



University of  
Bedfordshire

Academic year  
2011/2012

Date of receipt

Closing date 1st June 2012

## Application for support from the HE Additional Fee Support Scheme

### Important

- 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	<input type="text"/>	
2	Your title (tick one box only)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
3	Your first names (in full)	<input type="text"/>	
4	Your surname (in full)	<input type="text"/>	
5	Your date of birth (DD/MM/YYYY)	<input type="text"/>	6 Your age on 1/9/11 <input type="text"/> (years)
7	Your home address	8 Your term time address	
<input type="text"/>		<input type="text"/>	
Postcode		Postcode	
<input type="text"/>		<input type="text"/>	
9	Telephone / mobile number	<input type="text"/>	
10	E-mail address	<input type="text"/>	

## 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

## Part 3: For part-time undergraduate students applying to the Additional Fee Support Scheme (AFSS)

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

- Student Finance England Fee Grant  
(paid directly to the College / University)
- Course Grant

**We will need to see your Student Finance England Breakdown letter and Payment Timetable telling you how much fee grant and / or course grant you are entitled to.**

23 How much are your fees this year?

## Part 4: 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 4: Declarations (continued)

### SECTION C

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

**plus** (as appropriate)

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

### For office use only

Photocopies of documents seen

- 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

Give details

Decision notes