UoN Support Funds
2019/20
Application Form and Guidance Notes

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 (evidence of financial hardship will be required):

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 (from 2018 entry) including part-time distance learners, following a higher education course, including sandwich courses and any periods of placement. Students **taking a SECOND undergraduate degree** will be assessed in the same way as postgraduate students
- **Postgraduate students;** full-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—Postgraduate students** must have made realistic financial provision for their costs, and experienced an unexpected change in income or expenditure since the start of the course, to be considered for an award
- **Part-time undergraduates (pre 2018 entry)** and **part-time postgraduates** are eligible for help towards associated course costs only (eg books, printing)

This fund does not offer any help towards tuition fees

Childcare Support Fund
This fund is for current home*, EU and international students offering financial help towards the cost 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 evidence financial hardship
- There must be an essential need for child care
- 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

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

- Studying on a part-time, higher degree course; registered and attending the University of Nottingham in the UK
- Ordinarily resident in UK
- Unemployed or income below the publicised thresholds (savings balances will be included as income)—go to Funding & Financial Support web pages for full details
- Be able to evidence financial hardship

For further details please refer to [nottingham.ac.uk/studentservices/support/financialsupport/studentfunding/pg-university-funds.aspx](http://nottingham.ac.uk/studentservices/support/financialsupport/studentfunding/pg-university-funds.aspx)

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

Please note that an award is a contribution towards financial shortfall and is unlikely to cover the full amount.

*See definition on page 3*
Guidance Notes 2019/20

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 funds are limited, and while every effort is made to ensure that they remain available throughout the year (August 2019- July 2020), 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 applications to the funds is 10th July 2020 (or 6 weeks prior to your course end date if this is sooner) except for the Student Crisis Fund.

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 support funds.

Interuption/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 interim 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. 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
- Students with a disability, long term medical condition or specific learning difference
- 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)

Postgraduate students

To be considered for support from the Student Hardship Fund postgraduates must have had sufficient funding in place, or a realistic and achievable plan to obtain funding, 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 made adequate provision but experience an unexpected change in circumstances during their course that impacts on the financial provision made, we will consider an award from the fund. Unsecured potential funding (eg. hopes of finding part time work, a scholarship) cannot be considered as having access to sufficient funding before the course starts.

Eligible students must have applied for the relevant Postgraduate Loan.
When considering help towards course-related childcare costs through the Childcare Support Fund, 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 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 (except the Crisis Fund where a decision will be reached within five working days). 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. we require additional information from you. All applicants will receive email confirmation of the outcome of their application.

**Online financial education modules**

It is a condition of any Hardship Fund, 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.

**Questions about the outcome**

All applications to support funds are assessed according to agreed guidelines and all assessments are checked prior to notifying the applicant of the outcome. If you are unsatisfied with the outcome of an application to a fund you should initially contact the Funding and Financial Support team to discuss your concerns (see contact details on page 6).

If you remain unhappy with the outcome of your application please refer to our appeals process at nottingham.ac.uk/studentservices/support/financialsupport/appeals.aspx

*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.
Supporting documents

It is essential that all relevant 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 scanned documents or 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.

Notes to help complete the application form:

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 childcare costs, so you can attend your course, 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.

Income
Please declare all income you receive. Savings are considered income for the purposes of assessment so please include the balance of any savings accounts at the start of the academic year. If you are unsure which category any income should be listed under please include it under ‘Other income’ and specify the source.

Student Loan—both Undergraduate and Postgraduate
If eligible, you must have applied for and taken out your full entitlement of student maintenance loan or PG Masters Loan/PG Doctoral 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 necessarily make you ineligible for help but we may need to contact you for further information.

Partner’s income
If you have a partner who is living with you (even if you are not married or in a civil partnership) please advise their income and provide evidence.

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 used 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 2019/20 are set at £91 for a single student, £144 for a student and partner and £91 for a lone parent. Additional allowances of £78 per child are made plus a one off cost of £22 (family premium) where a student has at least one child. The maximum CLC allowed for a family is £360 per week.
Debts
Only priority debts can be included as an essential expense with the assessment.

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

Part-time students (postgraduates and undergraduates pre 2018 entry)— 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.

