

Name: _____
(Please print)

ID Number: _____



Access to Learning Fund (Hardship)

Application for Support

2010/2011

Date of Receipt (for office use only)

Access to Learning Fund (Hardship), academic year 2010/2011 APPLICATION FOR SUPPORT

Important:

- Please read the accompanying guidance notes before completing this form.
- Your application will not be considered if you do not complete 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.
- Return your completed form to:

Woodlane (or by post)

The ALF Assessor,
c/o Accommodation & Welfare,
University College Falmouth,
Kathmor Woodlane,
Falmouth
TR11 4RH

Tremough:

The ALF Assessor,
c/o Accommodation & Welfare,
The Annex
Tremough

- Keep a copy of your completed form, as applications will not be returned after assessment.

Part 1: Your personal details

1 Student registration/enrolment number (**the 7 digit number** on your Student ID Card)

2 Your title Mr Mrs Miss Ms (tick one box only)

Other (*please specify*)

3 Your first names (in full)

4 Your surname (in full)

5 Your gender Male Female

6 Your date of birth (DD/MM/YYYY)

7 Your age (in years) on 1/9/2010

8 Your current full correspondence address

.....
.....Postcode

9 Telephone number

10 Email address

11 Personal status / accommodation details

Do you live: alone? with your partner or spouse?
 in shared accommodation? with your parents or guardian?
 → How many other adults live at this address?
 → Do you share all household expenses? Yes No

Part 2: Course details

11 Course title

12 Full Time Part time

13 Undergraduate Postgraduate

14 Date of start of course (DD/MM/YYYY)

15 Year of course 1 2 3 4 5

16 Is this a repeat year? Yes No

17 Is this your final year? Yes No Length of course

Part 3: Your dependants

18 Do you have any children who are financially dependant on you?
Yes Full name (1) Date of birth
No (2) Date of birth

19 Do you have any adults who are financially dependant on you?
Yes Full name (1) Date of birth
No (2) Date of birth

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

Part 4: Disability / special medical needs

- 20 Do you have a disability or chronic medical condition? Yes No
- 21 Have you applied for Disabled Students' Allowance (DSA)? Yes No
- 22 Do you wish to apply for any financial aid towards special equipment/material not covered by DSA or (dyslexic students) for aid towards the cost of a diagnostic test?
- Yes Give details
- No
- (If you need to, continue on a separate sheet and attach it to this form.)
- 23 Have you spoken with a Student Adviser before submitting this application? Yes No

For advice and assistance with the Access to Learning Fund application and financial matters, please contact:

Tremough and Woodlane Campus students:

FXU Student advice service:

- Learning Resource Centre, Woodlane
- The Annex, Tremough

Tel: 01326 213742
Tel: 01326 370447

Or email: advice@fxu.org.uk

Part 5: Student's household income

	Student			Partner		
	Weekly	Monthly	Yearly	Weekly	Monthly	Yearly
Maintenance Grant or Special Support Grant. Will be up to £2,906 in 2010/2011						
Student Loan (the Maintenance Loan)						
Bursary(s) from University College Falmouth (will be £325, £500 or £850 and can also include dependants bursary and /or care leavers /relocation bursary.						
Parental contribution (or partners contribution)						
Net earnings ('take-home' wage from any jobs)						
Career Development Loan (Professional Studies Loan) - Postgraduate only						
External Bursaries/Scholarships/Trusts/Grants						
Parent's Learning Allowance / Lone Parent's Grant						
Adults Dependants' Grant						
Childcare Grant						
Care Leaver's Grant						
Disabled Students' Allowance						
Housing Benefit / Council Tax benefit						
Income Support						
Jobseekers' Allowance						
Child Benefit						
Child Tax Credit						
Working Tax Credit						
Disability benefits (please Specify)						
Pension						
Child Maintenance payments						
Any other income: please state source						

Part 6a: Students' (and partners') household expenditure

Composite Living Costs	Student			Partner		
	Weekly	Monthly	Yearly	Weekly	Monthly	Yearly
Food/household/laundry						
Gas/electricity/water/other household fuel						
Council Tax (if liable)						
Telephone						
Clothing						
Insurances (excluding car insurance)						
Social/entertainment costs						
Healthcare costs (prescriptions/glasses/contact lenses etc)						
TV licence						
Variable Costs						
College accommodation charges						
Private rented accommodation						
Vacation accommodation costs if applicable						
Mortgage						
Childcare costs						
Disability costs not covered by DSA: please specify						
Travel costs (daily travel during term for course attendance) <ul style="list-style-type: none"> • <i>Means of daily commute:</i> • <i>Approx distance of daily commute:</i> 						
Private vehicle costs (road tax/fuel/insurance/maintenance etc)						
Other costs – please give full details						

Part 6b: Course Costs for whole academic year

Please list any course costs which you have/will be incurring during the academic year. This can include:	
Compulsory trips for your course: <i>Details:</i>	£
Studio costs: <i>Details:</i>	£
Materials: <i>Details:</i>	£
Essential equipment (other than those which can be hired from UCF): <i>Details:</i>	£
Photocopying: <i>Details:</i>	£
Other course related costs: <i>Details:</i>	£
Please total:	£

Part 7: Supporting Statement

Please State why you are in financial difficulty, why you believe your situation to be exceptional and why your situation merits the provision of additional financial support (this can be typed and securely attached).

