Financial Support Application
Diagnostic Assessment Costs - Guidance Notes

Am I eligible for financial help towards the cost of my diagnostic assessment?
Home fee status students who are undertaking an undergraduate or postgraduate course may be eligible for financial help towards the cost of a diagnostic assessment necessary in relation to Specific Learning Difficulties. Help may be available if your circumstances mean that you will find it difficult to pay for such an assessment. To be eligible for consideration you must meet the following criteria:

Full time undergraduate students and 2018 entry part-time undergraduate students

- Be a registered and attending University of Nottingham student
- Be a home*, UK student.
- Have had a full financial assessment carried out by Student Finance/NHS BSA which shows a household income of £35,000 or below. Students who have chosen not to have an income assessment are not eligible to apply to this fund.

Postgraduate students and pre-2018 entry part-time undergraduate students

have a household income which we assess as being £35,000 or below, or be in receipt of one of the government benefits listed below:

- Income Support
- Housing Benefit
- Local Housing Allowance
- Council Tax Benefit
- Income Based Job Seekers Allowance (JSA)
- Income related Employment Support Allowance (ESA)

Completing the application form

All applicants should complete Part 1 (Personal details) and Part 5 (Declaration)

Undergraduates who have had a means-tested assessment undertaken with Student Finance/NHS BSA and believe their household income to be £35,000 or below should indicate this in Part 2.

Postgrad/pre 2018 starter part-time undergrad —if you are in receipt of one of the benefits listed above please indicate your benefit entitlement in Part 3 and provide a letter signed and stamped by the council offices or job centre, or a completed ‘Confirmation of Benefit Entitlement’ (CB1) form which should also be signed and stamped by the council office or job centre.

If you are not in receipt of any of the above listed benefits you will need to complete all sections of this form (including Part 4 - Household Income Details) and provide the following supporting evidence:

Either:
- P60, P45, P11D, P60U for the previous financial year or a March payslip (previous financial year) for you and your partner (if applicable)
- OR
- If self-employed a self-assessment tax return for the financial year 2017/18. If not yet available, an estimate of earnings supported by a declaration from an accountant (for you and your partner, if applicable)
- Latest 3 months bank statements for all accounts in your name and (if applicable) your partners name
Supporting documentation

It is essential that all necessary supporting documentation is enclosed with your application form. We cannot usually accept original documents 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.

When is the closing date and when will I know if I’ve been made an award?

The closing date for submitting the application form is 5th July 2019, or by the end of the penultimate term of your course if you are in your final year. We will acknowledge receipt of your application by email to your University email account within 3 days of receipt. If you do not receive an acknowledgement of receipt, please contact the Funding & Financial Support Team prior to the application deadline. We cannot deal with queries relating to lost applications received after this deadline.

Applications will be open after the start of the academic year (24 September 2018). Students should expect to hear the outcome within 3 weeks of application receipt.

How to appeal

If you are unhappy with the outcome of your application you should initially contact the Funding and Financial Support team to discuss your concerns (see contact details below).

If after an explanation of the assessment you believe there has been an error or procedural inconsistency and you wish to appeal you should email the Funding Manager detailing the basis of your appeal. Please send your email to john.hudson@nottingham.ac.uk and copy in financialsupport@nottingham.ac.uk

Appeals must be lodged within 2 weeks of the date of the email notifying you of the initial outcome. You will be contacted within 7 working days of receipt of the appeal with confirmation of the outcome of the appeal.

Please note that the Funding and Financial Support Management’s decision on appeals is final.

Details about the Funding and Financial Support appeal process can be requested from the team at any point and this does not affect your right to raise an official complaint. Further details can also be found at: nottingham.ac.uk/studentservices/support/financialsupport/Appeals.aspx

Funding & Financial Support
financialsupport@nottingham.ac.uk
☎️ 0115 823 2071

Additional financial help

If you’ve got a question or concern about money or student finance why not call the team on 0115 823 2071 or come to see us at a Funding and Financial Support drop-in session. See our web pages for full details.

Home students facing financial difficulties can apply for further help through The Student Hardship Fund. The funds available are limited therefore the University has to means test applications and request detailed supporting documentation. Application forms and further details can be downloaded from our website at nottingham.ac.uk/studentservices/financialsupport/index.aspx Alternatively please contact us at financialsupport@nottingham.ac.uk so we can arrange to email a form to you.

