐  No ☐

Do you or your partner purchase childcare vouchers through a work scheme? Please provide a copy of the most recent salary slip showing the purchase.  Yes ☐  No ☐

Does your child/children have any special needs?  Yes ☐  No ☐

If yes please give details and state whether this necessitates any additional expenditure:
### Part 4: Student’s Income

<table>
<thead>
<tr>
<th>Income Source</th>
<th>£ per week</th>
<th>Income Source</th>
<th>£ per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance/Special Support Grant</td>
<td></td>
<td>Rent/Mortgage/Board</td>
<td></td>
</tr>
<tr>
<td>Student Loan</td>
<td></td>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>NHS/Social Work/Teaching Agency Bursary</td>
<td></td>
<td>Utilities (gas, electricity, water, phone, broadband)</td>
<td></td>
</tr>
<tr>
<td>Adult/Dependants/Childcare Parents Learning Allowances/Grants</td>
<td></td>
<td>Council Tax</td>
<td></td>
</tr>
<tr>
<td>University Bursary/Scholarship (specify)</td>
<td></td>
<td>Childcare Costs</td>
<td></td>
</tr>
<tr>
<td>Non-University Grant/Scholarship/Trust (specify)</td>
<td></td>
<td>Priority Debts—agreed repayments (see page 2)</td>
<td></td>
</tr>
<tr>
<td>Parental/Partner Contribution</td>
<td></td>
<td>Tuition Fees (for WH Revis Bequest Fund applicants only)</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Loan</td>
<td></td>
<td>Weekly Travel Costs (Bus fares/fuel/parking)</td>
<td></td>
</tr>
<tr>
<td>Income Supp./Universal Credit</td>
<td></td>
<td>Travel Costs (between home/term address)</td>
<td></td>
</tr>
<tr>
<td>Housing/Council Tax Benefit</td>
<td></td>
<td>Car Costs (maintenance/tax/insurance) if you and your partner both have a car</td>
<td></td>
</tr>
<tr>
<td>Job Seekers Allowance/ESA</td>
<td></td>
<td>Course Costs (eg books/printing)</td>
<td></td>
</tr>
<tr>
<td>Working Tax Credit</td>
<td></td>
<td>Field/Course Related Trips</td>
<td></td>
</tr>
<tr>
<td>Child Tax Credit</td>
<td></td>
<td>Medical Costs (eg Glasses/Contact Lenses/Dentist)</td>
<td></td>
</tr>
<tr>
<td>Child Benefit</td>
<td></td>
<td>Other Costs (please specify)</td>
<td></td>
</tr>
<tr>
<td>Your net earnings from work (part time and PG students only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner’s net income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income (please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total weekly income</td>
<td></td>
<td>Total weekly outgoings</td>
<td></td>
</tr>
</tbody>
</table>

### Part 5: Student (and partner’s/family) Outgoings

<table>
<thead>
<tr>
<th>Outgoings</th>
<th>£ per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/Mortgage/Board</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Utilities (gas, electricity, water, phone, broadband)</td>
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<tr>
<td>Council Tax</td>
<td></td>
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<tr>
<td>Childcare Costs</td>
<td></td>
</tr>
<tr>
<td>Priority Debts—agreed repayments (see page 2)</td>
<td></td>
</tr>
<tr>
<td>Tuition Fees (for WH Revis Bequest Fund applicants only)</td>
<td></td>
</tr>
<tr>
<td>Weekly Travel Costs (Bus fares/fuel/parking)</td>
<td></td>
</tr>
<tr>
<td>Travel Costs (between home/term address)</td>
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<tr>
<td>Car Costs (maintenance/tax/insurance) if you and your partner both have a car</td>
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<tr>
<td>Course Costs (eg books/printing)</td>
<td></td>
</tr>
<tr>
<td>Field/Course Related Trips</td>
<td></td>
</tr>
<tr>
<td>Medical Costs (eg Glasses/Contact Lenses/Dentist)</td>
<td></td>
</tr>
<tr>
<td>Other Costs (please specify)</td>
<td></td>
</tr>
<tr>
<td>Total weekly outgoings</td>
<td></td>
</tr>
</tbody>
</table>
Part 6: Supporting Statement
Please state below why you are in financial difficulty, explain your reasons for applying and detail any additional information about your circumstances that you feel should be taken into consideration.
Please continue on separate sheets, if required, or attach a printed statement to the application.

Part 7: Bank/Building Society Details (You must provide details of all bank accounts, including savings accounts)
Please tick to indicate which account you would like any award to be paid in to, if your application is successful. You should also enter these bank details into the ‘bank details’ section of the student Portal, if you have relevant access.