Supporting Statement
It is important to submit a supporting statement, so we can understand your financial circumstances and reasons for applying.

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.

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.

Declaration
You must sign and date your application form. We will accept a digital signature as long as the completed form is emailed to us from your University email account.
Further Sources of Help/Information

**Funding & Financial Support**
Student Services—Specialist Services
Cherry Tree Lodge
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 Union’s 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 also have a range of information leaflets which can 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 finance.

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

**External funds that may offer financial support** (Please note the University is not responsible for the content of external web sites)

**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
UoN Student Support Funds 2019/20

Please indicate which fund/s you are applying to:

Student Hardship Fund  [ ]  Childcare Support Fund  [ ]

W H 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 ‘home’ students, must complete the Declaration of Residency and submit with this form if ineligible for a student loan from the Student Loans Company.

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—Specialist Services, Cherry Tree Lodge, 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

Term time address

Telephone number

In term time 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 2019/20? 

If you receive any financial help 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>
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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

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<tr>
<th>Maintenance/Grant</th>
<th>Loan from the SLC</th>
<th>NHS/Social Work/Teaching Agency Bursary</th>
<th>Adult/Dependants/Childcare Parents Learning Allowances/Grants</th>
<th>University Bursary/Scholarship (specify)</th>
<th>Non-University Grant/Scholarship/Trust (specify)</th>
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<td>£ per week</td>
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## Part 5: Student (and partner’s/family) Outgoings

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<th>Rent/Mortgage/Board</th>
<th>Food</th>
<th>Utilities (gas, electricity, water, phone, broadband)</th>
<th>Council Tax</th>
<th>Childcare Costs</th>
<th>Priority Debts—agreed repayments (see page 2)</th>
<th>Weekly Travel Costs (Bus fares/fuel/parking)</th>
<th>Travel Costs (between home/term time address)</th>
<th>Course Costs (eg books/printing)</th>
<th>Field/Course Related Trips</th>
<th>Medical Costs (eg Glasses/Contact Lenses/Dentist)</th>
<th>Other Costs (please specify)</th>
<th>Total weekly income</th>
<th>Total weekly outgoings</th>
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Part 6: Supporting Statement
Please state below why you are in financial difficulty, explain your reasons for applying and detail any 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)

You must supply up to date printouts showing transactions and daily balance for all your, and your partners, bank accounts covering the three months immediately prior to submission, e.g. 5/8/2019—5/11/2019. These printouts must show your name, bank account no., transactions and daily balances. Please annotate to explain any debits or credits of £100 or more.

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 ‘manage bank details’ in MyNottingham and enrol into Direct Deposit so payment can be made. You can amend these details at any time during the academic year but please contact the Funding & Financial Support Team if the change is made less than 7 days before a payment is due.

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 Support or Disability Support Tutor.

Part 9: Declarations

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.

I understand that it is a condition of any Hardship Fund, or a Revis award relating to hardship, 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 10 July 2020 (or 6 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 & 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, 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.

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:

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, or scanned documents via email.**

**Applications that do not include all supporting documents are incomplete and cannot be processed**

**You must enclose with your application:**

- Bank/Building Society statements/printouts for each account you and your partner hold, including savings accounts. Statements/printouts must cover the previous three month period (e.g. 5/8/19—5/11/19) from the date of submission, 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. **Mobile phone screenshots are not accepted.**
- Evidence of rent or mortgage. Please provide a copy of your contract, tenancy agreement or mortgage statement

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

- Student Finance Entitlement Letter (for relevant academic year)—if you do not have the original to copy, you can download it from [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance). Log into your student finance account, go to "Letters and Emails", choose the relevant year and select the latest Financial Entitlement letter. Please print a copy of this letter or save as a pdf document to email.
- NHS Bursary/Learning Support Fund/Social Work Bursary/Teaching Agency Bursary notification
- University/School/Department/international scholarship or bursary
- Postgraduate funding—including any loans taken out
- 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 5 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.

Standard week* (ie term time) non standard (ie school holidays)
Monday hours cost hours cost
Tuesday hours cost hours cost
Wednesday hours cost hours cost
Thursday hours cost hours cost
Friday hours cost hours cost
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 2019/20 (September 2019— August 2020) 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