



Application for support from the HE Access to Learning Fund

Important

- Read the accompanying guidance notes before completing this form.
- Your application **will not be** considered if you do not answer all the appropriate sections and attach copies of all relevant documents.
- Answer all the questions, by printing clearly in black ink and by ticking the appropriate boxes.

Postal applications to Student Money Advice, Student Services (Luton or Bedford Campus).

Or by hand to any Student Information Desk (SiD) on any site.

Part 1: Your personal details

1 Student Identity Number

2 Your title (tick one box only)

Mr Mrs Miss Ms Other

3 Your first names (in full)

4 Your surname (in full)

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

6 Your age (in years) on 1/9/2011

7 Your home address

8 Your term time address

Postcode

Postcode

9 Telephone / mobile number

10 E-mail address

Part 2: Course details

11 Course title

12 Faculty/Department

13 Campus

14 Are you studying

Undergraduate

Postgraduate

Further Education

Full time

Part-time

Distance Learning

15 How many days do you attend University each week

16 Start date of course (DD/MM/YYYY)

17 End date of course (DD/MM/YYYY)

18 Year of course (e.g. 1, 2, 3)

19 Please tick here if this is a repeat year?

20 Is this your final year?

Yes

No

21 Will you be attending placements during this academic year?

Yes

No

If YES please complete and return a supplementary Placement Form indicating if these costs can be reclaimed from the faculty or NHS.

Part 5: Disability/Special medical needs

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

26 Have you applied for Disabled Students' Allowance (DSA)? Yes No

27 Do you wish to apply for financial assistance towards specialist equipment or other support not covered by DSA, or to help with the cost of a diagnostic assessment (e.g. dyslexia)?

Yes No If no, go to Part 6

If yes, please give details

(If you need to, continue on a separate sheet and attach it to this form.)

Part 6A: Your income [in figures]

Circle frequency: Weekly/Monthly/Yearly

Please provide ALL relevant documents

Maintenance Grant or Special

Support Grant – Grant of up to £2,906 is available to current system students.

Student Maintenance Loan

Parents Learning Allowance

Adult Dependants' Grant

Childcare Grant

NHS Bursary

Social Work Bursary

Teacher Training Bursary

University Bursary

Disabled Living Allowance (DLA)

Net earnings

Parental/Partner contribution

CSA payment/maintenance

Child Tax Credits

Working Tax Credits

Child Benefit

Housing Benefit/Local Housing Allowance

Council Tax Benefit

Income Support/Jobseekers' Allowance

Professional/Career Development Loan

Scholarships/Trusts/Grants

Disability benefits (please specify)

Other income/savings (please specify)

Part 6B: Partner's income [in figures]

Net earnings

Other

Overall total 6A + 6B

Please provide ALL relevant evidence

Part 6C: Your expenditure [in figures] (And partner's where applicable)

Circle frequency: Weekly/Monthly/Yearly

Composite Living Costs

Food/Household/Laundry

Gas

Electricity

Water

Telephone

TV licence

Contents insurance

Life insurance

Variable Living Costs (Evidence of following required)

Council tax

Fees

Rent/Mortgage

Childcare costs

CSA contributions/child maintenance

Public travel costs
(daily travel during term time)

Private vehicle costs (road
tax/fuel/insurance/maintenance etc)

Books/equipment/course costs
(including photocopying)

Building insurance

Disability costs not covered by DSA (Please specify)

Other costs (please specify)

Total

Part 7: Supporting statement

28 State why you are in financial difficulty and why you **believe your situation** to be **exceptional**, and to merit additional support.

A large empty rectangular box with a black border, intended for the user to provide a supporting statement.

Part 8: Bank/Building Society details

Please explain all debits and credits over £100 that appear on your statements.

Applications submitted without relevant bank statements will not be considered.

1) Name of Bank/Building Society

Current Balance

Current Overdraft

Account Number

2) Name of Bank/Building Society

Current Balance

Current Overdraft

Account Number

3) Name of Bank/Building Society

Current Balance

Current Overdraft

Account Number

You must supply copies of your last three months consecutive bank statements relating to your accounts.

These statements must show your name and bank details – mini statements are not acceptable. You are required to supply copies of your last three months bank statements/show savings books for all accounts you currently have.

Confidentiality

It should be noted that the University observes a corporate policy of student confidentiality so, while applications for financial assistance may be received initially by members of the Student Services Team, all applications, decisions and records are dealt with by Student Money Advice in the strictest of confidence.