*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).
Financial Support Application

Diagnostic Assessment Costs - Application Form

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.
- Either scan and email your form to financialsupport@nottingham.ac.uk or post to us at the address below.
- We will acknowledge receipt of your application by email to your University email address. If you have not received an acknowledgement two weeks after posting your form or handing it in, please contact us.

Funding & Financial Support
Student Services – Specialist Services
Cherry Tree Lodge
University of Nottingham
University Park
Nottingham, NG7 2RD

Part 1: Your personal details

<table>
<thead>
<tr>
<th>Student number (as on your student ID card)</th>
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<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Mrs</th>
<th>Miss</th>
<th>Ms</th>
<th>Other</th>
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<tbody>
<tr>
<td>First names</td>
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<td>Surname</td>
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<th>Date of birth</th>
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<tr>
<th>Address</th>
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<th>Telephone number</th>
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Part 2: Full-time undergraduate or part-time 2018-entry undergraduate

Have you been assessed by Student Finance/NHS BSA as having a household income less than or equal to £35,000?

Yes (go straight to Part 5 - Declaration) ☐  No (not eligible for the fund) ☐

Part 3: Postgraduate or pre-2018 entry part-time undergraduate

Are you in receipt of the following benefits?

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>(Please tick all which apply)</td>
<td></td>
<td></td>
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<tr>
<td>Income Support</td>
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<tr>
<td>Housing Benefit</td>
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<tr>
<td>Local Housing Allowance</td>
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<tr>
<td>Council Tax Benefit</td>
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<td></td>
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<tr>
<td>Income Based Job Seekers Allowance (JSA)</td>
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<tr>
<td>Income related Employment Support Allowance (ESA)</td>
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IMPORTANT: Please insert a copy of up-to-date documentary evidence to confirm your receipt of one of the above.

If you answered Yes, please go to Part 5: Declaration

If you answered No, please go to Part 4: Household Income details

Part 4: Household Income details

Do you live: alone? ☐  in shared accommodation? ☐

with your partner? ☐  with parent(s) or guardian? ☐
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>
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Please complete your weekly income figures in the table below, include all income (including any from savings). If you are unsure which category any income should be listed under please include it under “Other income” and specify the source. If you have a partner (who is living with you) please include any income they have.

<table>
<thead>
<tr>
<th>Income Type</th>
<th>£ per week</th>
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<tbody>
<tr>
<td>University Bursary/Scholarship (specify)</td>
<td></td>
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<tr>
<td>Non-University Grant/Scholarship/Trust (specify)</td>
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<tr>
<td>Parental/Partner Contribution</td>
<td></td>
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<tr>
<td>Professional/Career Dev. Loan</td>
<td></td>
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<tr>
<td>Adult Dependents/Childcare Grant/Parents Learning Allowance</td>
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<tr>
<td>Working Tax Credit</td>
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<td>Child Tax Credit</td>
<td></td>
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<tr>
<td>Child Benefit</td>
<td></td>
</tr>
<tr>
<td>Your net income from work</td>
<td></td>
</tr>
<tr>
<td>Partner’s income (please specify)</td>
<td></td>
</tr>
<tr>
<td>Other income (please specify)</td>
<td></td>
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**Total Weekly Income**
Part 5: Declaration

I confirm that I have read and understood the guidance notes before applying. 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.

Your signature

Your name (CAPITALS)  Date

Applications submitted without supporting documentation will not be considered.

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 General Data Protection Regulation (GDPR). 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: https://www.nottingham.ac.uk/studentservices/support/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 only send photocopies.

If you answered ‘Yes’ in part 2 AND receive a means tested NHS Bursary you must enclose with your application:

☐ A copy of your NHS Bursary entitlement letter

If you answered ‘Yes’ in part 3 you must enclose with your application:

☐ A copy of documentary evidence that you are in receipt of one of the benefits listed in part 3

NB. Postgraduate or pre-2018 part-time applicants who answered ‘No’ in part 3 (therefore requiring a full income assessment) should enclose the following documentary evidence with their application:

☐ University/School/Department scholarship or bursary

☐ Professional & Career Development Loan or PG Doctoral / Masters Student Loan

☐ Partner's income details

☐ Evidence of tax credits

☐ Latest 3 months bank statements for all accounts in your name and (if applicable) your partner's name

Other (please specify):