|  |
| --- |
| **NOTES FOR APPLICANTS**  |
| 1. **WHAT TO DO BEFORE YOU APPLY**
	1. **Speak to your college**

 Students in financial difficulties should always approach their college first. Colleges understand the financial constraints students experience and should be able to offer advice and assistance where necessary. They can also assist with completing this form should you wish to apply.* 1. **Assess your financial situation**

 Each year a large number of students apply for assistance without looking to see what action they can take to improve their financial situation first. Assess where you are spending money and whether it is necessary; looking at your bank statements can help you get an idea. You may also find it useful to look at the following page which provides information on managing your finances: [www.ox.ac.uk/students/fees-funding/assistance/managing-finances](http://www.ox.ac.uk/students/fees-funding/assistance/managing-finances). The University is committed to helping students in financial difficulties but cannot offer assistance where this is caused by excessive and unnecessary expenditure. Students are expected to have applied for all government funds to which they may be entitled. This includes undergraduate funding for maintenance; if you have not been financially assessed in your application for government support you must provide a reason in the supporting statement. Other support which students are expected to apply for, if applicable, includes Disabled Students’ Allowance, Parents’ Learning Allowance and Childcare Grants. If you have savings you are expected to use these for your studies and they will be taken into account. Failure to disclose savings is a serious matter and students found to be doing this will be referred to the Office of the Proctors and Assessor.* 1. **Check you are eligible**

The Access to Learning Fund is based on national guidelines for undergraduate and postgraduate students. Unless you fall into one of the following categories you cannot receive assistance from the Fund.* + 1. ‘Home’ students.
		2. Refugees, their spouses/civil partners, children or step-children.
		3. Persons granted exceptional leave to enter or remain or indefinite leave to remain, or Humanitarian Protection or Discretionary Leave.
		4. Nationals of the European Economic Area (EEA) employed in the UK, their spouses, and children, provided certain other conditions are met.
		5. EU nationals who lived in the UK for the three year period before the start of their course. Undergraduate students must apply to their regional funding body, stating they wish to apply for tuition fee *and* maintenance support, if this has not already been done. If the regional funding body determines they are eligible, they will also be eligible to apply to the Access to Learning Fund.
		6. The child of a Swiss or a Turkish migrant worker in the UK.

 If you are an Equivalent or Lower Qualification (ELQ) student, i.e. you are studying for a qualification of an equivalent or lower level to one you already hold, it is very unlikely you will be eligible for any support. For further clarification contact Student Fees and Funding before completing this form to check your eligibility.* 1. **Read the application and guidance notes**

 Please take the time to read through the notes for applicants carefully before completing the application form to ensure that you fill it in correctly, and that you have taken note of any request for information. Your application will not be processed if:* You have not completed all the relevant sections, or
* You have not included all requested photocopied documentation. This is indicated by a 🖹 on the application form.
 |

|  |
| --- |
| **NOTES FOR APPLICANTS** |
| 1. **WHAT STUDENTS CAN EXPECT FROM ALF**
2. **Government support**

Before applying for an ALF grant, full time undergraduate/PGCE/Medical students must have taken out a Maintenance Loan (and/or Government Teacher Training/NHS Bursary) for the full amount to which they are entitled. If you were not financially assessed in your application for financial support you must explain why in your supporting statement, particularly where you are receiving no parental contribution.If you haven’t received your Maintenance Loan BACS payment from the Student Loans Company at the start of term, you can apply for an interim loan. You will be expected to repay this loan when your first student loan instalment arrives. You should make clear in the supporting statement on the application form that you are applying for a short-term loan. You will only need to provide a copy of your University (Bod) card and evidence you have applied for funding.1. **Period of assessment**

