

Access to Learning Fund Application Form

Important

- Read the accompanying guidance notes before completing this form, available online at www.worc.ac.uk/wfa (hard copies are available on request).
- Your application will not be considered if you do not answer all the appropriate sections and attach **copies** (not originals) of all relevant documents, as listed on page 8.

Section 1 – ABOUT YOU (To be completed by all applicants)

Surname First Name Title
(Mr. Mrs. Ms)

UW Student Number Gender Male Female

Date of Birth Your age (years)
(on 1st Sept 2011)

Term Time Address Home Address (If different from term time address)

Telephone Telephone

E-Mail

Section 2 – ABOUT YOUR COURSE (To be completed by all applicants)

Course Title Academic department

Length of course Years Date course started

Name of UW campus / partner institution attended

Full-time Part-time Distance Learner

Part-time students only - how many modules do you study per semester?

Level of study: Undergraduate Postgraduate PGCE

Is this is a repeat year? Yes No

Is this your final year? Yes No

Is this a placement year? Yes No If yes – is it : paid unpaid

Nursing & teaching students - Where is the placement?

Section 3 – ABOUT YOUR CIRCUMSTANCES (To be completed by all applicants)

Do you live:

Alone or as lone parent? In a UW hall of residence? With parents/guardian?
 In shared accommodation? With your spouse/partner etc. (include civil partnerships) Other (please specify)

If in shared accommodation, how many adults live at this address?

Do you share all household expenses? Yes No

Are you, or have you ever been in care? Yes No

Are you homeless or living in a foyer hostel? Yes No

Do you have any children who are financially dependent on you? No Yes

If yes please give details in box below:

Full name	Date of birth	Age	Relationship

Are you the main carer for these children **and** they live with you for most or all of the time ?

No Yes

Do you have any adults who are financially dependent on you?

No Yes

Full name	Date of birth	Age	Relationship

Are you a refugee or granted exceptional leave to remain in the UK? Yes No

Have you been living in the U.K. 3 years* prior to the start of your course?
 (* Do not include any time spent in the U.K. wholly or mainly for the purpose of receiving full time education) Yes No

Are you a U.K. national Yes No

Are you an EU national Yes No

Are you an EEA or Swiss Migrant Worker? Yes No

If you are an EEA/Swiss worker do you intend to continue working whilst Studying? Yes No

Are you the spouse of an EEA or Swiss Migrant Worker? Yes No

Are you the child of an EEA Migrant Worker, Swiss national/employed person or Turkish worker? Yes No

What is your nationality?

Section 4 – ABOUT YOUR NEEDS (To be completed by all applicants)

Do you have a disability or severe medical condition? Yes No

If yes, please give details:

Have you applied for disabled student allowance (DSA)? Yes No

Do you wish to apply for any financial assistance towards any diagnostic test or special equipment/material not covered by DSA?

Yes No

(not including students wanting a diagnostic test for dyslexia – these students should make an appointment with the Disability and Dyslexia Service who are part of Student Services and are based in the Woodbury building, telephone 01905 855413)

If yes, please give details:

Section 5 – HELP FROM THE ADDITIONAL FEE SUPPORT SCHEME.

Only to be completed by part-time undergraduate students who want to apply for help with their tuition fees (see guidance notes)

Part Time Undergraduate Students Only:

Please tick what statutory support you are receiving and specify the amount

- £ Fee grant (paid directly to the University by Student Finance England)
- £ Course Grant
- £ Help from your employer

Important

We will need to see your letter from Student Finance England telling you how much fee grant and/or course grant you are entitled to and a copy of the invoice you have received from the University showing your tuition fees for this year

How much are your fees each year? £

Section 6 – ABOUT YOUR HOUSEHOLD INCOME (To be completed by all applicants)

Your Household Income

	You		Your Partner	
	Weekly	Yearly	Weekly	Yearly
Maintenance Loan (Full time students only)	£	£	£	£
Maintenance Grant/Special Support Grant (Full time students only)	£	£	£	£
*Bursary from University of Worcester	£	£	£	£
Parents Learning Allowance	£	£	£	£
Adult Dependants' Grant	£	£	£	£
Childcare Grant	£	£	£	£
Course grant (part time undergraduate students only)	£	£	£	£
Fee grant (part time undergraduate students only)	£	£	£	£
NHS Bursary	£	£	£	£
Other Bursary (e.g. Teacher Training, Social Work) Please Specify: _____	£	£	£	£
Net earnings	£	£	£	£
Parental/family/friend contribution	£	£	£	£
Child Tax Credit & Working Tax Credit	£	£	£	£
Child Benefit	£	£	£	£
Child maintenance	£	£	£	£
Housing Benefit	£	£	£	£
Council Tax Benefit	£	£	£	£
Income Support/JSA/Carers Allowance (Delete as appropriate)	£	£	£	£
Professional and Career Development Loan	£	£	£	£
*Other award/Scholarships/Trusts/Grants	£	£	£	£
Disability benefits , please specify: _____ (e.g. ESA,DLA,IB)	£	£	£	£
Other income (investments/ savings interest etc.) (please specify)	£	£	£	£
Total	£	£	£	£

