



Nottingham Potential Bursary Application Guidance Notes 2018/19

Before completing your application form please read these guidance notes.

These awards are available to students who are liable for the £9,250 tuition fee and meet the additional criteria outlined below. **Previous recipients do not need to reapply.**

Please note this is **NOT** the application form for the **University Core Bursary**. To apply for the Core Bursary please visit our website at www.nottingham.ac.uk/financialsupport for more information.

A Nottingham Potential Bursary provides £1,000 per year to:

- Students entering via an Access route or with vocational qualifications (at further education level) and with a household income figure of up to £35,000
- Students with a household income figure of up to £35,000 with financially dependent children or adults.
- Students who are currently or have been in public care for a minimum time period of three months and are under the age of 25 years at the start of the course.

And to the following students, who **do not** need to complete this form, as they will be contacted automatically:

- Students who have fulfilled specified conditions through participation in the University's Nottingham Potential or Sutton Trust Summer Schools or activities (including attendance on a minimum of 6 Post-16 Ambition Nottingham sessions or 8 Pathways to Law/STEM sessions).

Who can apply for this Bursary?

In addition to the bursary-specific criteria outlined above, for **all** awards you must also meet the following core criteria:

- Be enrolled on a full time undergraduate degree at the University of Nottingham (UK Campus)
- Not have studied for an undergraduate degree before starting at Nottingham
- Have 'Home' funding status (see definition on page 2)
- Not be on an NHS-funded course or in receipt of a guaranteed Social Work Bursary (with the exception of Care Leavers and Summer School attendees).
- Have had your household income assessed for your statutory government support and consented to share this information with the University (see page 2)
- Not be in receipt of a Maycock-Whileman Scholarship.

Can I get more than one Nottingham Potential Bursary?

Your circumstances may mean you are eligible for an award on the basis of multiple criteria (e.g. you have dependants and an access qualification), but no applicant will receive more than one award of £1,000 for the session 2018/19. You therefore only need to provide the requested evidence for **one** of the criteria, as requested on the application form.

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 21 June 2019. 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 are assessed after the start of the academic year (24 September 2018). Students should expect to hear the outcome within 4 weeks of this date, or within 4 weeks of application if applied for after the start of the academic year.

IMPORTANT—If you have already completed an online form you do not need to complete, and send in, a paper application form as well.

What counts as “previous study” ?

The aim of our bursary schemes is to assist students who are entering Higher Education for the first time, so students with a previous undergraduate degree are not eligible to apply. Any false starts on courses (i.e. where less than a year of study was completed) will **not** be counted as previous study, nor will study on an access course or equivalent.

What is “Household Income” ?

Your household income is the gross income of all those in your household (e.g. your parents or your partner) before tax and national insurance deductions but minus a few allowable deductions. These can include pension payments and allowances for other dependant children. More information is available from www.gov.uk/student-finance. Your household income will be calculated when you apply for your government support funding (Student Loans and Grants).

When completing your application for government funding, please ensure you indicate your consent to share this household income information with the University on the student declaration and parent/partner declaration pages of the online or paper application form. This means we will be sent this information and can use it to assess your eligibility for funds from the University. However, if consent was not given on the form, you and any sponsors can still give permission for us to see your information by contacting Student Finance.

What is a “Home” student?

Your student finance company (i.e. Student Finance England, Wales, Northern Ireland or the Student Awards Agency for Scotland - SAAS) will decide your residency status. To be classed as a Home student you must have been ordinarily resident in the UK for the three year period prior to the start of your course.

Students with refugee status

Students granted refugee status and European migrant workers may also be eligible to apply if you meet the other criteria. If you are unsure of your status contact Student Finance for further information. Students with refugee status maybe eligible to apply to the **Maycock-Whileman Scholarship** more information can be found at <https://www.nottingham.ac.uk/student-services/support/financialsupport/bursariesandscholarships/maycock-whileman-scholarship.aspx>

How to appeal

If you are unhappy with the outcome of your application you should initially contact the Funding & 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 a 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 day of receipt of the appeal with confirmation of the outcome of the appeal. Please note that the Funding & Financial Support Management’s decision is final.

