



# University of Lincoln Financial Assistance Fund Additional Assessing Notes 2016/17

These notes should be read in conjunction with the information contained in the application form.

The University of Lincoln Financial Assistance Fund is assessed in accordance with the guidance produced and approved by the National Union of Students and the National Association of Student Money Advisors. Capped/set figures are used in some areas of the assessment and are agreed each year in advance of the fund opening.

## FULL-TIME ASSESSMENTS

For **UNDERGRADUATE** applicants the assessment looks at income over essential expenditure. Where there is more essential expenditure than income (an 'additional need'), a standard award may be made. Where there is no 'additional need' i.e. less essential expenditure than income, an exceptional award may be considered on a case-by-case basis.

An '**assumed income**' is used in assessments for applicants studying on a full-time basis. This means that they do not need to declare part-time earnings. The assumed income figure is used to cover income from part-time work, overdrafts, parental help, etc. This figure is included for all students unless the applicant is unable to work due to disability, care commitments for dependants, sickness, etc. The amount for 2016/17 has been set as:

Non Final Year Students	£1,850	Final Year Students	£617.00
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Nursing students:

Non Final Year Students	£925	Final Year Students	£309.00
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A 50% figure is used for those students studying Nursing to reflect the length and intensity of this course.

For **POSTGRADUATE** applicants a Notional Income figure is used to ascertain that adequate provision has been made to fund living costs. This figure is used for all applicants. The 2016/17 rates are:

Single student	£176.00 per week
Student with dependants (who are financially reliant on them or students who are unable to work due to disability)	£140.00 per week

**Composite Living Costs** are used to cover basic living expenditure such as food, household bills, mobile phone, clothes, socialising, etc. The weekly figures, shown below, are set and cannot be altered. This ensures that all applicants are treated equally regardless of lifestyle choices:

Single student pays own food and utilities	£77.00
Single student living in parental home who does not contribute to utilities	£72.00
Single student living in parental home who does not contribute to food or utilities	£52.00
Lone Parent	£77.00
Student with Partner	£121.00

The **period of assessment (UNDERGRADUATE applicants)** used is 39 weeks for all final year students and single students with no dependants/disability and 43 weeks for continuing students with dependants and/or disability. For **POSTGRADUATE** applicants the assessment is for the actual number of weeks studied within the funding year.

**Travel costs (UNDERGRADUATE and POSTGRADUATE applications)** are calculated on the cheapest basis e.g. public transport, where possible (even if the applicant chooses to use their own vehicle). Where the applicant has no choice but to use their own vehicle (e.g. if they have young children, a disability which requires the use of a vehicle, or live in a rural location where public transport is not an option) a mileage rate of 28p per mile is used to calculate travel costs associated with attending University.

For **Course books/materials (UNDERGRADUATE and POSTGRADUATE applications)** £300.00pa is included in the assessment for essential books/materials (a slightly higher figure may be used for some material-intensive courses). If the applicant believes that they will spend more than £300.00 in an academic year, and can evidence it, we may be able to include a higher figure.

### **PART-TIME ASSESSMENTS**

The assumption is made that those applicants wishing to study on a part-time basis already have adequate provision for their living costs and tuition fees. Therefore the assessment looks at those costs specifically associated with undertaking study e.g. travel and/or course books/materials.

### **ALL APPLICANTS**

Although we ask for photocopied evidence, we reserve the right to ask for originals where necessary.

The payment of **Tuition Fees** cannot be covered by these funds under any circumstances.

The assessment is made for the whole academic year. However, applicants may ask for a **re-visit** during the academic year if their circumstances change. This should be made in writing (or email) by contacting the Student Funding Team to explain what has changed since their first application while providing appropriate evidence and up-to-date bank printouts.

An applicant may **appeal** a decision by contacting the Student Funding Team who will review the decision and if required, will bring it to the attention of a member of the Student Financial Support Panel.

### **Student Funding Team contact details:**

Address:

Student Support Centre, Minerva Building, University of Lincoln, Bradford Pool, Lincoln LN6 7TS.

Email:

[studentfundingteam@lincoln.ac.uk](mailto:studentfundingteam@lincoln.ac.uk)

Telephone:

01522 837495

Webpages:

<http://adviceservice.lincoln.ac.uk>

