



# Application for Financial Assistance Academic Year 2017/18

**Important:**

- Answer all the questions, by printing clearly and ticking the appropriate boxes.
- Applications for **standard** awards should be submitted by **6 April 2018**
- Applications for non-standard awards should normally be submitted at least 4 weeks before the end of your academic year but if you are a continuing student you can apply until **6 July 2018** subject to funds being available.
- Details of which award you will be eligible for are available in the guidance notes.

- For advice about your finances, or to discuss which aspects of your situation might be important to include in this application, please make an appointment to see a Welfare Adviser either by calling in person at the Advice and Counselling Service (Ground Floor, Geography Building) or by phoning 020 7882 8717 or by visiting their website [www.welfare.qmul.ac.uk](http://www.welfare.qmul.ac.uk)
- If you need this document in an alternative format or enlarged font size please contact us.
- **Make sure you have included all relevant documentation and bank statements for ALL accounts held.**

You will receive a response within 4 weeks of submitting a complete application.

Mile End Campus:  
Student Enquiry Centre  
Ground Floor Queens' Building

Medical and Dental students:  
Student Office  
Whitechapel

Email: [bursaries@qmul.ac.uk](mailto:bursaries@qmul.ac.uk)

## Part 1: Your personal details

Student Number

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

Your first names (in full)

Your family name

Your date of birth (dd/mm/yyyy)  Your age (in years) on 1 Sept 2017

Your **correspondence** address

Postcode


Your telephone number

Your email address

## Part 2: How did you hear about us?

- |                                                 |                                                      |                                             |
|-------------------------------------------------|------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Friends/Family         | <input type="checkbox"/> Advice & Counselling        | <input type="checkbox"/> Students' Union    |
| <input type="checkbox"/> Student Enquiry Centre | <input type="checkbox"/> email from Bursaries office | <input type="checkbox"/> Student Guide      |
| <input type="checkbox"/> gov.uk                 | <input type="checkbox"/> Posters                     | <input type="checkbox"/> Bursaries Office   |
| <input type="checkbox"/> ARCS website           | <input type="checkbox"/> My school                   | Other (please specify) <input type="text"/> |

### Part 3: Your accommodation details

Do you live:  in halls of residence (this can be University or private)  
 with your partner or spouse  with your parents or guardian  
 alone  alone with children  
 in shared accommodation  with how many other adults?

Please tick if your rent includes the following:  Utilities  Food

**EVIDENCE: please ensure you provide proof of your rent amount, such as a PHOTOCOPY of your tenancy agreement or a signed letter from your landlord on letter headed paper**

### Part 4: Your course details

Course title

Faculty/Department

Undergraduate  Postgraduate

Campus

Are you studying?  Full time  Part time

What is your student status?  UK  EU  International

Start date of course (dd/mm/yyyy)

Year of course  1  2  3  Other (please state year)

Is this your final year?  Yes  No

Is this a repeat year?  Yes  No If yes, are you in attendance? (Y/N)

Are you currently interrupting your studies?  Yes  No

If **yes**, when do you plan to return?

How much are your tuition fees? £  per year

How are your fees funded?  Student Loan  Self-funding/Family  
 Other (please give details)

Do you have any fees left to pay for this academic year?  Yes  No

If yes, how will you be paying the balance?

**EVIDENCE: please ensure you provide PHOTOCOPIES of proof of funding. This includes Student Loan Company, private loans, sponsorship**

*Note: financial assistance cannot take the form of tuition fee payments, however the information requested here is necessary to ensure that you have made adequate provisions to fund your course*

## Part 5: Your dependants

### Children

Do you have any children who are financially dependent on you?

 Yes No

Do these children live with you?

 Yes No

If no, where do they live?

Please give details below of all financially dependent children:

Full name of child

Date of birth

Full name of child	Date of birth

### Adults

Do you have any adults living in the UK who are financially dependent on you?

 Yes No

Do you receive an Adult Dependent Grant for this person?

