

The University of Nottingham

Support Funds

What supporting documents do we need?

Slide 1

We hope this presentation will help you understand the documents you need to provide for an application to the University's Support Funds.

These funds are discretionary hardship funds, and the documents are used to demonstrate a shortfall between your assessed income and essential expenses.

All applications are assessed following the National Association of Student Money Advisors hardship fund guidance, and internal guidelines agreed prior to the start of the academic year, so that all applications are assessed equitably and fairly, and we cannot waive the need for these documents to carry out an assessment.

This is what we need for the majority of applications. However, for some students and funds you may have to provide other documents. Please refer to the web page for more information.

You may like to get this information together before starting the online application as you will be able to upload them while applying. There is a 10 document limit, any additional documents can be emailed to financialsupport@nottingham.ac.uk.

Slide 2

You find the online form on our webpage – use a search engine and type in 'University of Nottingham support funds'. The guidance notes and online application form can be found here.

The supporting evidence that we require is detailed next....

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Tenancy Agreement/Accommodation contract/mortgage statement as appropriate. - The tenancy agreement needs to show your name, the address the tenancy relates to, the number of weeks the tenancy is over and the costs. And finally, if utility bills are included. This is so that we can accurately include your accommodation and utility costs for the academic year, subject to the weekly cap.

If you have a mortgage, please provide your latest mortgage statement.

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Bank and savings account information – All applicants must provide transaction and daily balance listings for all their bank and savings accounts, including Monzo, Revolut, Plum, Isas, premium bonds... for the two month period just prior to submitting the application. (If relevant a partner's bank information must also be provided). These documents must be pdf downloads from online

Support Funds Applications
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Transcript for video – September 2023

banking which is only usually possible by using a laptop or PC. Mobile phone screenshots or photos are not accepted.

We expect to see a student loan credit going into one of your accounts (unless not in receipt of a student loan) and rent being paid out, unless someone else is paying this on your behalf (this should be stated in your application.) We need ALL your account information including savings accounts, Isas, Bitcoin and Trading accounts in order for us to understand your financial situation and calculate your assessed income (eg statutory funding, support from family/friends, savings, etc.)

It will help you to get this information together before starting the online application as you will be able to upload them while applying. There is a 10 document limit, any additional documents can be emailed to financialsupport@nottingham.ac.uk .

Slide 5

Funding letters – eg Student Loan letter, NHS Bursary or Learning Support Fund Grant letter (this needs to be the most up to date letter you have been sent) external Stipend/Scholarship letter. We don't need you to provide evidence of your University bursaries)

Slide 6

Check the guidance notes to see if any additional documentation should be sent for your specific circumstances. For example, if you pay for Ofsted registered childcare, we will need evidence of the costs.

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The supporting statement is optional and gives you an opportunity to give us any relevant information about your current financial situation, if you have experienced a recent change of circumstances. Not all situations will impact the assessment but some scenarios do allow us to add additional essential expenditure in the assessment

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If you have any questions about the application form, the supporting documents or about the funds in general please raise a query through the Student Enquiry Centre .