



Application for Additional Financial Support Academic Year 2009/2010



Date of receipt:

Important

- **READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM.**
<http://www.bcu.ac.uk/studentservices/studentfinance/alf.html>
- Your application will not be considered if you do not answer 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.

Part 1: Your personal details

Student ID no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title [Mr / Mrs / Miss / Ms / Other]	<input type="text"/>
First names [in full]	<input type="text"/>
Surname [in full]	<input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth [DD/MM/YYYY]	<input type="text"/> <input type="text"/> <input type="text"/>
Your age in years on 1/9/2009	<input type="text"/>
Correspondence Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Post Code	<input type="text"/>
Telephone No.	<input type="text"/>
Mobile No.	<input type="text"/>
E-mail address	<input type="text"/>

Part 2: Course details

Course Title

Faculty/Department [e.g. Health]

Campus [e.g. City North]

Undergraduate Postgraduate Further Education

Full Time Part Time Start date of course

Year of study 1 | 2 | 3 | 4 | ____ Is this your final year ? YES | NO

Is this a placement year ? YES | NO Is it a paid placement ? YES | NO

Part 3: Your Living Arrangements

Do you live alone ? With parent(s) / Guardian(s) ?

In University/private hall of residence ? With your partner/spouse ?
[incl civil partnerships]

In shared accommodation ? Do you share all household expenses ?

If in shared accommodation, how many other adults live at the address ?

Part 4: Your dependants

Do you have any children who are financially dependent on you ? YES | NO

If yes, give details:

Full Name	Date of birth		

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

Do you have any adults who are financially dependent on you ? YES | NO

If yes, give details:

Full Name	Date of birth		

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

Part 5: Disability and/or special medical needs

Do you have a disability or chronic medical condition ?

YES | NO

Have you applied for Disabled Student's Allowance [DSA] ?

YES | NO

Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA

YES | NO

Give details:

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

--

Part 6: Student and partner's income and savings

	£ Weekly	£ Monthly	£ Yearly
Student Loan			
Maintenance / Special Support / HE Grant			
Parents' Learning Allowance/Lone parents' Grant			
Adult Dependents' Grant			
Childcare Grant			
Disabled Student Allowance			
NHS Bursary [incl Social Work]			
Birmingham City University / Other Bursary			
Other Study Loan			
Net Earnings			
Working Tax Credit			
Child Tax Credit			
Social Security Benefits			
Housing / Council Tax Benefit			
Occupational / State Pension			
Parental or other contribution			
Child Maintenance [e.g. receipts from CSA]			
Savings			
Partner's Income			
Other [please specify]			
TOTAL INCOME			

Part 7: Student and Partner's expenditure

COMPOSITE LIVING COSTS			
Food/Household/Laundry			
Utilities: Gas / Electricity / Water			
Home Telephone [not mobile]			
TV Licence			
Contents Insurance			
SUBSISTENCE COSTS			
Rent / Mortgage			
House Deposit paid in current year			
Buildings Insurance			
Council Tax			
Course Fees [part-time and postgraduate only]			
Registered Childcare			
Informal Childcare			
Child Maintenance [e.g. payments to CSA]			
Travel costs [other than normal daily]			
Medication costs			
Other [please specify]			
TOTAL EXPENDITURE			

Part 8: Your priority debts

Secured Loans [i.e. loans secured against a property you own]	
Rent / Mortgage arrears	
Council Tax arrears	
Gas / Electricity / Water arrears	
Tax / VAT	
Fines / Maintenance and Compensation Orders	
National Insurance Contributions [shortfall only]	
Hire Purchase / Conditional Sale Agreements [for goods that are <u>essential</u> to retain]	
Other [please specify]	
TOTAL PRIORITY DEBTS	

Part 9: Bank / Building Society details

Name of Bank / Building Society

Branch Title [e.g. name of town]

Account Number [8 digits]

--	--	--	--	--	--	--	--

Sort Code [6 digits]

		-			-		
--	--	---	--	--	---	--	--

Building Society Roll Number

Any award will be paid directly into the account stated above.

You **MUST** supply copies of your last three bank statements relating to the above account. These statements must show your name and bank details – mini statements are **NOT** acceptable. If you do not have original statements, any branch printed statements will require branch stamps to validate the statement. You are also required to supply copies of your last three bank statements or show savings books for any other accounts you currently have.

Please explain any debits or credits over £100 that appear on your statements.

Applications submitted without relevant bank statements will not be considered.

Confidentiality

Applications are seen only by Student Services staff. It may be necessary for additional supporting information to be sought from other university staff in order for a decision to be reached.

Part 10 : Data Protection Act 1998

Birmingham City University is a data controller in terms of the 1998 legislation. Student Services 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 for 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 Director of Student Services.