Your assessment will take into account expected income and essential expenditure over the full academic year, running from 1 October 2015 to 30 June 2016 Please ensure your application takes into account your income and expenditure for this whole period regardless of when during the academic year you are making the application.If you are in the final year of a subject such as Chemistry and have extended terms, the assessment period takes into account 43 weeks which covers the extended academic year. Therefore please include all income and expenditure for this period.If you are a fourth, fifth or sixth year Medical student (second, third and fourth year graduate entry), you will be assessed over a 52 week period, running from 1 October 2015 to 30 September 2016. Therefore please include all income and expenditure for this period.Students will only be considered for an award from the Fund to support them for the costs incurred during the academic year. No support can be given from ALF for the long vacation.1. **WHAT SUSPENDED STUDENTS CAN EXPECT FROM ALF**

If you have temporarily suspended your studies in agreement with your college (e.g. for health reasons, or some other unavoidable circumstance), you are eligible to apply for help from the Access to Learning Fund. You will be required to provide evidence from your college, such as a letter, indicating that they are expecting you to resume your studies by an estimated date. |

|  |
| --- |
| **NOTES FOR APPLICANTS**  |
| **Awards**A non-repayable grant of up to £2,500 can be provided; this is the maximum any student could receive in one academic year. An assessment of **expected** income and **essential** expenditure is carried out and individual circumstances are taken into account. Please note that receiving an award in one year is no guarantee of future funding.**When your application will be processed**Students will be able to apply from the start of Michaelmas Term. Every application which is received will be acknowledged by email. If an application is submitted without supporting documentation, it cannot be assessed. Once a complete application is received with all documentary evidence we aim to process the application and provide information regarding the outcome within four weeks. Outside of term-time this may take longer.We may ask you for clarification of documentary evidence or for further information. If this is the case you will receive an email from Student Fees and Funding (student.funding@admin.ox.ac.uk). If you do not respond to any email regarding this within 21 days we will consider your application withdrawn.The deadline for receiving complete application forms is **noon on** **Friday 24 June 2016.** Any applications which are not complete on this date will not be processed under any circumstances.**If you do not agree with the decision or award**If you are not satisfied with the outcome of your application you may appeal in writing at the address given. Please address your appeal to:The Chairman of the University Hardship Committeec/o The Secretary to the University Hardship CommitteeExamination Schools75 – 81 High StreetOxford OX1 4BGAny appeal must be made within four weeks of the date marked on the letter sent by Student Fees and Funding containing the outcome of your application. Decisions made regarding appeals are final.**Contact details**Please contact us if you have any queries or require further clarification before submitting your application form. This is also the address to which you need to submit your application.Access to Learning FundStudent Fees and FundingExamination Schools75 – 81 High StreetOxford OX1 4BGEmail: student.funding@admin.ox.ac.uk When emailing Student Fees and Funding regarding an application please include ‘Access to Learning Fund’ in the subject line. |

