

Only complete this form if you are  
a 'home' status student, studying on a postgraduate course.



Surname

First Name

Student ID

**For office use only:**

Date received

Application

Reference No.

Applications may be handed into the Student Support Centre or posted to  
Student Funding Team, Student Support Centre, University of Lincoln, Minerva Building, Brayford Pool, Lincoln LN6 7TS.  
Queries to [studentfundingteam@lincoln.ac.uk](mailto:studentfundingteam@lincoln.ac.uk)

### SECTION 1: Terms and Conditions ALL applicants must read

#### Are you eligible to apply to this fund?

- You must be a 'Home' student, which is determined by the criteria set down by the UK Government and not the student status that the University of Lincoln allocates to you – for more information see <http://ukcisa.org.uk/>.
- You must have applied for, and taken out, **ALL** statutory funding/benefits you are entitled to.
- You must ensure that you have made **adequate provisions** for your living costs and course fees before embarking on the course.
- EU students and International Students cannot apply.
- If you are studying on a **part-time basis** your course intensity must be at least 25% of a full-time equivalent (50% pre 2012 starters).

#### Who administers the University of Lincoln Financial Assistance Fund?

- Staff in the Student Funding Team will assess your application following the criteria set down by the National Association of Student Money Advisors (NASMA) in consultation with the National Union of Students (NUS).
- There is no guarantee of an award for any applicant, so please do not rely on this Fund as a guaranteed form of income.

#### When can you make an application?

- Applications open on 1st November 2016 and close on the last official day of your course or 31st July 2017 (whichever is earlier).
- You may ask for a **revisit** or **appeal** a decision.

#### What can these funds help with?

- These funds are mainly to support those extra costs specifically associated with studying a postgraduate course e.g. **travel** and/or **course materials**, which the applicant can demonstrate are not easily affordable to them.

#### Our procedures:

- Applications are assessed in order of receipt.
- It may take up to 4 working weeks for your application to be processed.
- Please do not chase your application unless the 4 weeks have passed.
- Where applications are incomplete or extra evidence is required you will be contacted to supply that evidence. Your application will not be assessed until it is complete.
- Extra evidence is processed in order of date of receipt which may result in your application taking longer than the original 4 week turnaround time.

#### Next steps:

- You must complete all sections which apply to you.
- Please write clearly.
- All evidence must be photocopied – if you supply originals they will not be returned to you.
- Please note that the University of Lincoln Financial Assistance Fund is limited and allocated on a first-come-first-served basis. This could mean that we close the Fund early if all the money has been allocated.

#### Confidentiality & Data Protection:

- Applications are seen only by relevant staff and will be treated as strictly confidential. The University of Lincoln is a data controller under the terms of the 1998 Data Protection Act. The Advice Service follows University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the Department for statistical purposes and electronic record keeping.
- The data will not be passed to any third party without your consent except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Advice Service.

**SECTION 2: Personal Details** to be completed by ALL applicants

Your title (tick one box only)      Mr       Mrs       Miss       Ms

First name(s)       Surname

Gender      Male       Female       Date of Birth  /  /

Tick here if you are a care leaver /  
have no contact with your parents

Tick here if you have caring responsibilities  
for an adult family member

Contact Telephone Number

Contact Email Address

In most instances we will contact you by **email** (via your University **and** personal email address, if provided).  
However, award decision letters may be sent by post. Please provide your preferred postal address:

Postcode:

**SECTION 3: Your Course Details** to be completed by ALL applicants

Course title

Course start date  /  /

Course end date  /  /

Mode of study: Full-time  Part-time       Which year are you in: 1  2  3  Placement\*  4  Other

Is this your Final Year? Yes  No

Tick box if you are repeating the year:       Tick box if you have interrupted and are not currently attending:

Reason for interruption (e.g. illness)

## SECTION 4: Your Bank Account(s) to be completed by ALL applicants

You must supply up-to-date evidence for ALL accounts held by you **and** your partner (if applicable) - this includes those accounts which have been recently closed. Please list all bank/building society accounts including current account, student account, savings account, ISAs, etc:

Name of Bank/Building Society	Type of Account held e.g. student, savings, etc	Overdraft? Yes/No	How much £

If you are successful and an award is made, it will be paid by bank transfer. Please provide the details of the account you wish an award to be paid into:

Bank Account Number

Sort Code

## SECTION 5: Your Bank Statements ALL applicants

- You must declare ALL of your (and your partner's, if applicable) bank accounts in Section 4.
- You must provide 3 months (e.g. 15th November 2016 to 14th February 2017) detailed bank printouts (or statements) for ALL accounts held by you and your partner (if applicable) – they must show the bank name, account details, details of each transaction and a running balance.
- They must be up-to-date i.e. within 1 week of your form submission date.
- They must be consecutive (no missing transactions from one page to the next).
- You must provide bank printouts for accounts even if there has been little or no activity, or it has recently closed.
- You must explain the following transactions by writing on your bank printouts next to each transaction:
  - o Payments INTO your account (who it was from, what the money was for)
  - o Payments made to another account/person (who it is, what it was for)
  - o Payments OUT (including purchases) of your account which are £100 or more (what it was for)

## SECTION 6: Non-priority Debts ALL applicants

We cannot consider non-priority debts (e.g. credit cards, catalogues, payday loans, etc) as part of the assessment for these funds. However, if you have sought advice, either from the Specialist Advisers in the Advice Service or an equivalent debt advice provider we may be able to consider associated costs as per their recommendations.

Please provide evidence of your arrangement.

To access the University Advice Service:



## SECTION 7: Income/Expenditure to be completed by ALL applicants

Please briefly explain what provisions you put in place to cover your **essential living costs** and **tuition fees** before you enrolled on the course and provide **evidence** where possible:

## SECTION 7: Income/Expenditure to be completed by ALL applicants

Please tick what you are claiming for: **travel** and/or **course materials** and supply appropriate evidence:

✓ **Expenditure type:**

Travel - term time address to University

Books/equipment - more than £300

**Photocopied evidence required:**

Timetable plus travel tickets/fuel receipts

List signed by tutor

### Exceptional Circumstances:

If you demonstrate that you made all realistic and reasonable provisions for your essential living costs and tuition fees before you embarked on your studies but have experienced an unexpected situation, these can be considered on a case-by-case basis in exceptional circumstances.

Briefly explain what has occurred and supply appropriate supporting **evidence**:

## SECTION 8: Disability/Additional Needs complete if applicable

Student Wellbeing Centre

The Student Wellbeing Centre supports students with physical and sensory impairments, specific learning differences, autistic spectrum disorders, mental health issues, and long-term health conditions. You can contact them on 01522 886400 or by email to [studentwellbeing@lincoln.ac.uk](mailto:studentwellbeing@lincoln.ac.uk)

Do you have a disability which is registered with Student Wellbeing? Yes  No

Please explain the nature of your disability/condition:

Have you applied for Disabled Student's Allowance (DSA)? Yes  No

Do you wish to apply for financial assistance to help pay for support not covered by the DSA? Yes  No

If yes, please give details of why you need additional support and provide evidence:

## SECTION 9: Application Eligibility & Declaration to be completed by ALL applicants

**In order to be eligible for support from these funds you need to have UK Home fee status.**

More information about fee status can be found at <http://ukcisa.org.uk/>

The categories of students eligible for UK Home fee status are:

- UK national/British Citizen
- Those with settled status (Right of Abode in the UK/Indefinite Leave to Remain or Enter)
- Refugee status
- Humanitarian Protection
- EEA or Swiss Migrant Worker or the family of a EEA or Swiss Migrant Worker
- EU national who has been ordinarily resident in the UK for the 5 years prior to the first day of the first academic year of the course
- Child of a Swiss National
- Child of a Turkish Worker.

You must also have been ordinarily resident in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course and have been ordinarily resident in the UK for 3 years (or 5 years for EU nationals)\* before the first day of the first year of the course (unless you have refugee status, humanitarian protection or migrant worker status).

\*Not for the purposes of receiving full-time education.

Please tick  I meet one of the qualifying categories above and qualify for UK Home fee status (you may be asked to provide **evidence** of this).

We will check certain information you declare with third parties e.g. if you declare a disability, we will confirm it with Student Wellbeing. If you do not agree with these checks being made, please tick here

I certify that to the best of my knowledge:

- I have read and fully understood the Terms and Conditions in Section 1 of this form.
- I declare that the information I have given on this form is correct and complete.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any award obtained by me as a result.

Your Name (in capitals)

Your signature

Date

