

Part-Time Application for support from the Higher Education Access to Learning Fund and other hardship funds for home students

Your Name:

Student No: Academic Year:
(if known) e.g. 10/11

How did you hear about this fund?

Important:

- Read the accompanying guidance notes before completing this form.
- Your application will only be considered if you answer all the appropriate sections and attach copies of all relevant documents (see guidance notes). **If you experience difficulty in completing the form or are unable to provide the supporting documents required please contact us for advice; see reverse for contact details.**
- Answer all the questions, by **printing clearly** and by **ticking** the appropriate boxes.
- Carefully read the Data Protection statement below.
- Return your completed form to the Student Welfare Service, Percy Gee Building, University of Leicester, University Road, Leicester, LE1 7RH.

Confidentiality

Applications are seen only by the Hardship Funds Committee and Student Welfare Service staff. It may be necessary for additional supporting information to be sought from other University staff in order for the Committee to reach a decision, in which case we will seek your permission beforehand.

Statement on Data Protection.

The information you provide will be used only for the purposes of the administration of the above funds. It will be used by persons connected with the operation of these funds (e.g. administrators and trustees/committee members). The University's auditors sometimes ask to see information pertaining to individuals in order that they can monitor the University's spending of public money and your information may be disclosed in such circumstances.

The information will be treated with sensitivity and in confidence at all times. It will normally be held for seven years and will then be destroyed. If you wish to see information that is held about you please contact the Student Welfare Service in the first instance; we may refer you to the University's Data Protection Officer if we are unable to deal with your enquiry.

Part 1: Your personal details

1. Is this your first contact with the Student Welfare Service? Yes No
2. Your title (*tick one box only*) Mr Mrs Miss Ms Other (*specify*)
3. Your first names (*in full*)
4. Your surname (*in full*)
5. Your date of birth (DD/MM/YYYY)
6. Your age in years
7. Your full address

Post code
8. Telephone numbers:
Daytime Evening Mobile
9. E-mail address
10. Personal status / Accommodation details
Do you live:
 alone? with your partner/spouse/children? in shared accommodation?
 with your parents/guardian? in University accommodation? in lodgings?
Other (*please specify*)
-

Part 2: Your course details

11. Course title
e.g. HE Cert in Counselling
12. Undergraduate Postgraduate Writing up
Tutor's Name (*if known*)
- Do we have your permission, if necessary to contact your personal tutor? Yes No

13. Location of studies
e.g. *Vaughan College/School of Education/Distance Learning etc.*

14. Date of start of course (*month/year*)

15. When should your course finish (*year*)?

16. Year of course (*please tick*) 1 2 3 4 5 6

17. Is this a repeat year? Yes No

18. Is this your final year? Yes No

19. Field work/residential. If known give details of any compulsory field work or residential trips that you will be required to undertake.

20. How many credits are you taking in this academic year?
(refer to *guidance notes*)

21. How much are your fees for this academic year? £
(refer to *guidance notes*)

22. Have you had any previous experience of Higher Education? Yes No

22a. Have you previously received funding for any course of study at the University of Leicester?
Yes No

If yes to 22 or 22a, please give details below including course title, location of study, start and end dates, whether you completed the course, qualification attained and how the course was funded.

23. Are you currently undertaking any other programme of study? Yes No

If yes, please give details below including course title, location of study, start and expected end date.

Part 3: Statutory Support and Other Funding

24. Have you applied to Student Finance England for assistance with fees and course costs?

Yes No

If no, please give reasons: e.g. *ineligible due to previous study, household income too high, etc.*

You may be asked to provide further information/evidence

25. Have you applied for or received funding towards your part-time study from any other source?
e.g. *employer/charitable organisation/parent/partner/welsh local authority, etc.*

Yes No

If yes, please give details below:

Part 4: Your dependants

26. Do you have any children who are financially dependant on you? Yes No

Give details of children's full name(s)

Date(s) of birth

Child 1	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>
Child 3	<input type="text"/>	<input type="text"/>
Child 4	<input type="text"/>	<input type="text"/>
Child 5	<input type="text"/>	<input type="text"/>

Do you require childcare in order to attend your studies? Yes No

If you are requesting assistance with these costs, your child/ren should normally be cared for by a registered childminder/nursery/play scheme etc.

Carer Details

Name and address of Nursery/Childminder

Telephone Number

Child 1	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>
Child 3	<input type="text"/>	<input type="text"/>
Child 4	<input type="text"/>	<input type="text"/>
Child 5	<input type="text"/>	<input type="text"/>

Ofsted Number:

Care Provided

How many hours/days is childcare required?

