

Application for support from the HE Access to Learning Fund



Academic year 2021/2022

Date of receipt: _____

Enquiry No: _____

Closing date 08 July 2022

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 required documents (see guidance notes and checklist) and will result in a delay in the assessment.
- Answer all the questions, by printing clearly; typing if online version and by noting the appropriate boxes.

Applications and evidence for Access to Learning Fund can be emailed to studentmoney@beds.ac.uk

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 01/09/2021

7 Your home address

Postcode

8 Your term time address

Postcode

9 Telephone / mobile number

10 E-mail address

Part 2 Course details

11 Course title

12 Campus

13 Are you studying? Foundation Undergraduate Postgraduate

Full time Part time Distance Learning

14 How many days do you attend University each week?

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

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

17 Year of course (e.g. 0, 1, 2, 3)

18 Please tick here if this is a repeat year

19 Is this your final year? Yes No

20 Will you be attending placements during this academic year? Yes No

If YES please complete and return the supplementary Placement Form (Part 9) indicating if these costs can be reclaimed from the faculty or NHS; providing evidence/details of refundable sum.

Part 3 Living arrangements

21 Do you live: alone? (excepting children) in a hall of residence?

with your partner or spouse? with your parents or guardian?

in shared accommodation?

If in shared accommodation, how many **other** adults live at this address?

Do you share all household expenses? Yes No

Part 4 Your dependants

22 Do you have any children living with you who are financially dependent on you, whom you receive benefits* for?

Yes: Give details below No: Go to 23

Full name

Date of birth

* Evidence required

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

23 Do you have any adults living with you who are financially dependent on you, who are eligible for benefits*?

Yes: Give details below No: Go to 24

Full name of adult dependent

Their date of birth

24 Have you been identified as a young adult carer?

Yes: Give details below No: Go to Part 5

Full name of cared for person

Their date of birth

Part 5 Disability/Special medical needs

25 Do you have a disability or chronic medical condition (including a long-term health condition, mental health condition or specific learning difficulty)?

Yes No

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

27 If you are **only** applying for financial assistance towards specialist equipment by DSA, please complete Parts 7, 8, 10 & 11, proving details below. Yes No
For financial assistance with the cost of a diagnostic assessment (e.g. dyslexia)? Please contact the Disability team for help towards these costs.

If you **do not** have any Disability / Special medical needs, go to Part 6 and continue. **If you have ticked yes in questions 25 – 27, please give details below and provide evidence.**

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

If you completed Part 5 above, please read below and sign if you give consent to share.

Please note that under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we need your explicit consent in order to process the information you provide us with in this form, and any evidence you submit in support of it.

We will only share your information with the relevant department dealing with your case, and will only use it to determine whether you qualify for the Access to Learning Fund. Any data you provide us with will be kept for 7 years after submission and then securely destroyed. If you would like to know more about how we use your data, please see our FAQ's.

I consent to the information I provide in this form, and any supporting evidence, being processed by the University for the above purpose.

Your signature

Date

Type your name if submitting an electronic copy

Part 6a Your income (in figures)

Indicate frequency: Weekly / Monthly / Yearly and complete all boxes with figures or £0 or N/A

Please provide **ALL** relevant documents

	£
Maintenance Grant or Special Support Grant	<input type="text"/>
Maintenance Loan	<input type="text"/>
NHS Bursary	<input type="text"/>
Social Work Bursary/PGCE	<input type="text"/>
NHS Learning Support Fund	<input type="text"/>
NHS Exceptional Support Fund	<input type="text"/>
Postgraduate Loan	<input type="text"/>
Parents' Learning Allowance	<input type="text"/>
Dependants' Grant/Allowance	<input type="text"/>
Childcare Grant/Allowance	<input type="text"/>
Teacher Training Bursary	<input type="text"/>
Bursaries/Scholarships/Trusts/Grants* (Please detail all)	<input type="text"/>

*If any have been awarded to meet specific costs (e.g. accommodation, travel) please explain what it has been awarded for:

Disabled Living Allowance (DLA)	<input type="text"/>
Net earnings/NHS salaried students	<input type="text"/>
Parental/Partner contribution	<input type="text"/>
CSA/Child Maintenance	<input type="text"/>
Child Tax Credits	<input type="text"/>
Working Tax Credits	<input type="text"/>
Housing Benefit/Local Housing Allowance	<input type="text"/>
Council Tax Benefit	<input type="text"/>
Income Support/Jobseekers' Allowance	<input type="text"/>
Universal Credit	<input type="text"/>
Disability benefits (please specify)	<input type="text"/>
Other income/savings (Please specify)	<input type="text"/>
Total	£ <input type="text"/>

Part 6b Partner's income (in figures)

Indicate frequency: Weekly / Monthly / Yearly and complete all boxes with figures or £0 or N/A

Net earnings	£	<input type="text"/>
Other		<input type="text"/>
Overall total 6A+6B		<input type="text"/>

Please provide **ALL** relevant evidence for partner

Part 6c Your expenditure (in figures) (and include partner's if applicable)

Indicate frequency: Weekly / Monthly / Yearly and complete all boxes with figures or £0 or N/A

Composite Living Costs (see guidance notes)

	£
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"/>

Variable Living Costs (see guidance notes)
(Evidence of following required)

Weekly / Monthly / Yearly

	£
Council Tax	<input type="text"/>
Rent/Mortgage	<input type="text"/>
Childcare costs	<input type="text"/>
CSA/Child Maintenance	<input type="text"/>
Public travel costs (daily travel to University)	<input type="text"/>
Travel costs to placement	<input type="text"/>
Private vehicle costs to University (road tax/fuel/insurance/maintenance etc)	<input type="text"/>
Partner's travel costs	<input type="text"/>
Books/equipment/course costs (including photocopying)	<input type="text"/>
Carers	<input type="text"/>
Disability costs not covered by DSA (Please specify)	<input type="text"/>

Other costs e.g. minimised debts/repayments	<input type="text"/>
Total	£ <input type="text"/>

Part 8 Bank/Building Society details

You must:

Supply copies of your **last three months consecutive** bank statements relating to **all your accounts** and/or bank closure letters for this academic year (including final statements), for **you and your partner/spouse** as applicable, including current balances.

Please explain all debits and credits of £100 and over (including transfers) which appear on statements.

Bank statements are required for other accounts where transactions are shown on your bank statements, if these are not accounts held by you, a written explanation is required.

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

Applications submitted without relevant bank statements will not be considered.

In the hope of a favourable reply to your application, can you please confirm the bank account you would like your award paid into.

1 Name of Bank/Building Society	Current Balance	Overdraft Limit
	<input type="text"/>	<input type="text"/>

Sort Number:	Account Number:	Account Name:
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2 Name of Bank/Building Society	Current Balance	Overdraft Limit
	<input type="text"/>	<input type="text"/>

Sort Number:	Account Number:	Account Name:
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3 Name of Bank/Building Society	Current Balance	Overdraft Limit
	<input type="text"/>	<input type="text"/>

Sort Number:	Account Number:	Account Name:
--------------	-----------------	---------------

4 Name of Bank/Building Society	Current Balance	Overdraft Limit
	<input type="text"/>	<input type="text"/>

Sort Number:	Account Number:	Account Name:
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Continue on a separate sheet for all other bank accounts, including partner's.

Part 9 Placement Form

Placement 1

School/Organisation name:

Dates: From: _____ To: _____ Days per week: _____ Total weeks: _____

Mileage: _____

Address: _____

Postcode: _____

Placement 2

School/Organisation name:

Dates: From: _____ To: _____ Days per week: _____ Total weeks: _____

Mileage: _____

Address: _____

Postcode: _____

Placement 3

School/Organisation name:

Dates: From: _____ To: _____ Days per week: _____ Total weeks: _____

Mileage: _____

Address: _____

Postcode: _____

Mode of transport: Car Car share Public transport On foot Other

Evidence/details of costs required, or expenses **cannot** be included: _____

If car sharing please list names of students sharing: _____

If using public transport please specify: Daily / weekly costs: £

Evidence/details of costs required, or expenses **cannot** be included: _____

Can these placement travel costs be re-claimed? Yes No **[Check with course administrator]**

Evidence/details of amount to be refunded or expenses **cannot** be included: _____