Part 11: Your supporting Statement

Please state below why you are applying for financial help, including any exceptional circumstances [e.g. if you are a care leaver] that may support your application. Continue on a separate sheet if necessary

Part 12: Your Declarations

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

[Please tick all relevant boxes in **each** of the three sections]

<input type="checkbox"/>	I am a UK National
<input type="checkbox"/>	I am an EU National
<input type="checkbox"/>	I am an international student from outside of the European Economic Area [EEA]
<input type="checkbox"/>	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]
<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 / Humanitarian Protection / Discretionary Leave [ELE/R/HP/DL]
<input type="checkbox"/>	I am an EEA Migrant Worker or Swiss Employed person
<input type="checkbox"/>	I am the spouse of an EEA Migrant Worker or Swiss Employed person
<input type="checkbox"/>	I am the child of an EEA Migrant Worker, Swiss Employed person, Swiss national or Turkish worker
<input type="checkbox"/>	If you are an EEA Migrant Worker or Swiss employed person, please state whether you intend to continue
	<input type="text"/>

<input type="checkbox"/>	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].
<input type="checkbox"/>	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

<input type="checkbox"/>	I confirm that I am supporting the child(ren) named in part 4
<input type="checkbox"/>	I confirm that I am not living with a spouse / partner
<input type="checkbox"/>	I confirm that I am registered and in attendance on the course described in Part 2 of this form.

YOU MUST READ THIS DECLARATION CAREFULLY THEN SIGN AND PRINT YOUR NAME BELOW.

- I declare that all the information provided is accurate to the best of my knowledge at the time of my application.
- I agree that the University may seek further evidence necessary to substantiate my statements.
- I understand that a false statement constitutes a fraudulent claim. This will automatically render my application null and void and could result in disciplinary action being taken against me, resulting in possible expulsion from the University
- I agree to inform the University of any changes in my circumstances and I may be required to repay any award given.
- I understand in the event that I have taken out a short term loan and not repaid it at the time of my application, this money may be deducted from any award given.

Your name [CAPITALS]:

Your signature:

Date:

Part 13: Confirmation of Course Details

This section must be handed to your Faculty office, who should complete and stamp the form before you submit your application.

Student Name:

Course Title

Faculty/Department [e.g. Health]

Campus [e.g. City North]

Undergraduate

Postgraduate

Further Education

Full Time

Part Time

Start date of course

Year of study

1 | 2 | 3 | 4 | ____

Is this the final year ?

YES | NO

Number of weeks of study in the academic year 2009/2010

PART TIME STUDENTS ONLY:

Tutor to complete the timetable for this student by ticking boxes below

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

Percentage of full time equivalent course

Tutor Name:

Tutor Signature:

Date:

Faculty office stamp

Part 14: Your final checklist

Please indicate below which documentary evidence you are submitting in support of your application. Only provide PHOTOCOPIED evidence. If you submit this application without the appropriate evidence, it will not be assessed until ALL documentation has been supplied.

No. of
Pages

<input type="checkbox"/>	Bank/building society bank statements for ALL accounts you hold [For the last 3 months - clearly showing name and bank account details. Mini statements are NOT acceptable. If you do not have original statements, any branch printed statements will require branch stamps to validate the statement]	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of all benefits claimed [Including disability benefits]	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of rent / mortgage [Full tenancy agreement required showing name, address and signature of student and landlord OR full mortgage document showing lender, name, address and monthly payment]	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of maintenance payments [Received or paid]	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of all priority debts [Council Tax, rent/mortgage arrears, secured loans]	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of EU "home" residency status [International students only - provide copies of passport and visa]	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of childcare costs [On letter headed paper indicating TOTAL yearly costs and child's name]	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of buildings/contents insurances	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of course fees [Postgraduate and part-time undergraduates only]	<input type="checkbox"/>
<input type="checkbox"/>	Full Child and/or Working Tax Credit document [Copies of ALL pages of the document should be supplied]	<input type="checkbox"/>
<input type="checkbox"/>	Social Work bursary assessment letter / NHS notification award letter / Teacher Training bursary	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of partner's income [P60 or wage slips]	<input type="checkbox"/>
<input type="checkbox"/>	Partner's bank statements	<input type="checkbox"/>
<input type="checkbox"/>	Student ID Card	<input type="checkbox"/>
<input type="checkbox"/>	Student Loan Schedule [Student Loans Company]	<input type="checkbox"/>
<input type="checkbox"/>	Student Support Notification [LA assessment - Student Finance Direct]	<input type="checkbox"/>
<input type="checkbox"/>	Parental Income [FE students only - P60 or wage slips]	<input type="checkbox"/>
<input type="checkbox"/>	Other supporting documentation [Please specify and indicate the number of submitted pages]	<input type="checkbox"/>

If you submit this application WITHOUT appropriate evidence, your application will not be assessed until all required documentation has been submitted

Please note that the processing of your application can take up to 4 weeks from the date that all required evidence has been received

You can hand this application in to Student Services at:

City North: 1st Floor Baker Building
Edgbaston: 2nd Floor, Seacole Building
Gosta Green: G27

Or you can post it to:

Student Services, Birmingham City University
City North Campus
Perry Barr, Birmingham, B42 2SU