Details about the Funding & 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: www.nottingham.ac.uk/student-services/support/financialsupport/appeals.aspx

Other sources of Financial Support

For other potential sources of funding, please see below for the Funding & Financial Support web pages.

Funding & Financial Support Team contact details:

Tel: 0115 823 2071
Email: financialsupport@nottingham.ac.uk
Website: www.nottingham.ac.uk/financialsupport

If you require these notes and the accompanying application form in an alternative format (e.g. Braille, large font) please call Funding & Financial Support on 0115 82 32071 or email us at bursaries@nottingham.ac.uk



Nottingham Potential Bursaries Application Form 2018/19

1. Full Name

2. Correspondence Address

3. Home Address prior to University

Postcode

Postcode

4. Date of Birth

5. University ID

6. Contact telephone number

7. E-mail address

*Prospective students may enter their personal email address, but please note that **once registered** you will be contacted using your University email account only.*

8. Course of study

	Yes	No
9. Do you meet the residency requirements for a 'home student'? (see guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
10. Have you previously studied at university or polytechnic? (see guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details:

	Yes	No
11. Is your household income below £35,000 (see guidance notes):	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
12. Have you entered the University of Nottingham via a non-traditional route (e.g. on the basis of completing an Access Course or BTEC — not A levels or equivalent)?	<input type="checkbox"/>	<input type="checkbox"/>

If so, on the basis of which qualifications were you accepted onto your course?

Please attach a copy of your relevant award certificate (e.g. BTEC, Access diploma)

13. Do you have children or adult dependants who are financially dependant on you?

Yes **No**

If YES, please attach photocopies of relevant evidence. Acceptable evidence is any **one** of the following:

- A **copy** of a recent Child Tax Credit notification letter in your name
- A **copy** of a recent Child Benefit letter in your name
- A **copy** of a recent bank statement (in your name) showing you to be in receipt of Child benefit or Child Tax Credits
- A **copy** of your 2018/19 Student Finance Notification letter showing you to be in receipt of either Child Care Grant, Parents Learning allowance or Adult Dependants Grant, if eligible

14. Are you currently or have been in public care for a minimum time period of three months and under 25 at the start of your course?

Yes **No**

If yes, please attach a photocopy of an official letter from your local authority confirming your care arrangements.

15. Have you been granted Refugee Status?

Yes **No**

If YES, please attach a copy of a letter confirming your status from the Home Office or from a professional person who is aware of your situation.

(Please note if you receive the Maycock-Whileman Scholarship you will not be eligible for the Nottingham, Potential Bursary as well)

As part of the University's fundraising campaign 'Impact', donors continue to support the appeal to raise money to help fund Bursaries and Scholarships. In your first year at University the Nottingham Potential Bursary will be mainly funded by the generosity of these donors. During the academic year our Donor Relations Team will be in touch to give you the opportunity to explain how the award has benefited you and to help the donors understand the impact of their funding. If you would prefer not to be contacted by the Donor Relations Team please tick the box:

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. I understand that giving false information, and/or withholding information, may constitute a fraudulent application and could result in disciplinary procedures resulting in possible expulsion from the University and action being taken to recover the award.

Signature

Date

You can scan and email the completed application along with supporting documents to bursaries@nottingham.ac.uk

If you have any questions about completing this application form please contact:

Funding & Financial Support

Tel: 0115 82 32071

Email: bursaries@nottingham.ac.uk

Web: www.nottingham.ac.uk/financialsupport

Or send the completed form and supporting documents to:

Nottingham Potential Bursary

Funding & Financial Support Team

Student Services

Cherry Tree Lodge

University of Nottingham

University Park

Nottingham

NG7 2RD

Closing date: 21 June 2019

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/student-services/support/financialsupport/data-protection.aspx>

For Office Use Only:

Receipt Acknowledged

Allocation ID

Evidence ok?

Registration Status Checked

Decision Confirmed

Notes:

RHI

Core Bursary Student Informed