Application for financial support

This form will be used to assess your eligibility for the International Students Hardship Fund (ISHF) and other 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 fsu@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

1 Student Number

2 Your Title

Mrs  Miss  Ms

Mr  Other

3 Your first names (in full)

4 Your family name (in full)

5 Your nationality

6 Your full York Correspondence address (including postcode)

Postcode

7 Your telephone number

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

8 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?

Part 3: Your dependants

9 Do you have any children who are financially dependent 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 dependent on you?
- No  
- Yes: give details →  
  (If you need to, continue on a separate sheet and attach it to this form)

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 19).
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 funding). This may include scholarships, bursaries, sponsorship, or government loans.

<table>
<thead>
<tr>
<th>Funding</th>
<th>Amount</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Scholarship</td>
<td>£5,000</td>
<td>Yearly</td>
</tr>
</tbody>
</table>

16 Please state any other income that you (and your partner) receive. This may include earnings, support from your family, or income received from other sources.

<table>
<thead>
<tr>
<th>Bursary or grant</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>

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

Total amount of savings:

18 If you have an interest free overdraft facility on your account, please state the limit.
### Part 6: Student's expenditure

If you live with a partner, please also include their expenditure.

<table>
<thead>
<tr>
<th></th>
<th>£ per week</th>
<th>£ per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent or mortgage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Household bills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other costs (please specify)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you have a car?  

- [ ] Yes  
- [ ] No

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

### Debts

<table>
<thead>
<tr>
<th>Creditor's name</th>
<th>Full amount owing</th>
<th>Minimum payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 7: Supporting statement

19 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.

20 Please indicate where you heard about the ISHF:

Part 8: Travel home

21 Expected number of visits home before the 30th of September 2015

22 Cost of journey per visit

23 Have you already paid for these visits?

24 If not, what amount is still to be paid?

25 Will you be in York during any of the period from the 1st of July 2015 to the 30th of September 2015?

   If yes, please state details
**Part 9: Documentation needed**

In order to assess your application we require certain pieces of documentary evidence. If you do not submit this evidence, assessment will be delayed. 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 financial guarantee (if available) | Self | Partner |
| Evidence of sponsorship or bursaries | | |
| Evidence of other income (e.g. family support, loans) | | |
| Evidence of earnings (e.g. wage slips) | | |

**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 | Self | Partner |
| Evidence of childcare costs (e.g. receipts, invoices) | | |
| Most recent credit card statements | | |

**Evidence relating to any special or changes in circumstances (e.g. if your financial guarantors can no longer provide support, we will require a letter from them explaining why).**

| Copy of current car insurance certificate (if applicable) | Self | Partner |

**Part 10: University Debt**

If you are granted an award and you are currently in debt to the University would you like your award to be paid directly towards this debt? (Please note this will not affect the calculation of your award.)

| Yes | No |

Part 11: 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. Please note if you are referred for budgeting or money advice your application will be seen by the Student Support Office 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 enquires 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 an Overseas student
☐ I am an E.U. student

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.

If you are made 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.

Your name (CAPITALS)  Your signature  Date


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