|  |
| --- |
| **HOW TO COMPLETE THE APPLICATION FORM** |
| Answer all questions on the application form by **printing clearly in black ink** or by **ticking** the appropriate boxes; we can only process forms we can read.**Part 1: PERSONAL DETAILS** *Complete all sections***Q1.8**. You should enter your official University email address. If you currently have no access to this for any reason, e.g. suspension of studies, then please give an alternative address.**Part 2: COURSE DETAILS** *Complete all sections***Q2.10.** Extended terms, i.e. where students are expected to be studying in Oxford outside of Weeks 1 to 8 each term, will generally apply to undergraduates in their final year of certain courses, e.g. Biochemistry, Chemistry. Clinical Medical students also have extended terms.**Q2.11.** If you are suspended or intermitting please tick this box and also include a statement from your college in your supporting documentation, which confirms when you are expected to return to your studies.**Q2.12.** If you are on your year abroad, please tick this box and also include information on your supporting statement, or elsewhere, which outlines how many terms/months you are in each country and what you are doing. **Part 3: PERSONAL STATUS AND ACCOMMODATION DETAILS** *Tick all boxes that apply***Part 4: YOUR DEPENDANTS** *If you have any persons financially dependent upon you***Q4.1.** If any children are financially dependent on you, please provide a copy of the birth certificate of each child. If the birth certificate is not in English, please also provide a translation.**Part 5: DISABILITY/SPECIAL MEDICAL NEEDS**If you consider yourself to have a disability or chronic medical condition, you will be expected to have applied for the Disabled Students’ Allowance (DSA). Please indicate clearly if you are applying for help towards disability costs not covered by the DSA. We will need evidence of your DSA to determine which costs are not already covered.Please note that there is a separate fund for dyslexia and SpLD assessments through the Disability Advisory Service. Please phone (01865) (2) 80459 or email disability@admin.ox.ac.uk for details.**Part 6: STUDENT’S INCOME** *Complete all sections, providing documentary evidence where indicated* 🖹You should fill in each box on the form; if a source of income is not applicable to you please enter 0 (zero) or n/a. **Please indicate whether figures are weekly, monthly, termly, or annual where requested.****GOVERNMENT SUPPORT**If you have not been financially assessed in your application for government support this does not make you ineligible to apply to the Fund. However unless there is a valid reason for this we will include the maximum amount a financially assessed student can obtain therefore please ensure you include a reason for not being financially assessed in your supporting statement.***Parental/family contribution:*** Please enter the total amount your family contribute during the period of assessment related to your situation (see ‘Period of assessment’ on page 2).***Total balance*:** Please include the total balance on all current and savings accounts as at 30 September 2015. Failure to declare any other current or savings accounts could be interpreted as an attempt to deceive the University and will be treated appropriately.**PARTNER’S INCOME** *If you have a partner who is living with you*Please include your partner’s income in this section. We also take into account your partner’s expenditure.**OTHER**Please include any other income you have, which has not been included in Part 6. This includes rental income on any property you may own. |

|  |
| --- |
| **HOW TO COMPLETE THE APPLICATION FORM** |
| **Part 7: STUDENT’S (AND PARTNER’S) EXPENDITURE** *Complete all sections, providing documentary evidence where indicated* 🖹You should fill in each box on the form; if an item is not applicable to you please enter 0 (zero) or n/a. **Please indicate whether figures are weekly, monthly or annual where requested.** If you have a partner and/or children living with you the expenditure should include costs related to them as well. A fixed amount will be included in our assessment to cover all essential expenditure, known as composite living costs. This is to account for essential costs such as food, laundry, clothing, household costs and other personal items. Please ensure that you do not include any of these costs in Part 7 of the form.**ACCOMMODATION COSTS*****Rent/mortgage/college accommodation:*** For all types of accommodation, debits from your account on your bank statements are not sufficient evidence of the cost.If you are living in **college accommodation**, please only enter the cost of your room/board and lodgings rather than the total cost of your battels. You should provide copies of all available battels statements for the current academic year. If your accommodation cost includes utilities and/or any meals please indicate.If you are living in **private rental accommodation**, you should provide a copy of the relevant pages of your tenancy agreement, stating the total monthly rent, the length of the agreement and the number of tenants. If the rent is not split equally between all tenants please explain this.If you live in your **own property** and are repaying your mortgage, please provide evidence of the monthly cost via a statement or a copy of your agreement.***Vacation rent:*** If you are an undergraduate living in college accommodation and encounter any expenditure on rent due to staying up during the vacations, please enter the total here. You should provide copies of all available battels statements for the current academic year.***Council Tax:*** Please enter your exact contribution if you pay Council Tax. If you live in a house with one non-student it is expected that you will have organised a student reduction with your local council. If all members of your household are students, you should not be paying Council Tax and we will not include this.**TRAVEL COSTS*****Total car costs:*** You should think about maintenance, insurance, car tax and fuel, and enter a total figure for these costs. If you need to have your car for a specific reason, e.g. disability or children, then please outline this in your supporting statement. If not, the amount of expenditure taken into account will be capped at the term-time travel allowance level.***Term-time travel:*** We have included an allowance of £18 per week for term-time travel. If you believe your expenditure to be higher in this area, please include further details and an estimate of your actual weekly term-time travel costs in your supporting statement for consideration.**STUDY COSTS*****Compulsory field trip costs*:** Please indicate the costs of your field trip and provide the evidence that this trip is compulsory, e.g. a letter from your College or Department. You should also note if you have received any funding towards these costs.***Course costs:*** We have included an allowance of £324 for the academic year for undergraduates. This covers photocopying, textbooks, stationery, etc. If you believe your expenditure to be higher in this area, please include further details and an estimate of your actual annual course costs in your supporting statement for consideration.  |