Data Protection Act 1998

The University of Bedfordshire 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 Anne Chawk, Senior Student Money Adviser.

Part 9: Declarations

I certify that to the best of my knowledge, I fulfil the following criteria: (please tick the relevant boxes)

SECTION A

- i) I am a UK national/British citizen; or
- ii) I am settled* within the United Kingdom (UK) (i.e. I have the Right of Abode in the UK or have been awarded Indefinite Leave to Remain [please provide the reference number from your UKBA award notice and submit a photocopy of that award notice], or
- iii) I have been recognised by the UK Government as a Refugee [please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice], or
- iv) I have been granted Humanitarian Protection (HP) by the Home Office [please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice], or
- v) I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker
- (Please tick if you intend to continue working while studying), or
- vi) I am an EU national who has been ordinarily resident in the UK for the three years prior to the first day of the first academic year of my course, or
- vii) I am the child of a Swiss national, or
- viii) I am the child of a Turkish worker

*'settled' – on the first day of the first academic year of your course.

SECTION B

I was ordinarily resident** in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course, and

- I fall under either (i), (ii),(iv) or (vi) above and I have been ordinarily resident in the UK and Islands for the 3 years immediately before the first day of the first academic year of my course***, or
- I fall under (iii) above, or
- I fall under (v) or (vii) above and I have been ordinarily resident in the EEA and Switzerland for the 3 years immediately before the first day of the first academic year of my course, or
- I fall under (viii) above and I have been ordinarily resident in the EEA, Switzerland and Turkey for the 3 years immediately before the first day of the first academic year of my course.

**'Ordinarily resident' is interpreted to mean habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences. Such residence must also be lawful – that is, not in breach of any leave to remain in the UK. (Persons awarded refugee status or humanitarian protection must have been ordinarily resident in the UK from the date this status was granted).

***None of this time was wholly or mainly for the purpose of receiving full-time education, or if it was, I was resident in the EEA immediately prior to this three-year period.

Part 9: Declarations (continued)

SECTION C

I confirm that I am applying for a short-term/stop-gap loan because of a delay in the assessment of my student finance entitlement or for childcare costs, and I am not in default of a previous student loan.

I confirm that I am registered and in attendance on the course described in this form.

plus (as appropriate)

I confirm that I am supporting the children named in Part 4 of this form.

I confirm that I am not living with a spouse/partner (if relevant).

and

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 my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any grants obtained by me as a result.

Your name (CAPITALS)

Your signature

Date

Check List

Photocopies of documents seen

- Student Finance Breakdown letter from Student Finance England
- Payment Timetable letter from Student Finance England
- NHS / Social Work / other Bursary letter
- Postgraduate Career Development Loan or Research Council Grant
- Part-time fee and course grant notification letter
- Enrolment form / Student Status letter / Placement notification
- Evidence of fees paid / payment plan
- Childcare / Dependants' Grant notification
- Child Benefit evidence / birth certificate for child / children
- Evidence of childcare costs
- Evidence of CSA contributions / child maintenance costs
- Three months Bank / Building Society statements for **all** accounts
- Tenancy Agreement and evidence of rent / mortgage
- Evidence of **all** benefits claimed – including Tax Credit letters
- Current University ID card
- Evidence of EU 'home' residency status
- Evidence of partner's income
- Evidence of travel costs (travel tickets / car insurance certificate)
- Other

Give details

Access to Learning Fund 11/12 - Placement Form
Only applicable for PGCE, Bed Primary, QTS, NHS and Social Work students

Placement 1

School/Organisation:		Dates (Day & Block):	Mileage
Address:			
Postcode:			

Placement 2

School/Organisation:		Dates (Day & Block):	Mileage
Address:			
Postcode:			

Placement 3

School/Organisation:		Dates (Day & Block):	Mileage
Address:			
Postcode:			

Mode of transport (please circle):

Car Car share Public transport On foot Other

If car sharing please list names of students sharing: -----

If using public transport please specify:

Daily / weekly costs (please provide evidence of costs): -----

Can these placement travel costs be re-claimed from the faculty or NHS (please circle)?

Yes No

Signed by Student: ----- ID number: ----- Date: -----

N.B: If any placement addresses are still to be confirmed at the time of submitting this form, please still complete placement dates and update Student Money Advice on the location at a later date by emailing sid@beds.ac.uk