Application for Graduation Gown Fund

Your Name: 

Student No:       Academic Year: 

Important:

• If you experience difficulty in completing the form or are unable to provide the documents required please make an appointment to see an Advisor.

• Answer all the questions **electronically** and by **ticking** the appropriate boxes.

• Carefully read the Data Protection statement below.

• Once the form is completed please submit with relevant evidence electronically to graduation@le.ac.uk

Confidentiality

Information contained in this form and supporting documents will only be seen by the following:-

• Student Services Centre (supporting our graduation ceremonies)

• Student Welfare Service

It may be necessary for additional supporting information to be sought from other University staff in order to effectively support you, in which case we will only do this with your agreement.

Statement on Data Protection

The information you provide will be used only in connection with the administration of the Graduation Gown Fund. It will be used by persons mentioned above. 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 securely for seven years and will then be destroyed. If you wish to see information that is held about you please contact the 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.

You will be asked to provide height and hat measurements and other details to assist with fitting of the gown, on your application form. For students whose application to the Graduation Gown Bursary Fund is successful, the University will provide your personal details including email and mobile contact details, details of your award, and measurements, to our Academic Dress supplier Ede & Ravenscroft, for the purposes of providing you with a graduation gown for your ceremony.
Part 1: Your personal details

1. Your title (tick one box only)  Mr  Mrs  Miss  Ms  Other (specify) 

2. Your first names (in full) 

3. Your family name (in full) 

4. Your date of birth (DD/MM/YYYY) 

4a. Your age in years 

5. Your full correspondence address 
   (Please ensure you notify SSC of any change to your correspondence address) 
   Postcode 

6. Telephone numbers:
   Term Time:  Home:  Mobile: 

7. Your email address: 

8.  UK/Home student  EU student  International student 

9. Do you live
   ☐ alone?  ☐ with your partner or spouse?  ☐ in shared accommodation?
   ☐ with your parents/guardian?  ☐ in University accommodation?  ☐ in lodgings?
   Other (please specify) 
   If in private/shared accommodation: How many adults live at this address? 

10. Your graduation:

10a. Date of your graduation ceremony: 

10b. The award you will graduate with (e.g. Bachelor of Arts, Master of Laws): 

10c. Your height (in centimetres, or feet and inches): 

10d. Your hat size. (in centimetres, inches or UK hat size): 

11. Have you previously received support from the University’s Hardship Fund whilst a University of Leicester student? YES / NO 

If YES, you do not need to complete parts 2, 2b, 3 and 4 of this form but you must still complete part 5
### Part 2: Student Income

<table>
<thead>
<tr>
<th>Description</th>
<th>£ per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Loan/Grant</td>
<td></td>
</tr>
<tr>
<td>Money from family/friends</td>
<td></td>
</tr>
<tr>
<td>Scholarship/Bursary</td>
<td></td>
</tr>
<tr>
<td>Your earned income <em>(estimate)</em></td>
<td></td>
</tr>
<tr>
<td>Savings and income from other sources <em>(e.g. parental contributions)</em></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL INCOME**

<table>
<thead>
<tr>
<th>Description</th>
<th>£ per year</th>
</tr>
</thead>
</table>

**SAVINGS**

(Give total in all accounts)

**Income per annum from paid work over the past academic year *(if applicable)*

<table>
<thead>
<tr>
<th>Description</th>
<th>£ per year</th>
</tr>
</thead>
</table>

### Part 3: Your expenditure

(Including that related to your partner/children if applicable)

<table>
<thead>
<tr>
<th>Description</th>
<th>£ per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/Mortgage</td>
<td></td>
</tr>
<tr>
<td>Council Tax</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>Telephone (including mobile)</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>TV/Internet</td>
<td></td>
</tr>
<tr>
<td>Travel costs</td>
<td></td>
</tr>
<tr>
<td>Other costs <em>(e.g. child care; credit cards)</em></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

### Part 2B: Partner’s income

<table>
<thead>
<tr>
<th>Description</th>
<th>£ per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net earnings</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
Part 4: Supporting Statement

Please explain the reasons you are struggling to afford the graduation gown hire costs

Part 5: Declarations

- 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 understand that if I am awarded a Graduation Gown Bursary, the University will share my personal details (name, award, measurements, contact details and special requirements) with their supplier of Academic Dress, Ede & Ravenscroft, for the purposes of providing me with Academic Dress for my graduation ceremony.

Your name (CAPITALS)  

Your signature

Date

FOR OFFICE USE ONLY

Date form received by Welfare Service

Date application assessed

Application outcome

Student Welfare Service
Student Service Centre
Charles Wilson Building
University of Leicester
University Road
Leicester LE1 7RH

t: 0116 223 1185
www.le.ac.uk/welfare