|  |
| --- |
| **HOW TO COMPLETE THE APPLICATION FORM** |
| **ADDITIONAL COSTS*****Disability costs not covered by DSA:*** Please indicate the cost of any support you require that is not covered by your DSA. You will need to include a copy of the financial summary part of your DSA assessment.***Free NHS dental treatment/prescriptions:*** The NHS charges for the cost of some items and services. However, you may qualify, on status or low-income grounds for free or reduced rate prescriptions, dental treatment, eye tests, glasses and other treatments and services. Information can be found at the following website <http://www.nhsbsa.nhs.uk/1874.aspx>.**OTHER**If, under other expenditure, you have entered details of any credit card or loan repayments, we would expect you to provide recent statements for the card(s) showing the current balance and the minimum monthly repayment for consideration.**Part 8: SUPPORTING STATEMENT**You should succinctly explain the reason(s) for your application and why you feel that you require assistance. If you prefer, you can type out a supporting statement and attach this to your application. However, this should be no more than one side of A4 and you should put your name and college at the top of the statement.If you have not been financially assessed in your application for support, you should indicate why this is the case.**Part 9: BANK/BUILDING SOCIETY ACCOUNTS**Please complete this section in full nominating a current account; any award will be made by bank transfer. For all current and savings accounts that are in your name, please provide official bank/building society statements for the most recent three months. Please also provide a statement showing the balance as of 30 September 2015. **Any credit/debit over £100 on your statements must be annotated and explained before your application can be considered.**Please do not send originals as they will not be returned; legible photocopies are sufficient as are print outs from internet banking facilities where these show your account number and the name of the account holder.**Part 10: DECLARATIONS** *Tick at least one box that applies to you in each of Parts A, B, and C* Remember to hand-sign and date your application form otherwise your application will not be considered.**DOCUMENTARY EVIDENCE**It is important that supporting documentation is enclosed with your application form. Please supply legible photocopies as any documentation received will not be returned.Applications that do not have supporting documents are incomplete and cannot be processed. These forms will be returned to you, for resubmission when your application is complete with all the relevant supporting documentation included.Next to each question that requires documentary evidence, you will find the symbol 🖹. You will also find a checklist at the end of these guidance notes, which will help you ensure that you have supplied all the necessary information. Please note that you only need to provide evidence for those questions that apply to you. |

**IMPORTANT:**

* You should only use this form if you are an **UNDERGRADUATE/PGCE/MEDICAL** student. There is a separate form for postgraduate students.
* Your application will not be considered if you do not answer all questions in the appropriate sections, printing clearly in black ink and ticking the appropriate boxes.
* Please attach **copies** of all relevant documents where indicated by🖹. **Please do not send originals**.

|  |
| --- |
| Part 1: PERSONAL DETAILS |
| 1.1. Title (tick **one** box only): [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other (please indicate)       |
| 1.2. Surname or family name:       |
| 1.3. First name(s):       |
| 1.4. Date of birth (DD/MM/YYYY):      /     /      |
| 1.5. Telephone number:       |
| 1.6. Email address:       |
|  |
| Part 2: COURSE DETAILS |
| 2.1. [ ]  Undergraduate [ ]  PGCE [ ]  Medicine | 2.2. [ ]  Full time [ ]  Part time |
| 2.3. Course title:       |
| 2.4. Faculty or department:       |
| 2.5. College:       |
| 2.6. Start date of course (MM/YYYY):      /      |
| 2.7. Current year of study:       |
| 2.8. Is this your final year? [ ]  Yes [ ]  No |
| 2.9. Please tick if this is a repeated year [ ]  |
| 2.10. Please tick if extended terms [ ]  |
| 2.11. Please tick if you are currently intermitting [ ]  🖹 |
| 2.12. Are you on a year abroad? [ ]  Yes [ ]  No |
| 2.13. If yes, is it [ ]  Paid? [ ]  Unpaid? |
| 2.14. Are you receiving Erasmus funding during your year abroad? [ ]  Yes [ ]  No |

