Application for Financial Assistance
Academic Year 2014/15

Important:

• Answer all the questions, by printing clearly and ticking the appropriate boxes.
• Applications for standard awards should be submitted by 17 April 2015
• 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 10 July 2015 subject to funds being available.
• Details of which award you will be eligible for are available in the guidance notes.

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

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 2014

Your correspondence address 

Postcode

Your telephone number 

Your email address 

Part 2: How did you hear about us?

☐ Friends/Family  ☐ Advice & Counselling  ☐ Students’ Union

☐ Student Enquiry Centre  ☐ email from Bursaries office  ☐ Student Guide

☐ gov.uk  ☐ Posters  ☐ Bursaries Office

☐ ARCS website  ☐ My school  ☐ Other (please specify)
Part 3: Your accommodation details

Do you live: [ ] in halls of residence (this can be University or private)
[ ] with your partner or spouse
[ ] alone
[ ] in shared accommodation

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
--- | ---

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
--- | ---

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

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

If you need to, continue on a separate piece of paper and attach it to this form
### Part 7: Your income – funding for the whole academic year, received and expected to receive.

Please complete the boxes relevant to you

<table>
<thead>
<tr>
<th>Student Finance Package</th>
<th>£ per Year</th>
<th>NHS Bursary</th>
<th>£ per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Loan for Maintenance</td>
<td></td>
<td>NHS Bursary</td>
<td></td>
</tr>
<tr>
<td>Maintenance/Special Support/H.E. Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents’ Learning Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Dependents’ Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare Grant</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Disabled Students Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Queen Mary/NSP Bursary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefits and Tax Credits</th>
<th>£ per Year</th>
<th>Other Income</th>
<th>£ per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Tax Credit</td>
<td></td>
<td>Other income</td>
<td>£</td>
</tr>
<tr>
<td>Working Tax Credit</td>
<td></td>
<td>Family contribution</td>
<td>£</td>
</tr>
<tr>
<td>Disability Living Allowance</td>
<td></td>
<td>Partner’s income (less Tax &amp; NI)</td>
<td>£</td>
</tr>
<tr>
<td>Child Benefit</td>
<td></td>
<td>Child maintenance</td>
<td>£</td>
</tr>
<tr>
<td>Income Support/E.S.A</td>
<td></td>
<td>Personal savings</td>
<td>£</td>
</tr>
<tr>
<td>Housing Benefit/Local Housing Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Tax Benefit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Seekers’ Allowance</td>
<td></td>
<td></td>
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<tr>
<td>Pension Credit</td>
<td></td>
<td></td>
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<tr>
<td>Incapacity Benefit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Universal Credit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other funding</th>
<th>£ per Year</th>
<th>Other funding</th>
<th>£ per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Development Loan</td>
<td></td>
<td>Scholarship</td>
<td>£</td>
</tr>
<tr>
<td>Sponsorship</td>
<td></td>
<td>Other Grants/Bursaries</td>
<td>£</td>
</tr>
<tr>
<td>Bank Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EVIDENCE:** please ensure you provide PHOTOCOPIED evidence of each of the types of income that you receive, examples are detailed below:

- **Student Finance Package** 4 Page Final Notification letter from SFE
- **NHS Bursary** Notification of Award letter from NHS
- **Benefits and Tax Credits** All letters detailing what you are receiving and how regularly
- **Other income** Pay slips, letters etc
- **Other funding** Confirmation letters
### Part 8: Your expenditure for whole academic year

