



Additional Fee Support Scheme Guidance Notes 2011/2

Please read the guidance notes below, if you still require clarification before submitting your application form please contact Student Money Advice or telephone the SiD Helpdesk: 0300 300 0042.

These notes give the following information:

- Who can apply
- How to complete the application form
- Details of information and documentation required

PLEASE NOTE

Your application will be assessed once it is fully completed and all the necessary documentary evidence has been received.

An incomplete application and or missing documentary evidence will create delays in the processing of your application.

The closing date for 2011/12 is Friday, 1st June 2012

What is the Additional Fee Support Scheme?

The Additional Fee Support Scheme is for low income part-time undergraduate students where statutory fee support is insufficient to meet the full tuition fee, which could prevent the student from accessing and remaining in Higher Education because of financial hardship.

Who can apply?

Part-time undergraduate UK/home students

Part-time 'home' students studying at least 50% of a full time equivalent course who are:

- In receipt of the full grant for tuition fees (subject to course intensity and cost) and full grant for course related costs

If you fulfil the above criteria you can apply for additional help from AFSS to cover the cost of your fees.

Part-time students undertaking a taster module of between 10% and under 50% of a full time course can apply for support towards fees and course related costs. The taster module fee support is limited to one academic year or one module which ever is the shorter.

Part-time EU Students

EU students can apply to the AFSS if they receive the full statutory fee grant from Student Finance England. (EU students are not normally eligible for hardship awards from the Access to Learning Fund).

Eligibility

A 'home' student is defined as a person who meets certain residency conditions (the same conditions apply to eligibility for student support, for example, the student loan). Usually this means you must have an unrestricted right to enter and remain in the UK, and you have been ordinarily resident in the UK for three years prior to the start of the course. None of this time must have been wholly or mainly for the purpose of receiving full time education.

If you need further information on the residency rules please speak to one of the advisory staff members.

Application Forms and Guidance Notes may be obtained in person from all Campus Centres.

You can also email: sid@beds.ac.uk or telephone: 0300 300 0042.

Alternatively, you can complete/download an application form from the website <http://beds.ac.uk/money/funding> (selecting 'All UK students' from the headers).

Applications can be accepted throughout the academic year 2011/12. Closing date 1st June, 2012.

How to complete the application form

It is important that supporting documentation is enclosed with your application form, please provide legible copies. Student Services prefer not to accept original documents except if being scanned directly into the system, but in certain circumstances you may be contacted separately by the Access to Learning Fund Administrator and asked to supply relevant original documents.

Applications that do not have supporting documents are incomplete and cannot therefore be processed, which will delay the assessment.

Answer all questions on the application form by printing clearly in black ink or by ticking the appropriate boxes.

Part 1 Personal Details

Complete all sections.

Age - as at 1st September 2011.

Address - please put the address (include the postcode) that is to be used for correspondence.

Telephone number - please include the area code.

Email address – please print clearly.

Part 2 Course Details

Complete all sections.

Part 3 AFSS

Please state the full amount of grants you are eligible to, and state your yearly fees.

Part 4 Declaration

Please tick all the relevant boxes that apply to your circumstances and remember to sign and date your application form.

Details of information required

On the back page of the form is a list of documents you will need to submit with your completed application form (reproduced overleaf). If any evidence is missing no assessment will be made.

If you have any questions on what documents you need to produce please contact Student Money Advice or telephone: 0300 300 0042 for further details.

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 Information Desk, all applications and decisions are dealt with by Student Money Advice in the strictest of confidence.

Documents needed to support your application:

- Part-time Breakdown letter from Student Finance England
- Payment Timetable letter from Student Finance England
- Current University ID card
- Evidence of EU 'home' residency status
- Other - documents you may like to include supporting your application not already mentioned above.

Contact Details:

Student Information Desk (SiD) at any site, or telephone: 0300 300 0042, or email: sid@beds.ac.uk

Additional Contact Numbers

Luton Campus

Anne Chawk, Senior Student Money Adviser: 01582 489121

Maxine Frampton, Student Money Adviser: 01582 743157

Lynda Thomas, Student Money Administrator: 01582 743351

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