 Yes No

Please give details below of all financially dependent adults:

Full name of adult

Date of birth

Full name of adult	Date of birth

*If you need to, continue on a separate piece of paper and attach it to this form*

**Evidence: please ensure you provide PHOTOCOPIES of birth certificates for all dependent children and copies of grant paperwork if applicable**

## Part 6: Disability/Special medical needs

Please contact the Disability and Dyslexia Service for advice on 020 7882 2756 or [www.dds.qmul.ac.uk](http://www.dds.qmul.ac.uk)

Do you have a disability or chronic medical condition?

 Yes No

Have you applied for Disabled Students' Allowance (DSA)?

 Yes No

If you wish to apply for any financial assistance towards and special equipment/ material not covered by other funding please provide details below

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*If you need to, continue on a separate piece of paper and attach it to this form*



## Part 8: Your expenditure for whole academic year

Household expenses	£ per Month	Course expenses	£ per Month
Food/Household/Laundry	£ <input type="text"/>	Book/Equipment	£ <input type="text"/>
Gas	£ <input type="text"/>	Travel	£ <input type="text"/>
Electricity	£ <input type="text"/>	Private Vehicle	£ <input type="text"/>
Water	£ <input type="text"/>		
Telephone/Internet	£ <input type="text"/>		
TV Licence	£ <input type="text"/>		
Insurance (Contents/Buildings)	£ <input type="text"/>		
Council Tax	£ <input type="text"/>		
<b>Rent</b>	£ <input type="text"/>	<b>per week/month/year</b> (delete as appropriate)	

**EVIDENCE: please ensure you provide a PHOTOCOPY of your tenancy agreement or a letter from your landlord detailing your rent amounts.**

**Childcare** – please detail the cost per child, as listed in part 5

Name of child	Cost	delete as appropriate
<input type="text"/>	£ <input type="text"/>	per week/month/year
<input type="text"/>	£ <input type="text"/>	per week/month/year
<input type="text"/>	£ <input type="text"/>	per week/month/year
<input type="text"/>	£ <input type="text"/>	per week/month/year

**EVIDENCE: please ensure you provide a PHOTOCOPY of invoices or a contract for each childcare provider.**

**Other** – please use this space to tell us about any other expenses you incur

<input type="text"/>	£ <input type="text"/>	per week/month/year
<input type="text"/>	£ <input type="text"/>	per week/month/year
<input type="text"/>	£ <input type="text"/>	per week/month/year
<input type="text"/>	£ <input type="text"/>	per week/month/year

**EVIDENCE: please ensure you provide a PHOTOCOPY of proof of these expenses.**

*If you need to, continue on a separate piece of paper and attach it to this form*

## Part 9: Your accounts

Please give details below for each account you and your spouse/partner hold

Bank e.g. Barclays, Santander etc	Type of account e.g. student, current, credit card	Account number	Sort code	Current balance	Maximum overdraft facility

Please ensure that you have included all accounts, not just your current account.

If you are a UK student and you do not have an overdraft on ANY account, please tell us why not. Students are usually expected to have a student bank account with an overdraft facility and to be using this before applying for hardship funds.

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*If your bank is not able to offer you an account with an overdraft facility please provide a letter from them confirming this.*

**EVIDENCE: please ensure you provide PHOTOCOPIES of the last THREE months bank and credit card statements for ALL accounts listed above. You must highlight all transactions (going in and out) over £100 and tell us what they were for. Computer print outs are acceptable providing we can see your name, account number, all transactions, their 'narrative' and the balance on your account.**

If you need to, continue on a separate piece of paper and attach it to this form

### Confidentiality

Applications are seen only by the Financial Assistance Committee. Although it may be necessary for additional supporting information to be sought from other university staff in order for the Committee to reach a decision, the information on your application form will remain confidential to the Financial Assistance Committee.

### Data Protection Act 1998

Queen Mary University of London is a data controller in terms of the 1998 legislation. The Student Administration Department 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, 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 Records and Information Compliance Manager.



## Part 11: Declarations

In the majority of cases the criteria below will have been determined by Student Finance England (SFE) or the relevant administering authority. There will be instances, however, where the FAF Committee must make the decision when determining eligibility for the FAF.