*If an award has been made to meet specific costs, (e.g. accommodation, travel) please explain what it has been awarded for

****Students in receipt of any Maintenance Grant/ Special Support Grant are eligible for more than the basic £500 Bursary – please ensure you receive the correct amount.**

Section 7 – ABOUT YOUR EXPENDITURE (To be completed by all applicants)

Your household expenditure (include partner's expenditure if they live with you, and costs relating to any children who live with you as their main carer)

	Weekly	Yearly
Rent/Mortgage	£	£
Buildings Insurance (not contents insurance)	£	£
Council tax	£	£
Mobile Phone	£	£
Registered childcare (including after-school care)	£	£
Unregistered/informal childcare	£	£
Child maintenance payments	£	£
Course fees (postgraduate students only)	£	£
Books/equipment/course costs	£	£
Travel/Car running costs	£	£
Regular debt repayments (please list in more detail below)	£	£
Medication	£	£
Disability costs not covered by DSA	£	£
Other (Please state)	£	£
TOTAL	£	£

Bank/Building Society Details

Please supply balance and overdraft facilities for **ALL** accounts

Name of bank/building society	Balance £	Maximum overdraft facility £

Outstanding Debts

Please list any debts that you or your partner have and any repayment arrangements set up with creditors

You will need to provide proof of any regular debt repayments that you would like considered as part of your application

Name of person/company owed (creditor)*	Type of debt (utility bill, credit card, rent etc.)	Total amount owing	Repayment arrangements - <i>amount per week/month</i> <small>(if no repayment arrangement in use, please state)</small>	Please tick if this is not still available to you as a source of ongoing credit

***Continue on separate sheet if required**

Section 7 continued:

Is there any reason for you being refused credit or overdraft facilities?

No

Yes – give details

Please attach evidence E.G. copy of CCJ, Bankruptcy order or similar

Section 8 – YOUR SUPPORTING STATEMENT (To be completed by all applicants)

Please state why you are applying for financial help. Include any exceptional circumstances and the effect your circumstances are having on your studies.

The University Welfare and Finance Advisers mentioned on Page 8, can give you advice on completion of this if you wish.

Section 9 – YOUR BANK/BUILDING SOCIETY DETAILS

Please give details of the bank account that you wish any award to be paid into.

Full name

Student Number

Name of Bank/Building Society

Branch Title (e.g. name of town)

Account number

Sort code

Signature

Date

Confidentiality

Applications are seen only by the ALF assessment staff. It may be necessary for additional supporting information to be sought from other university staff in order for staff to reach a decision and finance office staff are involved in making payments.

Data Protection Act 1998

University of Worcester is a data controller in terms of the 1998 legislation. The Student Services Department 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 records keeping.

The data will not be passed to any other 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 Student Services Manager.

DECLARATION

I confirm that I am a student at the University of Worcester. I understand that giving false information may lead to rejection of my application and steps being taken to recover any payment made to me.

I declare that the information that I have given on this form is correct and complete to the best of my knowledge.

I *do/do not (*delete as appropriate) give my full consent for any relevant member of University staff to act on my behalf, and contact any third party regarding the evidence I have provided in this application

Your signature

Date

SUPPORTING EVIDENCE CHECKLIST

Important

You must provide **photocopies** of any relevant paperwork as listed below in order for your application to be considered. Please provide photocopies not original documents.

- Full time students** - Student loan notification, Financial assessment and Payment Schedule (*including grants etc., e.g. Parents' learning allowance*)
- Part time Students**- proof that they have applied to SFE for financial support for fees and a course grant (if eligible)
- Part time Students applying for help with course fees**—a copy of your tuition fees invoice & the final course grant amount awarded to you from Student Finance England
- Part time students only** – proof of your earnings
- NHS/Social work students** - NHS bursary statement
- Evidence of partners income (*e.g. last 3 pay slips/benefit award letters etc.*)
- Last 3 months itemised Bank/Building Society statements (**all acc'ts**)
- Evidence of rent/mortgage
- Evidence of benefits/tax credits received (*including help with childcare where relevant*). **Please supply all pages of most recent award letters**
- Evidence of main carer responsibility for children -if claiming for child related costs *e.g. Tax credit statement, child benefit book*
- Student ID card
- Other/Proof of any exceptional expenses stated in your application *e.g. childcare not covered by SFE, extra travel costs, medication, emergencies, CCJ's , debt payments etc. Put details in box below.*

Please return completed form and relevant documents to:

Susan Richardson
Senior Student Welfare and
Financial Adviser
or
Jackie Bryant
Student Welfare and
Financial Adviser

Rooms 74 & 72
Woodbury
University of Worcester
Henwick Grove
Worcester
WR2 6AJ

Tel: 01905 855501
01905 542091

E-mail:
moneyadvice@worc.ac.uk

You may visit the advisers to discuss your finances or receive advice on completion of this form on a week day at any time between 10.00am and 4.00pm. No appointment is necessary but you may make one if you wish.