

Self Funding Bursary Application Form

Academic Year 2011/2012

Closing date: 29th June 2012

You should only complete this form if you are:

- a) A 'Home' or 'EU student' (See Notes a and b)
- b) Studying a full-time degree course and paying tuition fees of £3,375 pa.
- c) Not entitled to or have not applied for a Government Student Loan for Tuition Fees

Question 1

a. Student ID number

b. Title Mr Mrs Miss Ms Forename(s)

Surname Sex Male Female

Date of Birth Day Month Year Place of birth

c. Home address

Post Code

Correspondence address (if different from your home address)

Post Code

Date moved or will move to correspondence address Day Month Year

d. Contact number (Including area code) &

E-mail address

Question 2

a. Are you: Single Living with partner Married or in a civil partnership

If married or in a civil partnership, please enter date Day Month Year

Separated Widowed or a surviving civil partner

Divorced or were you in civil partnership which has now been dissolved

b. Are you a UK national? Yes No

Are you an EU national? Yes No

Do you have "settled status" in the UK? Yes No

Day Month Year

If "Yes", please give the date you received this status

c. Have you always lived in the UK and Islands? Yes No

Question 3

a. If you have answered "No" to Question 2c, please give details of your residence for the three years before the start of the first academic year of your course.

Full address 1

| | | | | | |
|--|------|----------------------|----------------------|----------------------|---------------------|
| | | Day | Month | Year | Why were you there? |
| | From | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| | To | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

Full address 2

| | | | | | |
|--|------|----------------------|----------------------|----------------------|---------------------|
| | | Day | Month | Year | Why were you there? |
| | From | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| | To | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

If you require further space to provide your answer, please give the details requested above on a separate piece of paper and enclose it with this form.

b. If you will be under the age of 25 at the start of the first academic year of your course, has either of your parents, step-parents or guardians lived or worked outside the UK and Islands at any time since 1st September 2008.

Yes No

If "Yes" please give details below.

Full address 1

| | | | | | |
|--|------|----------------------|----------------------|----------------------|--------------------------|
| | | Day | Month | Year | Why did they live there? |
| | From | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| | To | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

Full address 2

| | | | | | |
|--|------|----------------------|----------------------|----------------------|--------------------------|
| | | Day | Month | Year | Why did they live there? |
| | From | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| | To | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

c. Give the name of the course you will be, or expect to be, studying in 2011/2012.

d. What level will you be taking in 2011/2012?

Question 4

a. Have you applied for financial support before (for example, a grant or loan, tuition fees or bursary including support for fees) from a local authority or any other organisation in the UK (for example, Department of Health)?

Even if you applied for support and did not receive it, still tick "Yes"

Yes

No

b. If "Yes" please give details below.

| Name of the local Authority or organisation you applied to | What type of support did you receive i.e. grant, student loan? | Period the support covered | | | |
|--|--|----------------------------|----------------------|----------------------|----------------------|
| | | From Month | Year | To Month | Year |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

c. Have you applied, or will you be applying, for any income assessed bursary or award for the academic year 2011/12 from the National Health Service (NHS) or the Department of Health (DoH)?

d. Even if you applied for support and did not receive it, still tick "Yes".

Yes

No

e. Have you applied, or will you be applying, for any non-income assessed bursary from the National Health Service (NHS) or the Department of Health (DoH)?

Yes

No

If your course began after 2009/10 please go straight to the declaration on page 7, if not please continue to question 5.

Question 5

If you answer "Yes" to either of the following questions, you will be considered 'Independent'.

a. Will you be 25 or over on the 1st of September 2011?

Yes

No

b. Have you been married or in a civil partnership at any time before the 1st of September 2011?

Yes

No

c. If you were unable to answer "Yes" to either of the above questions BUT are able to tick one or more of the following boxes, you may still be regarded as 'Independent'.

Your parents cannot be found or it is not reasonably practicable to get in touch with them.

You are irreconcilably estranged from (have no contact with) your parents and this will not change.

At any point from the age of 16 to the start of your course, you have not been under the legal care of your parents; and, for three months or more, you have been in the custody or legal care of, or have been given accommodation by, some person who is not your parent.

Both your parents have died.

You have applied for student finance before, and the parent who was assessed for a contribution has died.