<table>
<thead>
<tr>
<th>Household expenses</th>
<th>£ per Month</th>
<th>Course expenses</th>
<th>£ per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/Household/Laundry</td>
<td>£</td>
<td>Book/Equipment</td>
<td>£</td>
</tr>
<tr>
<td>Gas</td>
<td>£</td>
<td>Travel</td>
<td>£</td>
</tr>
<tr>
<td>Electricity</td>
<td>£</td>
<td>Private Vehicle</td>
<td>£</td>
</tr>
<tr>
<td>Water</td>
<td>£</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>£</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV Licence</td>
<td>£</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance (Contents/Buildings)</td>
<td>£</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Tax</td>
<td>£</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>£</td>
<td>per week/month/year (delete as appropriate)</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Name of child</th>
<th>Cost</th>
<th>delete as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>per week/month/year</td>
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<td></td>
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<td>per week/month/year</td>
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<tr>
<td></td>
<td>£</td>
<td>per week/month/year</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th></th>
<th>£</th>
<th>per week/month/year</th>
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<tbody>
<tr>
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<td></td>
<td>£</td>
<td>per week/month/year</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Bank</th>
<th>Type of account</th>
<th>Account number</th>
<th>Sort code</th>
<th>Current balance</th>
<th>Maximum overdraft facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Barclays, Santander etc</td>
<td>e.g. student, current</td>
<td></td>
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</tbody>
</table>

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.

_EVIDENCE:_ please ensure you provide PHOTOCOPIES of the last THREE months bank statements for ALL accounts listed above. You must highlight all transactions 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 10: Personal statement

This section is compulsory for EU Postgraduate students and ALL International students
This section is optional for ALL UK students and EU Undergraduate students

Please state here why you are in financial difficulty, what measures you have taken to help yourself and why you believe your situation to be exceptional and to merit additional support. Further details of how to complete the statement can be found in the guidance notes.

If you would like individual and confidential advice about what you might include in this section, contact the Advice and Counselling Service www.welfare.qmul.ac.uk

EVIDENCE: please attach PHOTOCOPIES of any supporting documentation

If you need to, continue on a separate piece of paper and attach it to this form
Part 11: Declarations
I certify that to the best of my knowledge, I meet the following conditions:

UK/EU students ONLY

Section A – please tick the relevant box

- i) I am a UK national/British citizen; or
- ii) I am settled* within the UK (i.e. I have the Right of Abode in the UK or have been awarded Indefinite Leave to Remain [please provide a photocopy of that award notice]); or
- iii) I have been granted Humanitarian Protection by the Home Office [please provide a photocopy of that award notice]; or
- iv) I am an EU national who has been ordinarily resident** in the UK for the three years prior to the first day of the first academic year of my course; or
- v) I have been recognised by the UK Government as a Refugee [please provide a photocopy of that award notice]; or
- vi) I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker; or please tick if you intend to continue working
- vii) I am an EU national who has NOT been ordinarily resident in the UK for the three years prior to the first day of the first academic year of my course; or
- viii) I am the child of a Swiss national; or
- ix) I am the child of a Turkish worker

Section B – please tick the relevant box

I fall under either (i), (ii), (iii) or (iv) above and I have been ordinarily resident** in the UK and Islands for 3 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 immediately prior to this three-year period; or

I fall under (v) above; or

I fall under (vi), (vii) or (viii) above and I have been ordinarily resident** in the EEA and Switzerland for the three years immediately before the first day of the first academic year of my course; or

I fall under (ix) above and I have been ordinarily resident**

ALL students

Section C – please tick ALL relevant boxes

- 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

*‘settled’ – on the first day of the first academic year of your course

**‘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. (Persons awarded refugee status or humanitarian protection must have been ordinarily resident in the UK from the date this status was granted.)
Part 12: Document checklist – PHOTOCOPIES ONLY
Further details regarding evidence can be found on the relevant pages or in the guidance notes

☐ Student Finance Entitlement Letter (4 pages)
   We need all pages of your entitlement letter – this can be a copy of the letter you were sent or printed from the ‘Your correspondence’ area of their 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, 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 statements for the last THREE months for ALL accounts.
   Please ensure you have marked ALL transactions over £100 and told us what they are 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
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?

Date query email sent (dd/mm/yyyy)  ____________________________  By (initials) ____________________________

Date application complete (dd/mm/yyyy)  ____________________________

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

Decision

________________________________________________________

________________________________________________________

________________________________________________________

Initials  ____________________________  Date (dd/mm/yyyy)  ____________________________