Part 8: Bank / Building Society details

Please give details of your active bank accounts, ensuring that both 'overdraft limit' and 'current balance' are stated for each. If successful, payments are made through the BACS system and will be paid directly into the bank account detailed in the first column: 'Account 1'. **It is therefore very important these details are correct.**

	Account 1	Account 2	Account 3
Bank Name			
Sort Code			
Account Number			
Account Name This is the Name the account is in.(Usually your name)			
Overdraft Limit			
Current balance			

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

To support your application you must do the following:

- Supply copies of your last **3** bank statements or show savings books for all accounts listed above. We must be able to see details for at least the last 3 months
- Statements must show your name and bank details – mini-statements are not acceptable.
- Please explain any debits or credits **over £100 on your statements (a brief note will do)**

Important: applications submitted without bank statements will not be considered.

Confidentiality

Only the Assessors see applications. We may have to ask other College staff for additional information in order for the Assessors to reach a decision. By submitting this application you agree to us doing that.

Data Protection Act 1998 University College Falmouth is a data controller in terms of the 1998 legislation. We follow College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act.

Personal data will be used solely for statistical purposes and electronic record keeping. The data will not be passed to any other third party without your consent, except when the College is required to do so by law.

Part 9: Student checklist

Please check that you have enclosed all required evidence (photocopies only please):

All applicants

Minimum documentary evidence required for **all** applications:

- Student Support Direct 'Support Notification' 2009-10
(**Not the same** as the Payment Schedule letter) It states clearly at the top of the document, which one it is.
- SLC Payment Schedule letter
- Bank/building society statements (**the most recent 3 copies**)
- Evidence of rent/mortgage

Other evidence (if appropriate)

- Evidence of benefits (Income Support/JSA/Housing Benefit/Council Tax)
- Evidence of Tax Credits (Working Families' Tax Credit/Child Tax Credit)
- Child Benefit book or 'DWP' letter and children's birth certificates
- Evidence of compulsory field trip costs
- Scholarships/Career Development Loan/Professional Studies Loan
- Evidence of benefits claimed
- Sponsorships and grants
- Evidence of debt repayment plan (please detail below)

Part 10: Declarations

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

Tick 1 box in this section. <i>I am either...</i>		
<input type="checkbox"/>	a UK National	
	or	
<input type="checkbox"/>	an EU National	
	or one of the following	
<input type="checkbox"/>	There are no restrictions on my stay and I am therefore settled within the UK (i.e. have the Right of Abode in the UK or have Indefinite Leave to Enter/Remain (ILE/R) in the UK).	
<input type="checkbox"/>	I have been recognised by the UK Government as a Refugee and have Full refugee Status/ILE/R as a result.	
<input type="checkbox"/>	I have Exceptional Leave to Enter/Remain in the UK (ELE/R)	
<input type="checkbox"/>	I am an EEA or Swiss Migrant Worker. If so, please say whether you intend to continue working while studying:	
<input type="checkbox"/>	I am the child / spouse of an EEA or Swiss Migrant Worker	
Everyone must answer these 3 questions:		
I have been 'Ordinarily Resident' within the UK for at least 3 years immediately before the start of my course and none of this 3 year period was mainly for the purpose of receiving full-time education	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I confirm that I am in attendance on the course described in Part 2:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you living with your spouse/partner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please answer this question, if relevant:		
Children mentioned in Parts 5&6: Please confirm that you are financially supporting these children:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 by the College. I further undertake to repay any grants obtained by me as a result.

Your Name (CAPITALS)

Your Signature

Date

Where to send your application

Woodlane (or by post)

The ALF Assessor,
c/o Accommodation & Welfare,
University College Falmouth,
Kathmor Woodlane,
Falmouth

Tremough:

The ALF Assessor,
c/o Accommodation & Welfare,
The Annex
Tremough

Contact numbers and addresses

Accommodation & Welfare

Tremough Campus:
The Annex, Tremough
Tel: 01326 370460
email:
studentservicestremough@falmouth.ac.uk

Woodlane Campus:
Kathmor, Woodlane
Tel: 01326 213735
email:
studentserviceswoodlane@falmouth.ac.uk

Accessibility Advisers

Tremough Campus:
The Annex, Tremough
Tel: 01326 253629

Woodlane Campus:
Kathmor, Woodlane
Tel: 01326 213737

Students' Union

Woodlane Campus:
Learning Resource Centre, Woodlane
Tel: 01326 213742
email: advice@fxu.org.uk

Tremough Campus:
The Annex, Tremough
Tel: 01326 370447
email: advice@fxu.org.uk

Name: _____
(Please print)

ID Number: _____

For office use only

- Student registered? Yes No
- UG PG
- FT PT
- Mature Final year UG
- Disability Student from low-income family
- Children Foundation student

Assessed total income

Assessed total expenditure

Surplus/deficit

Assistance granted

- Standard award Non-standard award

Assessor's comments

Assessor's signature Date

Approver's signature Date