<table>
<thead>
<tr>
<th>Name of Bank/Building Society</th>
<th>Sort code and account number</th>
<th>Pay award to: (tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

You must supply copies of bank statements for all your, and your partners, bank accounts covering the last three months, e.g. 5/6/2017—5/09/2017 with the most recent being no more than two weeks old, for all accounts relating to you (and your partner). These statements must show your name, bank account no., transactions and daily balances. Please annotate to explain any debits or credits of £100 or more.

Applications submitted without supporting documentation will not be considered.
Part 8: Disability/Long Term Medical Condition

Do you have a disability or long term medical condition?  
Yes [ ]  No [ ]

Have you applied for Disabled Students’ Allowance (DSA)?  
Yes [ ]  No [ ]

Please give the name of your Academic/Disability Support Tutor.  

Part 9: Declarations

I confirm that the information supplied is correct and agree that the University may seek further evidence necessary to substantiate my statements. I understand that giving false information, and/or withholding information, may constitute a fraudulent application and could result in disciplinary procedures leading to possible expulsion from the University and action being taken to recover the award.

I understand that it is a condition of any Hardship Fund/Clinical Placement Fund award (or a Revis award relating to hardship) that that I complete a short online financial education module prior to any award being paid (applicants with relevant accessibility concerns should contact the team to discuss this).

Your signature

Your name (CAPITALS)  

Date

Please note that the closing date for these funds is 6th July 2018 (or 4 weeks prior to your course end date if this is sooner). Forms and all correct supporting documents must be submitted and received by the Funding and Financial Support team by 5pm on this date. 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.

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 for financial help. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with 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 go to the Financial Support web page: www.nottingham.ac.uk/studentservices/financialsupport/data-protection.aspx
Document Checklist

You must supply all relevant documents with your application. Please tick the boxes below to confirm which information is enclosed. **Do not send originals.** For auditing purposes, we must keep all the supporting documents with your application. Originals will not be returned and for this reason we advise that you send only photocopies.

*Incomplete applications cannot be assessed.*

You must enclose with your application:

- Bank/Building Society statements or a detailed printout for each account you and your partner hold, including savings accounts. Statements must cover the most recent three month period (e.g. 5/6/17—5/9/17) and any transactions of £100 or more should be explained. If you do not have relevant statements most banks will be able to provide you with a detailed printout (do not ask for copy statements as these normally incur a charge). Statements printed directly from the internet are acceptable, but statements downloaded into Excel, or similar, are not.
- Evidence of rent or mortgage. Please provide a copy of your contract or tenancy agreement.

Proof of your funding— provide all documents relevant to you:

- Student Finance Notification Letter (most recent) - if you do not have the original to copy, you can download it from [www.gov.uk/student-finance](http://www.gov.uk/student-finance). Log into your student finance account, go to “Letters and Emails”, choose the relevant year and select the latest Financial Notification letter. Please print a copy of this letter or save as a pdf document to email.
- NHS Bursary/Social Work Bursary/Teaching Agency Bursary notification
- University/School/Department scholarship or bursary
- Postgraduate Loan including Professional Career Development Loan / SLC Masters Loan
- Partner’s income details—most recent 3 months wage slips or latest year’s self-assessment form
- Evidence of Child Benefit
- Evidence of Tax Credits or income from benefits

Proof of any costs relevant to you:

- Proof of therapy and/or supervision costs (Counselling students only)
- Proof of childcare costs (see template letter), and proof or any childcare funding held, including childcare vouchers purchased through a work scheme
- Proof of outstanding priority debts and agreed repayments (see page 2 for definition of priority debt)
- Evidence relating to medical costs
- Evidence relating to any field/course related trips

Other (please specify):
**Template letter for proof of childcare costs**

Please ask your childcare provider to complete a letter on headed paper as outlined below.

**Name of childcare provider**

**Address of childcare provider** (where the child is looked after)

**Provider’s Ofsted Registration Number**

**Date**

I confirm that *I/name of nursery or school* provide childcare as detailed below for the following child/children:

**Name of child**

**Name of child**

who are the child/children of *name of student*.

<table>
<thead>
<tr>
<th>Standard week* (ie term time)</th>
<th>non standard (ie school holidays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday hours</td>
<td>cost</td>
</tr>
<tr>
<td>Tuesday hours</td>
<td>cost</td>
</tr>
<tr>
<td>Wednesday hours</td>
<td>cost</td>
</tr>
<tr>
<td>Thursday hours</td>
<td>cost</td>
</tr>
<tr>
<td>Friday hours</td>
<td>cost</td>
</tr>
<tr>
<td>Total weekly cost £xxx</td>
<td>£xxxx</td>
</tr>
<tr>
<td>For xx weeks of the year</td>
<td>For xx weeks of the year</td>
</tr>
</tbody>
</table>

Total expected cost (after deduction of free hours) for the academic year 2017/18 (September 2017—August 2018) is £xxxx

*xxx number of free hours are received by *child 1/ child 2* each term time week.

**Signature of provider** (*unsigned letters will not be accepted as evidence*)

*including breakfast and after school clubs*