	Days	Hours/day	Cost (specify per hour/day etc.)
Child 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please continue in Part 7 if necessary and tick this box to indicate you have done so

Part 5: Disability/Special medical needs

27. Do you have a disability, specific learning difficulty or chronic medical condition? Yes No
28. Have you applied for Disabled Students' Allowance (DSA)? Yes No
29. Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA or for assistance towards the cost of a diagnostic test? e.g. *dyslexic students*
Yes No

If yes, please provide details: *(continue in Part 7 if necessary)*

Part 6A: Student's Income

	Annual Amount
Net earnings from your paid work	<input type="text"/>
Net earnings from your partner's paid work	<input type="text"/>
Professional/Career Development Loan	<input type="text"/>
Other annual income including savings <i>(please specify)</i>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Weekly Amount
Working/Child Tax Credits	<input type="text"/>
Income Support/JSA/ESA	<input type="text"/>
Housing Benefit	<input type="text"/>
Council Tax Benefit	<input type="text"/>
Child Benefit	<input type="text"/>
Disability benefits <i>(please specify)</i>	<input type="text"/>
Other income including savings <i>(please specify)</i>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Other income from partner <i>e.g. benefits (please specify)</i>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Part 6B: Expenditure

	Monthly Amount
Rent/mortgage/board <i>(delete as applicable)</i>	<input type="text"/>
Council Tax	<input type="text"/>
General living costs (includes utilities, TV licence, insurances and groceries)	<input type="text" value="Office use only - see Guidance Notes"/>
Childcare costs	Term time <input type="text"/>
	Vacation <input type="text"/>
Building insurance (home owners only)	<input type="text"/>
Credit card payments <i>(please provide statements)</i>	<input type="text"/>
Other debts <i>(please give details in Section 7 – please provide evidence)</i>	<input type="text"/>
Children's school meals	<input type="text"/>
Other <i>(any additional costs not included please detail in section 7 overleaf)</i>	
	Travel
Do you run a car/motorbike? <i>(delete as applicable)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes what is your weekly mileage	
to your course	<input type="text"/>
other	<input type="text"/>
If No what are your weekly public transport costs	
to your course	<input type="text"/>
other	<input type="text"/>
Does your partner run a car/motorbike? <i>(delete as applicable)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is their weekly mileage?	<input type="text"/>
If no, what are their weekly public transport costs?	<input type="text"/>

Part 7: Supporting statement

27. Please explain your financial situation, giving any information in support of your application for funding that you consider to be relevant. Please give additional details where prompted throughout the various sections of the form.

N.B. Please tell us of any anticipated changes to your household income or expenditure in the next 12 months (e.g. new job, moving home, having a baby, change in partner's income: to/from work/benefits/full-time education etc.). You may be asked to provide further information about this.

Part 8: Declarations

How long had you lived in the UK on the first day of the first academic year of your course (N.B. the first day of the academic year is always 1st September for courses starting between September to December):

3 years or more less than 3 years

Are you a non-UK European Union National? Yes No

Have you ever had any restrictions on your length of stay in the UK? Yes No

If yes, please provide documentary evidence that this no longer applies.

- I declare that the information that I have given on this form is correct and complete to the best of my knowledge.
- I understand that giving false information will automatically disqualify any application for Hardship Funds and may also lead to disciplinary procedures being brought against me by the University. I further undertake to repay any grants obtained by me as a result.

Your name (CAPITALS)

Your signature

Date

Please provide COPIES (do NOT provide originals – documents will NOT be returned) of all documents listed below which are appropriate to your circumstances.xz

- Student Finance England Part-Time Support Notification letter (or Wales, Scotland, Northern Ireland funding body letter)
- Receipts from nursery/childminder
- Proof of any benefits/tax credits of which you are in receipt (either full award letter or first three pages of payment book)
- Bank/Building Society statements – copies of the most recent three months, clearly annotated, to show as far as possible, where your money has been spent and where credits are from. If you do not have the relevant statements most banks will be able to provide you with a printout (do not ask for copy statements as these normally incur a charge.) Ask your bank to put your name and their branch stamp on the printout
- Evidence of rent/mortgage (unless payment of this is very clear from your bank statements)
- Immigration documents if you are a non-UK national, e.g. *passport, Home Office letter etc. (see part 8)*
- Other documents in support of your circumstances (e.g. medical certificates, evidence of high travel costs, proof of refugee status, Exceptional Leave to Remain/Enter etc.)

FOR OFFICE USE ONLY

SIO Number

Code

Category for HEFCE returns

General Hardship

Childcare

Transitional Part-time Fee Waiver

Travel/Transport

Part-time Taster Module/AFSS

Special Needs/Disability

Compulsory Fieldwork/
Study Abroad/Bursary

Amount

£

ALF Category

Standard

Non-Standard

Non-Cont

Trans

Fee waiver

P/T Childcare

P/T Taster

AFSS

CONTACT DETAILS

Access to Learning Fund Administrator

Christine Dovey

Telephone Number: 0116 223 1185

Email: cd48@le.ac.uk

Student Finance Advisor

Julie Boggon

Telephone Number: 0116 223 1185

Email: jb40@le.ac.uk

Student Finance Advisor

Adrian Gascoigne

Telephone Number: 0116 223 1185

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Student Finance Advisor

James Pooley

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Student Welfare Service

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f: +44 (0)116 223 1196

e: welfare@le.ac.uk

w: www.le.ac.uk/welfare