

Information in Support of Funding Applications for International Students

Your Name:

Student No: (see Library card) Academic Year: e.g. 18/19

The information provided will be used as an application to International Hardship funds and to identify potential sources of funding where appropriate.

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, by **printing clearly in ink** and by **ticking** the appropriate boxes.
- Carefully read the Data Protection statement below.
- Once the form is completed please submit with relevant evidence by hand or by post to the Student Service Centre, Charles Wilson Building, University of Leicester, University Road, Leicester, LE1 7RH. Alternatively it can be sent electronically using your University of Leicester email address to welfare@le.ac.uk

Confidentiality

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

- SIAC
- Student Welfare Service
- Charitable Organisations if applicable

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 Hardship Funds and in searching for charities and grant-making trusts appropriate to your situation. 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.

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
Registry of any change to your
correspondence address*)

Postcode
6. Telephone numbers:
Term Time: Home: Mobile:
7. Email address
(*if different from above*)
8. Your immigration status Tier 4 General Tier 4 Dependant Short Term Study visa Leave to enter stamp
Other
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?
- Do you share any household expenses? Yes No

Part 2: Your family

10. Do you have a partner/spouse Yes No

11. About your partner (*if applicable*):

Is your partner/spouse in the UK with you? Yes No

Is your partner/spouse financially dependent on you? Yes No

Is your partner/spouse registered as a student? Yes No

If yes, please give details of the University/College at which he/she is studying:

Details of the course:

Details of start and finish date:

(*please attach copies of official documentation confirming this information*)

Is your partner working? Yes No

If yes, please give details of where he/she is working:

12. Do you have any children Yes No

13. Are any of these children in the UK Yes No

Give details of children full name(s)

Date(s) of birth

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

If **yes** please give the **carer details** below.

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

You can only receive childcare support for childcare required to undertake study, workshops or fieldwork associated with your course.

Carer Details

Name and address of childminder / Nursery

Telephone Number

Child 1

Child 2

Child 3

Ofsted Number

16. Care Provided

How many hours/days is childcare required?

Term Time Arrangements Days No. of hours per day Cost (specify per hour/day) etc.)

Vacation Arrangements Days No. of hours per day Cost (specify per hour/day) etc.)

Child 1 £ £

Child 2 £ £

Child 3 £ £

17. Are you in receipt of the free Early Years Entitlement from your local authority? If yes please provide details in part 9.

Yes No

18. If you have additional children or childcare providers, please provide details in Part 9 and tick this box to indicate you have done so.

19. Is anyone else financially dependent on you? – (Please give details of relationship).

20. Family details (*this information enables us to make an in-depth search of charities and grant-making trusts*):

Father's occupation

Mother's occupation

Part 3: Disability/Special medical needs

21. Do you have a disability, specific learning difficulty or chronic medical condition? Yes No

If yes, please provide details:

Part 4A: Students Income

£ per year

Grant funding

Money from family/friends

Sponsorship/scholarship

Your earned income
(from any part-time work)

Income from any other source
excluding your own paid work
(e.g. salary received from home country)

TOTAL INCOME

SAVINGS

(Give total in all accounts)

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

Part 4B: Partner's income

£ per week

Net earnings

Other

Total

Part 5: Your expenditure (Including that related to partner/ children if they are living with you in the UK)

£ per week

Rent/Mortgage

Council Tax

Gas

Electricity

Water

Telephone (including mobile)

Food

TV Licence/rental and or Internet

Travel costs

** Private vehicle costs
(e.g. road tax, fuel, insurance etc)
see guidance notes

Books/equipment/course costs

Insurances
(excluding car insurance)

Other costs
e.g. credit card repayments

Social activities

Please state exactly what activities

Childcare costs

Children's social activities

Tuition fees outstanding

TOTAL

Part 6: Supporting statement

22. Nature of Hardship

How have your circumstances changed since you applied for your student visa/came to the UK to start your course?
Please give details.

22. When did you first become aware of financial difficulties?

23. Please explain exactly what you need the money for and the reasons you do not have the money required for this

What action have you taken to resolve your hardship situation?

- *Part-time job*
- *Applications to Trust Funds/Charities*
- *Requests of additional support from sponsor or relatives*
- *Request to bank*
- *Move to cheaper accommodation if possible (discuss with Adviser)*

Please provide details:

Part 7: 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

Your name (CAPITALS)

Your signature

Date

Please provide copies of all documents listed below which are appropriate to your circumstances and translated into English where possible (discuss with Adviser).

- Evidence of fees paid/payment plan
- Supporting letter for any dependant on a full-time course of study
- Payslips/contract for self (if working)
- Payslips/contract for dependant (if working)
- Copies of passport/immigration document
- Evidence of any change in circumstances e.g. letter from sponsor, medical certificates etc.
- Bank statements- copies of the most recent three months, clearly annotated with a brief explanation of all transaction, 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 you bank to put your name and their branch stamp on the printout.
- Evidence of rent (unless payment of this is very clear from your bank statements)
- Evidence of action taken e.g. copies of letters to/replies from charities, banks, sponsors etc.

FOR OFFICE USE ONLY

Date form given to student

Date form received by Welfare Service

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

**t: 0116 229 7400
www.le.ac.uk/welfare**



**UNIVERSITY OF
LEICESTER**