Your parents are living outside the European Union and the assessment of their financial circumstances would place them in jeopardy.

Your parents are living outside the European Union and it would not be reasonably practicable or possible for them to send you money.

If you have ticked any of the above boxes we may be able to consider you as an **independent student**. We shall get back to you regarding any evidence we may require. If you have **NOT** been able to tick any of the above boxes, please answer **d.** and **e.** below.

NB: If you have ticked a box, you will probably be asked to provide evidence.

d. Have you supported yourself financially for a total of three years or more years prior to the 1st of September 2011? Yes No

If “Yes”, please give detail below.

| Name and address of your employer or your benefit office | Full-time Part-time | From | To | Amount of salary wages or benefit you have received (state whether it was weekly, monthly or yearly) |
|--|------------------------|------|----|--|
| | | | | |

e. Will you have care of a person under the age of 18 on the 1st of September 2011? Yes No

NB: If you were able to answer ‘Yes’ to **d.** we will need to see P60’s or evidence of your benefit entitlement.

If you were able to answer ‘Yes’ to **e.** we will need to see the child’s/children’s original birth certificate(s) and evidence that you are receiving Child Benefit or Child Tax Credit for the child/children.

Question 6

a. Give details of any children who will be totally or mainly financially dependent on you during the academic year 2011/2012?

| Child’s full name | Date of Birth | Relationship to you | Whom will they live with | Income from all sources after income tax and social security contributions |
|-------------------|---------------|---------------------|--------------------------|--|
| | | | | |

b. What is your estimated taxable **UNEARNED** income before deductions for the academic year 2011/2012?

c. What is the source of this income?

Question 7

If you are a **dependent student**, please answer the following questions:

a. With which parent do you normally live, or have more contact?

Mother Father Both N/A

b. What is the married or civil partnership status of this parent? (Tick "Living with partner" if he or she lives with a partner of either sex and they are not married or civil partners)

Single Living with partner Married or in a civil partnership

Separated Widowed or a surviving civil partner

Divorced or were you in civil partnership which has now been dissolved

c. Please give details of your parent(s) and their partner (if applicable) you identified in **a.** or **b.** above:

| Person 1 | Person 2 |
|----------------------|----------------------|
| Relationship to you: | Relationship to you: |
| Title: | Title: |
| First Names: | First Names: |
| Surname: | Surname: |
| Date of Birth: | Date of Birth: |
| Place of Birth: | Place of Birth: |
| Address: | Address: |
| Post Code: | Post Code: |
| Contact number: | Contact number: |

d. if you are an **independent student and live with a partner**, please give details of your partner:

| Person 1 | Person 2 |
|----------------------|----------------------|
| Relationship to you: | Relationship to you: |
| Title: | Title: |
| First Names: | First Names: |
| Surname: | Surname: |
| Date of Birth: | Date of Birth: |
| Place of Birth: | Place of Birth: |
| Address: | Address: |
| Post Code: | Post Code: |
| Contact number: | Contact number: |

NB: Relationship to you is one of husband, wife, partner, civil partner, mother, father, stepmother, stepfather, mother's partner, or father's partner.

Financial details for the Tax Year 2010/11 for the person(s) named in 8 c. or d. above
(This section should be completed by the person(s) named in 8 c. or d. above)

You do not have to disclose your financial information to the student. If, for reasons of confidentiality, you would like to provide it separately, please tick this box and leave the rest of this section blank. You will then be sent form so that you can provide your financial information privately.

Question 8

Your full names

Person 1

Person 2

a. Income:

| Earned and Unearned Income | Person 1 (£) | Person 2 (£) |
|--|---------------------|---------------------|
| Gross taxable income from salary or wages (before deductions) received from 6 th April 2010 to 5 th April 2011 | | |
| Tax benefits in kind | | |
| Income from self-employment (Estimate if you are not sure) | | |
| Income as a company director | | |
| Income from the state retirement pension | | |
| Income from any other pension | | |
| Income from property, lettings or rents. | | |
| How much of this is through the rent a room scheme? | | |
| Bank and building society gross interest (before tax) | | |

b. Other investment income before income tax:

| | | |
|-------|--|--|
| Type: | | |
| Type: | | |

c. Benefits received:

| | | |
|----------------------------|--|--|
| Income support | | |
| Income from other benefits | | |
| Working Tax Credit | | |
| Child Tax Credit | | |

d. Any other type of income:

| | | |
|-------|--|--|
| Type: | | |
| Type: | | |

e. Additional contributions:

| | | |
|--|--|--|
| Amount of any private pension contributions you have paid | | |
| Amount of any Additional Voluntary Contributions (AVC's) you have paid | | |
| Amount of any professional or employment-related expenditure on which you claim tax relief | | |

f. Financial dependants under 18:

Identify below, any person, other than the student, who will be totally or mainly financially dependent on those named in **Question 8** in the academic year 2011/2012. Do not include any children you have already listed in **Question 7a**.

Include any **unearned** income for **ALL** dependants under 18. Only include **earned** income details for persons aged 16 and 17. Do not count casual earnings of persons under 16.

| Full name | Date of Birth | Income for the year |
|------------------|----------------------|----------------------------|
| | | |

Please read the following declaration. Your application for financial support **will not** be processed unless you and appropriate persons named in Question 8, sign and date the relevant parts.

DECLARATION A: All students

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given my LEA (or SLC where appropriate) false information, or have not given them complete information, I might be refused financial support, or I may be prosecuted and my financial support withdrawn.
- I understand that if I do not tell my LEA (or SLC where appropriate) about any change in my circumstances, which may effect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about and that I may have to repay all or part of the financial support I have already received in the year.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay any of this overpayment in full.

Your full name:
(In BLOCK CAPITALS)

Day Month Year

Your signature:

Date

DECLARATION B: for any persons named in Question 8

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete.
- I agree to supply any further information to the University of Bedfordshire, in relation to the applicant's application for financial support and agree to tell the immediately if my circumstances change in any way that might affect this application for financial support.

Person 1

Your full name:
(In BLOCK CAPITALS)

Day Month Year

Your signature:

Date

Person 2

Your full name:
(In BLOCK CAPITALS)

Day Month Year

Your signature:

Date

Notes

a) 'HOME' student

You must meet three basic requirements relating to your residence and immigration status on the first day of the first academic year of your course. On that date you must:

1. Have been ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for the three years immediately before this date (other than for the purposes of receiving full-time education);
2. Be 'ordinarily resident' in England; and
3. Have 'settled status' – which means you must be settled in the UK within the meaning of the Immigration Act of 1971.

NB: Ordinarily resident is defined as 'habitual and normal residence from choice and for a settled purpose throughout the three year period, apart from temporary or occasional absences'.

b) 'EU' student

The basic requirements relating to residence and immigration status for EU students are the same as those for 'Home' students except that they refer to residents of member states of the EU.

c) Academic year's start as follows:

- 1st September for a course starting in the autumn
- 1st January for a course starting in the winter
- 1st April for a course starting in the spring term and
- 1st July for a course starting in the summer term.

Documentary Evidence

1. Verification of Income

- a. For dependent UK students we need to see parents' P60s for the 2010/11 Tax year
- b. For dependent EU Students, we need to see parents' Income Tax Certificates for the year 1st January 2010 to 31st December 2010.

2. Verification of Parental Circumstances

If a dependent student (UK or EU) normally only lives with one parent we need to see supporting evidence to confirm why this is the case. This will constitute either a divorce or death certificate.

3. Verification of Siblings

If any dependent students (EU or UK) have younger brothers and/or sisters who still live at home we need to see their birth certificate(s).

(NB: Copies are acceptable.)

Please return completed application form and relevant documents to: Student Money Advice, Student Services, Luton Campus, Park Square or a SiD help desk on any site.

Please be advised that incomplete forms/missing documents will delay the assessment process of your application.

FOR OFFICIAL USE ONLY

1. Student Transcript obtained
2. Tuition Fee amount £
3. Tuition Fee still outstanding £
4. Proof of Income Received (if necessary)
5. Confirmation of Parental Status (if necessary)
6. Proof of Siblings (birth certificates)
7. Temporary Loan outstanding £

Level of Bursary Awarded

a) Provisional £

b) Final £

c) Instalment amounts:

| First | Second | Final |
|-------|--------|-------|
| £ | £ | £ |