

Application for support from the Access to Learning & UEA Hardship Funds

- Attach photocopies of all relevant documentation.
- Applications will not be processed until all documentation is submitted.
- If you have not made realistic plans to fund your tuition fees and essential living costs, your application will not be considered.
- You must make an appointment with a Student Life Adviser (Finance) to review your application and documentation, to minimise the risk of delay in assessing your application.
- Return your completed form to Student Services **by 12 June 2020 (or 15 May 2020 if you are a final year undergraduate)**.

Part 1: Your personal details

1 Your UEA registration number
(between 7 and 10 numbers)

2 Your title (tick **one** box only)

 Mr Mrs Miss Ms Other

3 Your surname (in full)

4 Your first names (in full)

5 Your date of birth (DD/MM/YYYY)

6 Your semester time address
(where you live, not your
school of study)

Postcode

7 Telephone number

8 UEA E-mail address

9 Personal status/accommodation details

Do you live: alone? in UEA residences?
 with your partner or spouse? with your parent(s) or guardian?
 in shared accommodation?

How many other adults live at this address?

Do you share all household expenses? Yes No

Part 2: Course details

10 UEA School of Studies

Undergraduate Postgraduate PGCE

11 Are you studying:

Full time? Part time? Registration only?

12 You are currently in year:

0 1 2 3 4 5 6

13 Is this a repeat year?

Yes No

14 Is this your final year?

Yes No

15 Is this your year abroad?

Yes No

↓
Are you at a university/college? in employment?

Give details in Part 8 if you are abroad for less than the entire academic year.

Part 3: Your dependants

16 Do you have any children who are financially dependent on you?

Yes → Give details

No

Full name	Date of birth
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Part 3: Your dependants (continued)

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

Yes → *Give details*

No

Full name	Date of birth

18 Do you have caring responsibilities toward another adult?

Yes Please explain the financial impact in **Part 8: Supporting Statement**

No

Part 4: Disability/medical condition

19 Do you have a disability or chronic medical condition? Yes No

20 Have you applied for Disabled Students' Allowances (DSAs)? Yes No

21 Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA, for assistance towards the cost of a diagnostic test (dyslexic students) or for help towards the cost of prescriptions?

Yes No

↓
Give details

Part 5A: Your income

- You must have applied for the maximum student loan (undergraduate OR postgraduate) to which you are entitled and received the first instalment before receiving help from the Access to Learning Fund.
- Include any other funds available to you at the start of the academic year including income or savings.
- If you are self-funding (i.e. you are not eligible for a student loan or any form of grant towards your living costs) please give the total amount of funds available to you and say where the money comes from.

	Annual
Grant	<input type="text"/>
NHS Bursary	<input type="text"/>
Student loan	<input type="text"/>
Parents' Learning Allowance	<input type="text"/>
Adult Dependants' Grant/ Dependants' Allowance	<input type="text"/>
Childcare Grant	<input type="text"/>
Child Dependants Allowance (LSF)	<input type="text"/>
UEA/NSP Bursary	<input type="text"/>
UEA Scholarship(s)	<input type="text"/>
Care Leavers' Grant	<input type="text"/>
Professional and Career Development Loan	<input type="text"/>
Postgraduate Loan (SFE)	<input type="text"/>
Postgraduate Stipend/ Scholarship/Grant	<input type="text"/>
Name the funding body	<input type="text"/>
Social Work Bursary	<input type="text"/>
Training Bursary for PGCE Students	<input type="text"/>
Any other income (savings/trusts/grants)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

	Weekly
Net earnings	<input type="text"/>
Parental contribution	<input type="text"/>
Maintenance from ex-partner	<input type="text"/>
Child Tax Credit	<input type="text"/>
Working Tax Credit	<input type="text"/>
Child Benefit	<input type="text"/>
Housing Benefit/Council Tax Reduction	<input type="text"/>
Income Support	<input type="text"/>
Jobseekers' Allowance	<input type="text"/>
Universal Credit	<input type="text"/>
Disability benefits <i>please specify</i>	<input type="text"/>
	<input type="text"/>

Part 5B: Partner's income

	Weekly
Net earnings	<input type="text"/>
Other (e.g. benefits) <i>please specify</i>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Part 6: Your and (if relevant) your partner's expenditure

Please note: When considering your application a figure set by the Government will be used for certain elements of your expenditure. This is known as the composite living costs figure.

Composite Living Costs	Monthly
Food/Household/Laundry	<input type="text"/>
Gas	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Telephone	<input type="text"/>
TV licence	<input type="text"/>
Contents insurance	<input type="text"/>

Council Tax	<input type="text"/>
Life insurance	<input type="text"/>
Rent/Mortgage	<input type="text"/>
Childcare costs	<input type="text"/>
Travel costs (to UEA) (usually based on the cost of the annual bus season ticket)	<input type="text"/>
Travel costs (to placement)	<input type="text"/>
CAR COSTS <i>please specify:</i>	
Road Tax	<input type="text"/>
MOT	<input type="text"/>
Car Insurance	<input type="text"/>
Breakdown insurance	<input type="text"/>
Car maintenance costs	<input type="text"/>

	Monthly
Books/equipment/course costs	<input type="text"/>
Internet Costs	<input type="text"/>
Other costs <i>please specify</i>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Part 7: Bank Account(s)

Please give details of Bank/Building Society current and savings accounts for **ALL ACCOUNTS, WHETHER USED OR NOT, WHETHER EMPTY OR NOT**, for you and/or your partner.