I certify that to the best of my knowledge, I meet the following conditions:

**Section A** – please tick the relevant boxes

### Undergraduate students

- I am an undergraduate student, paying Home / EU fees, in receipt of Student Finance funding from the relevant administering authority, or in receipt of NHS Bursary funding from relevant administering authority, please tick box
- I am an undergraduate student, paying International fees

### Postgraduate students

- I am a postgraduate student, paying Home fees
- I am a postgraduate student, paying EU fees, and (tick boxes below if applicable)
- I have been ordinarily resident\* in England on the first day of the first academic year of my course and in the UK and Islands for three full years immediately before the first day of the first academic year of my course. 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 and/or Switzerland immediately prior to this three year period.
- I am resident in the UK as a worker or I am the relevant family member of such a worker and I have been ordinarily resident\* in England on the first day of the first academic year of my course and in the UK and Islands for three full years immediately before the first day of the first academic year of my course.
- I am a postgraduate student, paying International fees

**Section B** – please tick the relevant boxes

### All students

- I confirm that I am registered and in attendance on the course described in this form
- I confirm that I am supporting the children named in Part 5 of this form
- I confirm that I am not living with a spouse/partner

**I declare that the information 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 grants obtained by me as a result.**

Your name (CAPITALS)

Your signature

Date

\*\*'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.



## Part 12: Document checklist – PHOTOCOPIES ONLY

Further details regarding evidence can be found on the relevant pages or in the guidance notes

### Online Notification of Student Finance Entitlement Letter

We need all pages of your financial notification letter including the entitlement summary – please log in to your Student Finance application and print this from the 'Your correspondence' area of the website.

### NHS Bursary Notification

We need the 2 pages of your letter which detail what you will be receiving and when.

### Evidence of funding (educational loans including PGL, scholarship, sponsorship)

If you are receiving funding from a bank, government, trust, charity or private company we need a letter confirming this.

### Evidence of rent/mortgage

We need a copy of your tenancy agreement, a mortgage statement or a rent statement from your landlord.

### Bank and credit card statements for the last **THREE** months for **ALL** accounts.

Please ensure you have marked ALL transactions (going in and out) over £100 and told us what they were for – please note that 'household expenses' is not enough detail and you must provide details  
One statement must show a student loan installment being paid into your account.

### Children's birth certificates

Please ensure you provide the birth certificate for each child you have listed in Part 5

### Child Benefit notification letter

Please provide a copy of the complete letter

### Evidence of childcare costs

Please provide copies of the contract with your childcare provider or copies of all receipts

### Evidence of benefits claimed

Please provide copies of letters for all benefits claimed – this also includes those in your partners name if you live together

### Evidence of tax credits claimed

Please provide a copy of your tax credits letter – this also includes those in your partners name if you live together

### Evidence of partner's income

If you live with your partner we will need proof of their income

### Evidence of unexpected costs

Please provide copies of invoices/receipts or other proof of unexpected costs

### Nominated bank account form

This is how we will pay you any awards made – please ensure it is complete with your bank account number and sort code – **NOT YOUR CARD DETAILS**

Any other documentation you feel may be relevant – please provide details below

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### Part 13: Nominated bank account

This is the account any award made from the Financial Assistance Fund will be paid into.

Queen Mary pays its students by BACS. Payments will be sent directly to your nominated bank or building society account.

Please make sure that the information you give us is clear and legible as it can be difficult to retrieve payments paid into the wrong account.

**It is your responsibility to check the details are correct.**

#### Your details

Student Number

Your full name

Your address

Your course

Your department

#### Your bank details

Name and full address

of your bank

Account name

Account number

Sort Code  —  —

Signature  Date



**FINANCE OFFICE USE**      **Supplier Reference:** \_\_\_\_\_

Date changed to BACS: \_\_\_\_\_

Input by: \_\_\_\_\_

**OFFICE USE ONLY**

All relevant sections complete?

 Yes No

All relevant paperwork attached?

 Yes No

If 'No' to either, what is missing?

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Date query email sent (dd/mm/yyyy)

By (initials)

Date application complete (dd/mm/yyyy)

Assessment done by (initials) on (dd/mm/yyyy)

Decision

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Initials

Date (dd/mm/yyyy)