Is this a paid placement: Yes No £

Evidence/details required or expenses **cannot** be included: _____

Student Name: _____ **ID Number:** _____

Student Signature: _____ **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: studentmoney@beds.ac.uk

Part 10 Supporting Evidence Checklist

Please provide the following legible evidence as appropriate:

- Student Finance Breakdown letter from Student Finance England / EU with all details (CRN, name, course etc)
- Payment Timetable letter from Student Finance England with all details (CRN, name, course etc)
- NHS / Social Work / other Bursary letter (Pre and post 2017 cohorts)
- Evidence of the NHS Learning Support Fund / Exceptional Support Fund
- Postgraduate Student Loan notification from Student Finance England
- Postgraduate Loan or Research Council Grant
- Childcare / Dependants' Grant / Allowance notification
- Evidence of Bursaries / Scholarships / Trusts / Grants
- Evidence of all benefits claimed for you / your partner / dependent – including Tax Credit letters etc
- Evidence of partner's income
- Current Council Tax schedule
- Signed tenancy agreement / mortgage agreement letter
- Evidence of childcare costs i.e. child minder contract / letter from childcare provider / receipts
- Evidence of CSA contributions / Child Maintenance Service costs / maintenance costs
- Evidence of University related travel costs (1 weeks travel tickets or receipts / valid car insurance certificate)
- Placement notification and attached fully completed placement form
- Evidence of partner's travel costs (1 weeks travel tickets or receipts / valid car insurance certificate)
- Evidence of being a young adult carer and whom for
- Evidence of Disability and receipts for Diagnostic tests / specialist equipment
- Evidence of minimised debt repayment plan
- Evidence of any other current relevant financial information i.e. eviction / housing arrears
- Three months Bank / Building Society statements for all accounts with written explanations over £100
- Three months Bank / Building Society statements for all partner's accounts with written explanations over £100
- EU, Part time and Postgraduate students only:- Evidence of earnings
- Any other supporting evidence – please give details

Part 11 Declarations

I certify that to the best of my knowledge, I meet the following conditions: (tick and complete **ALL** sections)

SECTION A

- i) I am a UK national/British citizen/have long residence in the UK¹; 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 a copy of your UKBA award notice**], or
- iii) I have been recognised by the UK Government as a Refugee [**please provide a copy of your UKBA award notice**], or
- iv) I have been granted Humanitarian Protection (HP) by the Home Office [**please provide a copy of your UKBA 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 five years prior to the first day of the first academic year of my course, or
- vii) I am an EU national without five years prior to the first day of the first academic year of my course, or
- viii) [a] I am the child of a Swiss national, or [b] I am the child of a Turkish worker

¹ 'long residence' – under 18 and lived in UK for at least 7 years, or over 18 and spent at least half your life in the UK, or at least twenty years in the UK on the first day of the first academic year of course.

* 'settled' – on the first day of the first academic year of 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 five 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 three 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 three 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 five year period.

Part 11 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 supporting the children named in Part 4 of this form.

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

and

I declare that the information that I have given on this form is correct and complete to the best of my knowledge.

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 Support team, all applications, decisions and records are dealt with by Student Money Advice in the strictest of confidence.

Data Protection Act 2018 / General Data Protection Regulation (EU) 2016/679

Please note that under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we need your explicit consent in order to process the information you provide us with in this form, and any evidence you submit in support of it.

We will only share your information with the relevant department dealing with your case, and will only use it to determine whether you qualify for the Access to Learning Fund.

Any data you provide us with will be kept for 7 years after submission and then securely destroyed.

If you would like to know more about how we use your data, please see our FAQ's.

I consent to the information I provide in this form, and any supporting evidence, being processed by the University for the above purpose.

I understand that giving false information and/or withholding information could automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University and action being taken to recover any awards received. Furthermore, I acknowledge that Student Money Advice may seek further evidence necessary to substantiate my application at any time during this process.

Any awards are subject to available funding.

Your name (CAPITALS)

Your signature

Date

Type your name if submitting an electronic copy

We will contact you by email notification via SiD.

It is your responsibility to check your student email account regularly for updates/progress of your application, failure to do so may result in delays or closure of your application.