Name of Bank/Building Society

Sort Code

--	--	--	--	--	--

Town/City of Bank/Building Society

Account number

--	--	--	--	--	--	--	--	--	--

Name of Bank/Building Society

Sort Code

--	--	--	--	--	--

Town/City of Bank/Building Society

Account number

--	--	--	--	--	--	--	--	--	--

Name of Bank/Building Society

Sort Code

--	--	--	--	--	--

Town/City of Bank/Building Society

Account number

--	--	--	--	--	--	--	--	--	--

Name of Bank/Building Society

Sort Code

--	--	--	--	--	--

Town/City of Bank/Building Society

Account number

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Part 8: Supporting statement

Please explain why you are in financial difficulty, providing as much specific information as possible regarding your situation.

OTHER IMPORTANT INFORMATION:

How long will it take to consider my application?

Once you have submitted all the necessary information in support of your application, we will aim to deal with your application within 6 working weeks.

How will my application be assessed?

Detailed information can be found at <https://portal.uea.ac.uk/student-support-service/money-matters/hardship-funds/access-to-learning>. If a student does not agree with the outcome of the assessment, the finance team member not involved in the original assessment and checking process will do a second check on the work involved. Only if an error has been made that impacts the outcome will the outcome be changed.

Can I apply more than once a year?

Yes, if your circumstances change or you are faced with a necessary but unexpected expense. You should give us a written statement of your change of circumstances and attach photocopies of any relevant documents and your most recent 3 months' bank statements, rather than completing another full application.

Where can I get more information about managing my finances or help filling in the form?

To make an appointment with a Student Life Adviser (Finance), please contact studentsupport@uea.ac.uk. Please note that due to current circumstances these appointments will take place over the telephone. Appointments are available between 10.00 and 15.00.

Is the information in my application confidential?

The information in your application is confidential to Student Services.

Data Protection Act 2018 and General Data Protection Regulation (GDPR)

The University of East Anglia is a data controller in terms of the 2018 legislation. Student Services 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 2018 and the GDPR. Personal data will be used solely in the Office 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 Data Protection Officer, Information Compliance Team, The Library, University of East Anglia, NR4 7TJ, or email dataprotection@uea.ac.uk for more information.

Part 9: Declaration

- I declare that the information I have given on this form is correct and complete to the best of my knowledge.
- I understand that I may be asked to provide additional information to substantiate my application.
- I understand that giving false or partial information may disqualify my application and may also lead to disciplinary action. I further undertake to repay any grants obtained by me as a result.

Your name (CAPITALS)

Your signature

Date

Part 10: Request for documentation

Please enclose photocopies of the documentation relevant to your application.

BANK ACCOUNT(S): SUBMIT WITH ALL APPLICATIONS

Please provide internet bank statements (**ALL ACCOUNTS, WHETHER USED OR NOT, WHETHER EMPTY OR NOT**) for the 3 months (90 days) prior to your application for you and/or your partner. Print off online statements but do not cut and paste. Copies of paper statements are also acceptable.

Statements should include name, sort code and account number, show the description of credits and debits, and show balances. **Please explain ANY debit over £100 and identify the source of ALL transfers or credits into your account.**

Student Finance Breakdown form 2019-20 (undergraduate/PGCE only)

Payment Timetable (undergraduate/PGCE only)

Award letter (if you are supported by a Research Council, Health Authority, NHS Student Bursaries, Social Work Bursaries, or any grant/scholarship awarding body)

SFE letter confirming Adult Dependants' Grant, Parents' Learning Allowance, Childcare Grant 2019-20

Evidence of Child Dependants Allowance (LSF) 2019-20

Evidence of UEA Bursary and/or Scholarship(s)

Evidence of PGL (SFE) Loan

PGCE Training Bursary

Evidence of Care Leavers' Grant

Part-time Student Support Financial Notification form 2019-20

3 months' pay slips or contract of employment confirming your and/or your partner's income (if relevant)

Evidence of benefits received by you and/or your partner (e.g. Housing Benefit, Tax Credits, Income Support, Job Seekers' Allowance, Universal Credit)

Evidence of rent/mortgage payments:

Rents for single students will generally be capped at £183 a week. Mortgage payments will be considered on an individual basis. Help will not normally be given towards the cost of maintaining a second home.

Tenancy agreement/University licence

Internet bill

Car costs:

If you run a car because you have dependants, or a disability affecting your mobility, or need to travel to compulsory placements, or live in a location with no public transport, please give details of your car running costs. Car running costs incurred by single students without dependants will not normally be taken into account.

Childcare costs

Please complete **Part 11: Details required for payment** (overleaf)

Part 11: Details required for payment

Payments are normally made by electronic transfer. Payment will be made into the account below, which must be a current account. You may ask for payments to be made direct to a third party such as your landlord or mortgage lender or a utility company.

Name of Bank/Building Society

Sort Code

Town/City of Bank/Building Society

Account number

Tick this box if you would like any payment to be used to reduce your non-tuition fee debts to the University

For Office use only

Date of decision

HUSID number

Type of award

Amount

Surname

Forename

Database (initials)

Notes

For Office use only

Total	BACS	BACS	BACS	BACS	DIRECT
ALF					
UEA					
HUM PGR					

Approved

Date