|  |
| --- |
| Part 3: PERSONAL STATUS AND ACCOMMODATION DETAILS |
| 3.1. Do you live:  | [ ]  alone[ ]  with your partner or spouse[ ]  with your parent(s) or guardian(s) | [ ]  in college accommodation[ ]  in shared accommodation[ ]  in privately rented accommodation |
| 3.2. If in shared accommodation, how many other adults live at this address?      3.3. How many of these adults are not students?      3.4. Do you share all household expenses? [ ]  Yes [ ]  No3.5. Are you a home owner? [ ]  Yes [ ]  No |

|  |
| --- |
| Part 4: YOUR DEPENDANTS |
| 4.1. Do you have any children who are financially dependent on you? [ ]  Yes [ ]  No |
| 4.2. If yes, please give details: 🖹 | Full name                     | Date of birth                     |
| 4.3. Do you have any adults who are financially dependent on you? [ ]  Yes [ ]  No |
| 4.4. If yes, please give details:  | Full name                | Relationship                |

|  |
| --- |
| Part 5: DISABILITY/SPECIAL MEDICAL NEEDS |
| 5.1. The definition of disability found in legislation states a disability is any condition which has a significant, adverse and long-term effect on the person's ability to carry out normal day-to-day activities. Do you consider yourself to have a disability or chronic medical condition?[ ]  Yes [ ]  No |
| 5.2. If yes, have you applied for the Disabled Students’ Allowance (DSA)?[ ]  Yes [ ]  NoIf you consider yourself to have a disability and have not applied for DSA you must state why in your supporting statement as students are expected to have applied for all support available to them. |
| 5.3. Do you wish to apply for any financial assistance towards any special equipment/material not covered by the DSA?[ ]  Yes [ ]  No |
| 5.4. If yes, please give details in your supporting statement of what your DSA currently covers and what additional support you are requesting. 🖹 |
| Part 6: STUDENT’S INCOME |
| Next to each question that requires documentary evidence you will find the symbol🖹. Please note that you only need to provide evidence for those questions that apply to you. |
| **GOVERNMENT SUPPORT** |
| Maintenance Loan 🖹 | £            year  |
| Maintenance Grant 🖹 | £            year |
| Government Teacher Training/NHS Bursary 🖹 | £            year |
| UNIVERSITY SUPPORT |
| Oxford Bursary 🖹 | £            per year |
| College bursaries/awards 🖹 (please specify)      | £            per term/year |
| Department bursaries/awards 🖹 (please specify)       | £            per term/year |
| **INDIVIDUAL CONTRIBUTION** |
| Professional and Career Development Loan 🖹 | £            per week/month/year |
| Parental/family contribution (including during vacations) | £            per year |
| Total balance 🖹 (current and savings accounts) | £            (balance as at 30 September 2015) |
| **GOVERNMENT ASSISTANCE** |
| Child Benefit 🖹 | £            per week |
| Childcare Grant 🖹 | £            per year |
| Child Tax Credit 🖹 | £            per week/month/year |
| Parents’ Learning Allowance 🖹 | £            per year |
| Working Tax Credit 🖹 | £            per week/month/year |
| Adult Dependants’ Grant 🖹 | £            per year |
| Disabled Students’ Allowance 🖹 | £            per week/month/year |
| Other Benefits (please specify) 🖹                     | £            per week/month/year£            per week/month/year£            per week/month/year£            per week/month/year |
| **PARTNER’S INCOME** |
| Net earnings  | £            per week/month/year |
| Total balance (current and savings accounts) | £            (balance as at 30 September 2015) |
| Other income (please specify)      | £            per week/month/year£            per week/month/year |
| **OTHER** |
| Other income (please specify) 🖹       | £            per week/month/year£            per week/month/year |
| Part 7: STUDENT’S (AND PARTNER’S) EXPENDITURE |
| Next to each question that requires documentary evidence you will find the symbol 🖹. Please note that you only need to provide evidence for those questions that apply to you. Where values are already included, a standardised amount will be used when processing your application.  |
| **ACCOMMODATION COSTS** |  |
| Rent/mortgage/college accommodation 🖹[ ]  includes utilities[ ]  includes meals | £            per week/month/term/year |
| Vacation rent (living in college) 🖹 | £            per year |
| Council Tax 🖹 | £            per week/month/year |
| **TRAVEL COSTS** |  |
| Travel to Oxford (for start of term) | £            per single trip |
| Total car costs (only if essential) | £            per year |
| Term-time travel allowance | £ 18 per week |
| **STUDY COSTS** |  |
| Compulsory field trip costs 🖹 | £            per year |
| Course costs allowance | £ 324 per year |
| **ADDITIONAL COSTS** |  |
| Disability costs not covered by DSA 🖹 | £            per year |
| Childcare costs 🖹 | £            per week/month/year |
| Have you been assessed for free NHS dental treatment/prescriptions? | [ ]  Yes [ ]  No |
| If no, specify medical/prescription costs | £            per year |
| If no, specify glasses/contact lenses costs | £            per year |
| If no, specify dental costs | £            per year |
| A fixed amount will be included in our assessment to cover all essential expenditure, known as composite living costs. This is to account for essential costs such as food, laundry, clothing, household costs and other personal items. Please ensure therefore that you do not include any of these costs below. |
| **OTHER (ESSENTIAL COSTS ONLY)** |  |
| Other expenditure (please specify)           | £            per week/month/year£            per week/month/year |

