Application for financial support

This form will be used to assess your eligibility for the University of York hardship funds.

Please tick here if your application includes the cost of a diagnostic assessment (SpLD).

Important

- Read the accompanying guidance notes before completing this form.
- Answer all the questions, by printing clearly in black ink and by ticking the appropriate boxes.
- Return your completed form and evidence to the Student Financial Support Unit, Student Support Hub, Market Square, University of York, York, YO10 5DD. Enquiries should be made to sfsu@york.ac.uk or (01904) 324043.
- Your application will not be assessed if you do not answer all the appropriate sections and attach copies of all relevant documents.

Part 1: Your personal details

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Number</td>
</tr>
<tr>
<td>2</td>
<td>Your Title</td>
</tr>
<tr>
<td></td>
<td>Mrs</td>
</tr>
<tr>
<td></td>
<td>Mr</td>
</tr>
<tr>
<td>3</td>
<td>Your first names (in full)</td>
</tr>
<tr>
<td>4</td>
<td>Your family name (in full)</td>
</tr>
<tr>
<td>5</td>
<td>Your full Correspondence address (including postcode)</td>
</tr>
<tr>
<td></td>
<td>Postcode</td>
</tr>
<tr>
<td>6</td>
<td>Telephone number</td>
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</tbody>
</table>

The Student Financial Support Unit will send copies of all correspondence to your University e-mail address. If you would also like a paper copy sent to the above address, please tick here.
Part 2: Personal status and accommodation details

7 Do you live

☐ Alone without dependants?  ☐ Alone with dependants?

☐ With your partner or spouse?  ☐ With your parents or guardian?

☐ In shared accommodation?  ☐ In University accommodation?

8 Were you a City of York resident prior to the start of your course?  ☐ Yes  ☐ No

Part 3: Your dependants

9 Do you have any children who are financially dependant on you?

☐ No

☐ Yes: give details →

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

10 Do you have any adults who are financially dependant on you?

☐ No

☐ Yes: give details →

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

Full name  Date of birth

Part 4: Disability and special medical needs

11 Do you have a disability or any ongoing medical condition?  ☐ Yes  ☐ No

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

13 Are you applying for assistance with the cost of a diagnostic test (SpLD)?

☐ Yes  ☐ No

If yes, is the diagnostic test for:

☐ Dyslexia  ☐ Dyspraxia

☐ Irlen Syndrome  ☐ Other

14 Do you wish to apply for any financial assistance towards special equipment/material or health related costs not covered by DSA?  ☐ Yes  ☐ No

If yes, please include details in the supporting statement (question 20).
Part 5: Student's income. If you live with a partner, please also include their income in all sections.

15 Please describe you and your partner’s main funding. For undergraduate students this may include your student loan and maintenance grant; for NHS students the NHS bursary and student loan; for postgraduates, research council funding or a Career Development Loan.

<table>
<thead>
<tr>
<th>Funding</th>
<th>Amount</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Student Loan</td>
<td>£2,324</td>
<td>Yearly</td>
</tr>
</tbody>
</table>

16 Please state any additional grants, bursaries, or scholarships that you or your partner receive. This may include the Undergraduate Bursary, Childcare Grant, Adult Dependants Grant, Disabled Students Allowance or any other bursaries or scholarships that you receive.

<table>
<thead>
<tr>
<th>Bursary or grant</th>
<th>Amount</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Childcare Grant</td>
<td>£500</td>
<td>Termly</td>
</tr>
</tbody>
</table>

17 Please state any benefits that you and your partner receive. This may include Child and Working Tax Credits, Housing Benefit, Council Tax Benefit, Job Seeker’s Allowance, or any other benefits that you and partner receive.

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Amount</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Housing Benefit</td>
<td>£70</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

18 Please state any other income that you and your partner receive. This may include earnings, support from your family, child maintenance payments, or income received from other sources.

<table>
<thead>
<tr>
<th>Income</th>
<th>Amount</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: part-time earnings</td>
<td>£200</td>
<td>Monthly (average)</td>
</tr>
</tbody>
</table>

19 Please state the amount of any savings that you and your partner have. Do not include the balance of your main current account.

