If you require this information in an alternative format please contact Student Services Centre.

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

**The Student Hardship Fund**
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. Postgraduates students must have experienced an unexpected change in income or expenditure in order to be considered for an award.

*Please note: part-time students are eligible for help towards course-related costs only (exc. tuition fees).*

**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 students to help with additional costs related to clinical placements. Eligible students must demonstrate financial hardship and face additional costs incurred on a clinical placement (which cannot be claimed back via NHS Student Bursaries).

**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 England or Wales
- Unemployed or on a low income.
- 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. Full time students can apply for help towards living costs.

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.*
Guidance Notes 2015/16

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 whilst every effort is made to ensure that they remain available throughout the year (August 2015 – July 2016) this cannot be guaranteed. 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. **Final year students must apply at least four weeks before their end of course date; continuing students must apply by 8 July 2016.**

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 acknowledge receipt of your application by email within 3 working 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 application deadlines.

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

**Suspension/Interruption/Intercalation**
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.

**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 meet all of the costs that an applicant might apply for. 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, especially those with existing financial commitments, including priority debts*
- Students with disabilities (especially where the DSA is unable to meet particular costs)
- Care Leavers
- Students from Foyers or 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

For **postgraduate** students the priority groups are:

- Students with children (especially lone parents)
- Students with disabilities (especially where the DSA is unable to meet particular costs)
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 dependants (in addition to a child/children) who are financially dependent on them and who are unable to seek employment.
- 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 but you must provide as much evidence as possible to show why you have a particular need.

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

**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 and give an indication of when you will be informed of the outcome. All applicants will receive email confirmation of the outcome of their application.

**How to appeal**

If you are unhappy with the outcome of your application you should initially contact our office to discuss your concerns. If after an explanation of the assessment of your application you are not satisfied and feel that there has been a procedural inconsistency, you should contact the Head of Financial Support (see contact details 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

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 documentation is enclosed with your application form. We cannot usually accept original documents (as all documentation must be kept for audit purposes) so please supply 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 ink.

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 research grant, PCDL, etc.

Part 3 — Dependants 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 full details of your childcare arrangements. 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 to, for what hours and what fees they are charging you. Please state the date your child started paid childcare.

Part 4/5 — Income/Expenditure
Complete both income and expenditure sections. Please include all essential expenditure. 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). Please include estimated costs of any essential items that you feel you are currently unable to afford.

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 2015/16 are set at £79 for a single student, £126 for a student with partner and £79 for a lone parent. Additional allowances of £70 per child are made plus a one off cost of £18 (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 (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 Academic Support Team for more details on +44 (0)115 951 3710.

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 requested documentation we will be unable to complete an assessment.
Further Sources of Help/Information

**Financial Support**
Student Services Centre  
Portland Building  
University Park  
Nottingham  
NG7 2RD  
☎️ +44(0)115 823 2071  
financialsupport@nottingham.ac.uk  
 shouldBe `www.nottingham.ac.uk/financialsupport`  

The 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 Financial Support if you have queries or concerns about your finances whilst at University.

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

The centre can give 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**
 shouldBe `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 2015/16

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 to:
Freepost RRBR-HZRJ-RYYS,  
Financial Support,  
Student Services Centre  
Portland Building  
University of Nottingham  
University Park  
Nottingham  
NG7 2RD (no stamp required but the freepost service can take longer than 1st class post)

- 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 2015/16?

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: Dependants 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>
</table>

If you use childcare please tick appropriate box below to confirm provision:

- Univ. of Nottm. Day Nursery
- Univ. of Nottm Playcentre
- Private Day Nursery
- Family Member Carer
- UoN Playscheme / Out of School Club
- Child Minder
- Breakfast/After School Club
- Other

Name and address of carer (e.g. childminder, day nursery):

Ofsted Registration number:

Childcare sessions

- Cost per session
- No of sessions per week
- Date of first session

How many weeks of the year are the sessions used?

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

**Total weekly income**

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

<table>
<thead>
<tr>
<th>£ per week</th>
<th>£ per week</th>
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<tbody>
<tr>
<td>Food</td>
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<tr>
<td>Utilities (gas, electricity, water, phone, broadband)</td>
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<tr>
<td>Council Tax</td>
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<tr>
<td>Childcare Costs</td>
<td></td>
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<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>
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<tr>
<td>Weekly Travel Costs (Bus fares/fuel/parking)</td>
<td></td>
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<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 please include these costs too</td>
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<tr>
<td>Course Costs (eg books/printing)</td>
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<tr>
<td>Field/Course Related Trips</td>
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<tr>
<td>Medical Costs (eg Glasses/Contact Lenses/Dentist)</td>
<td></td>
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<tr>
<td>Other Costs (please specify)</td>
<td></td>
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</tbody>
</table>

**Total weekly outgoings**
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.

Name of Bank/Building Society | Sort code and account number | Pay award to: (tick)
---|---|---

You must supply copies of bank statements for all your, and your partners, bank accounts covering the last three months, e.g. 5/10/2015—5/01/2016 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 over £100.

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

Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA? [ ] Yes [ ] No

If yes, please give details. (If necessary continue on a separate sheet.)

Part 9: Declarations

I confirm that I fulfil the criteria as explained in the guidance notes. I also confirm that the information provided is, to the best of my knowledge, complete and correct. I understand that this information may be verified and that any significant discrepancy may result in my claim being delayed or cancelled.

Fraudulent claims will be treated as an extremely serious offence and may result in expulsion from the University.

Your signature

Your name (CAPITALS)

Date

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. 5/10/15—5/01/16) and any transactions over £100 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 Breakdown Letter (most recent) - if you do not have the original to copy, you can download it from www.gov.uk/student-finance Log into your student finance account, select “View Correspondence”, chose the relevant year then select your Finance Breakdown letter. Print a copy of the latest letter.
- NHS Bursary/Social Work Bursary/Teaching Agency Bursary notification
- University/School/Department scholarship or bursary
- Postgraduate Loan including Professional Career Development 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
- 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/ren:

Name of child

Name of child

who are the child/ren of name of student.

Standard week* (ie term time) non standard (ie school holidays)

<p>| | | | |</p>
<table>
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<td>Monday</td>
<td>hours</td>
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<td>cost</td>
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<tr>
<td>Friday</td>
<td>hours</td>
<td>cost</td>
<td>hours</td>
</tr>
</tbody>
</table>

Total weekly cost £xxx £xxxx

For xx weeks of the year For xx weeks of the year

Total expected cost (after deduction of free hours) for the academic year 2015/16 (September 2015—August 2016) 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