|  |
| --- |
| Part 8: SUPPORTING STATEMENT |
| State why you are in financial difficulty, and why you believe your situation to be exceptional and to merit additional support. Please include details of any additional costs which do not form part of the income and expenditure captured in Parts 6 and 7 of this form. |
| Have you been financially assessed in your application for government support? [ ]  Yes [ ]  NoIf no, please indicate why this is the case. |
|       |
| Please provide an estimate of the minimum amount that you believe you would require from the Access to Learning Fund for the remainder of this academic year:£      |

|  |
| --- |
| Part 9. BANK/BUILDING SOCIETY ACCOUNTS |
| Name of Bank/Building Society:       |
| Name on account:       |
| Sort Code:       | Account Number:       |
| For all current and savings accounts you hold, please provide both the balance of the account as at 30 September 2015 and the current balance. **Any award will be paid directly into the account stated above**. You should supply copies of official bank statements for the last three months for all accounts held in your name. Please also provide a statement showing the balance as of 30 September 2015. These statements must show your name and bank details. **Please explain any debits or credits over £100 on your statements**. If bank statements are submitted without annotation, these will be returned to you. |
| **Bank Account, e.g. HSBC Savings** | **Balance as at 30 September 2015** | **Current Balance** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| [ ]  I declare that I have provided statements and/or current balances for all current accounts, savings accounts and other savings vehicles held solely or jointly in my name. I understand that any attempt to deceive the University in any application for financial support, by not declaring all accounts or savings vehicles in my name, will result in my application being referred to the Office of the Proctors and Assessor. |
| CONFIDENTIALITY |
| In order for applications to be considered, they will need to be viewed by the staff of Student Fees and Funding and the University Hardship Committee. It may also sometimes be necessary for additional supporting information to be sought from other collegiate University staff in order for a decision to be reached.Many colleges ask that Student Fees and Funding to inform them if a student applies to the Access to Learning Fund, and the outcome of their application. Colleges may be able to provide support, but can only help if they know there is a problem.  |
| DATA PROTECTION ACT 1998 |
| Oxford University is a data controller in terms of the 1998 legislation. Student Fees and Funding adheres to 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 the purposes of your application, statistical purposes, and electronic record keeping. The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Head of Student Fees and Funding. |