<table>
<thead>
<tr>
<th>Total amount of savings:</th>
<th></th>
</tr>
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</table>
Part 6: Student’s expenditure. If you live with a partner, please also include their expenditure.

£ per week

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent or mortgage</td>
<td></td>
</tr>
<tr>
<td>Council Tax</td>
<td></td>
</tr>
<tr>
<td>Childcare costs</td>
<td></td>
</tr>
<tr>
<td>School meals</td>
<td></td>
</tr>
<tr>
<td>Diagnostic test cost</td>
<td></td>
</tr>
<tr>
<td>Disability related costs</td>
<td></td>
</tr>
</tbody>
</table>

A composite weekly living cost figure has been determined to cover expenditure on basic costs such as food, household bills, clothes, utilities, telephone, entertainment etc. Please insert below as appropriate:

- Single student: £75
- Student with partner: £118
- Student, partner and 1 child under 16: £205
- Student, partner and 2 children under 16: £274
- Single parent and 1 child under 16: £162
- Single parent with 2 children under 16: £231

An additional allowance of £69 per child may be made for students with more than 2 children.

Please note the assessment automatically makes allowance for costs of daily travel and for travel costs between home and University.

Other costs (please specify)

Assessments can only include car costs for students who require a car because of disability, students with dependants, and those attending certain placements.

Part 7: Supporting statement

20 Please state here or on an attached typed sheet why you are in financial difficulty, and why you believe your situation to be exceptional and to merit additional support.

Please indicate where you heard about the Hardship Funds:
Part 8: Documentation needed

In order to assess your application we require certain pieces of documentary evidence. If you do not submit this evidence, your application will not be assessed. Please note that documents will not be returned. Legible photocopies will be accepted. Please tick the boxes for yourself and your partner (if applicable) to show the information provided.

Evidence of your funding. This may be the notification of your student finance or NHS Bursary, or the award letter of a grant or scholarship.

Evidence of any other sponsorship or bursaries that you receive.

Evidence of earnings (e.g. wage slips).

Evidence of all benefits received.

Bank/Building Society Statements (for all accounts). Please note:

You must supply copies of your statements for all of your accounts. This includes savings accounts, empty or unused accounts, and accounts in your partner’s name. You should supply statements for the last three months.

These statements should show your name and bank details as well as individual transaction descriptions and amounts and your account balance. Internet banking statements are acceptable but cash machine mini-statements are not.

Please explain any credits, transfers to other accounts, and debits of more than £100 that appear on your statements.

Evidence of rent or mortgage

Evidence relating to any special circumstances noted in your supporting statement

Evidence of childcare costs (e.g. receipts, invoices)

Copy of current car insurance certificate (if applicable)

If we make you an award we will pay it directly into your bank account. You must make sure that you have submitted your bank details to the University using this secure webpage:

https://www.york.ac.uk/students/housing-and-money/bank-details/

If you do not submit your details we will not be able to pay you.
Part 9: Declarations

Confidentiality
Applications will be processed by staff in the Student Financial Support Unit. It may occasionally be necessary to discuss an application with other members of the University welfare network and Finance Services. Please note if you are referred for budgeting or money advice your application will be seen by the Student Support Hub staff.

All information given in your application will be treated as strictly confidential.

Data Protection Act 1998

The University of York is a data controller in terms of the 1998 legislation. The Student Financial Support Unit 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 third party without your consent, except where the University is required to do so by law. Application forms will be kept for the length of the student’s course plus one year. Any formal enquiries concerning the use of data noted here should be addressed to the Records Manager and Archivist.

Your signature on this form indicates your consent to process this data.

I certify that to the best of my knowledge, I fulfil the following criteria:

☐ I am a home student i.e. not an International student, or an E.U student who is only eligible for support with Tuition Fees from the United Kingdom Government.

Home students include UK students and others with settled status in the UK who have been ordinarily resident in the British Isles for at least three years immediately prior to the commencement of their course, other than for the purposes of education. You may also be considered a home student if you are an EEA/ Swiss migrant worker or Swiss employed person or if you are the spouse/civil partner or child of an EEA migrant worker, Swiss employed person or Turkish worker. “Settled status” means that there is no time limit on your permission to stay in the UK. If you are unsure if this applies to you, please contact the University’s Welfare Advisers.

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