|  |
| --- |
| Part 10: DECLARATIONS |
| For your application to be considered, you must tick at least one box in each of Parts A, B and C. If you do not you will not be eligible for an award from ALF. |
| Part A *I certify that to the best of my knowledge, I fulfil the following criteria:* |
| [ ]  I am a UK National |
| [ ]  I am an EU National (Non-UK) |
| [ ]  There are no restrictions on my stay and I am therefore settled\* within the United Kingdom (UK) (i.e. have the Right of Abode in the UK or have Indefinite Leave to Enter/Remain (ILE/R) in the UK). \* settled’ – on the first day of the first academic year of your course |
| [ ]  I have been recognised by the UK Government as a Refugee and have Full Refugee Status/ ILE/R as a result. |
| [ ]  I have Exceptional Leave to Enter/Remain in the UK/Humanitarian Protection/Discretionary Leave (ELE/R/HP/DL) |
| [ ]  I am an EEA or Swiss Migrant Worker |
| [ ]  I am the spouse of an EEA or Swiss Migrant Worker |
| [ ]  I am the child of an EEA or Swiss or Turkish Migrant Worker |
| If you are an EEA or Swiss Migrant Worker, please say whether you intend to continue working whilst studying:       |
| Part B *I certify that to the best of my knowledge, I fulfil the following:* |
| [ ]  I have been ‘Ordinarily Resident’ within the UK and Islands for three years immediately before the start of my course. (Anyone with ELE/R/HP/DL or anyone recognised by the UK Government as a Refugee should have maintained ‘Ordinary Residence’ 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 three year period. |
| Part C *Please tick all the boxes which apply:* |
| [ ]  I confirm that I am registered and in attendance on the course described in Part 2 |
| [ ]  I confirm that I am currently suspended from the course described in Part 2 and am intending to resume my studies in            term *(please enter term)*            *(please enter year)*  |
| [ ]  I confirm that I am supporting any children I have named in Part 5 |
| [ ]  I confirm that I am not living with a spouse/partner |
| 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 resulting in possible expulsion from the University. I further undertake to repay any loans/grants obtained by me as a result. |
| Your name:  | Signature:  | Date: |
| SUPPORTING DOCUMENTS CHECKLIST 🖹 |
| Please provide **photocopies** of documents as originals will not be returned. |
| **All students** |
| [ ]  University (Bod) Card |
| [ ]  Financial Notification (Student Finance Breakdown) including payment schedule letter |
| [ ]  Evidence of any bursaries/awards provided to you by your College, department or the University |
| [ ]  Evidence of rent/mortgage/college accommodation costs |
| [ ]  Evidence of any vacation accommodation costs |
| [ ]  Official Bank/Building Society statements for the last three months and showing the balance as of 30 September 2015. Statements should be provided for **all current and savings accounts**. |
| [ ]  Evidence of any benefits claimed |
| [ ]  Evidence of any compulsory field trip costs |
| [ ]  PCDL/other loans |
| [ ]  Evidence of ‘Home’ Residency Status (non-UK students only) |
| [ ]  Evidence of any Council Tax you are liable to pay |
| **PGCE students** |
| [ ]  Evidence of Government Teacher Training Bursary |
| **Medicine students** |
| [ ]  Evidence of NHS Bursary |
| **Students with dependants** |
| [ ]  Child(ren)’s birth certificate(s) |
| [ ]  Evidence of any benefits claimed |
| [ ]  Evidence of Tax Credits |
| [ ]  Evidence of childcare costs |
| **Students with disabilities** |
| [ ]  Evidence of Disabled Students’ Allowance (DSA) payments/costs the DSA covers |
| [ ]  Evidence of disability costs not covered by Disabled Students’ Allowance (DSA)  |
| [ ]  Evidence of any benefits claimed |
| **Suspended students** |
| [ ]  A letter from your college confirming your suspension and your expected date of return |