



University of Lincoln Financial Assistance (ULFAF) & Other Funds Additional Assessing Notes 2023/2024



GENERAL NOTES

- These notes should be read in conjunction with the information contained in the application forms.
- Applications cannot be considered until the enrolment status is confirmed. For applications to the Financial Assistance Funds, the applicant must have received their first instalment of maintenance loan prior to applying.
- Applicants must hold an official* enrolment status at the point of application and in the case of the Course-related Travelling Grant when the activity takes place. *In most cases the official enrolment status is within the dates as registered with the Student Loans Company.
- In most cases, applicants who are enrolled on courses which are not eligible for Student Finance cannot be considered. The only exceptional is those enrolled as Student Apprentices (see the Students who are Apprentices section). Applicants who are enrolled on courses where the tuition fees and funding are via a third party HEP cannot be considered (for example PGCE, Medicine courses). These students may wish to contact Student Support & Advice (which is located in the Student Support Centre) to discuss their situation and look at available options – to make an appointment please email studentsupport@lincoln.ac.uk.
- You will be emailed an acknowledgement within 5 working days of receipt of your application. Where you have submitted an application but not received an acknowledgement after 5 working days, please email us at studentfundingteam@lincoln.ac.uk.
- The University of Lincoln Financial Assistance Fund is assessed in accordance with the guidance produced and approved by the National Union of Students and the National Association of Student Money Advisers. Capped/set figures are used in some areas of the assessment and are agreed each year in advance of the fund opening.
- The payment of **Tuition Fees** cannot be covered by these funds under any circumstances.
- The Fund assessors cannot discuss any decision over the telephone; however, applicants may email studentfundingteam@lincoln.ac.uk.
- Awards do not have to be repaid (unless they have been specified as loans).
- There is no automatic entitlement to an award for any student.
- Attendance and academic progress may be checked as part of the assessing process.
- Our total funds are allocated annually and awards are made on a first come first served basis. The Funds will close when depleted and this may be ahead of the official closing date. Any awards made when funds are running out will be adjusted accordingly.
- If the applicant has any outstanding debt to the Funds, any subsequent award may be offset to repay the debt first.

- Any anomalies discovered during the assessment process will be investigated. This includes Fitness to Practise issues and safeguarding.
- Where evidence is still outstanding after 10 working days it will be assumed that the applicant does not wish to continue with the application and it will be filed incomplete. A re-application may be made during the funding period and whilst the student remains enrolled.
- Although we ask for photocopied evidence, we reserve the right to ask for originals where necessary.
- It is the applicant's responsibility to ensure that any change to their bank details are notified to the Fund's assessors no later than 5 working days prior to any payment being made.
- For the Term Time Fund, the assessment is made for the **whole** academic year. However, applicants may ask for a **re-assessment** during the academic year if their circumstances change. Re-assessment requests should be made by email to the Student Funding Team (studentfundingteam@lincoln.ac.uk) explaining what has changed since their first application while providing appropriate evidence and up-to-date bank printouts.

APPEALS

Applicants are encouraged to ask for further information regarding the basis of the assessment and given the option to ask for a revisit prior to making an appeal.

An applicant may **appeal** a decision by contacting the Head of Student Support and providing in detail the reason(s) why they wish to make an appeal. The Head of Student Support will gather evidence in relation to the decision taken by the Fund Assessors and that supplied by the applicant. All evidence/information will be reviewed by three independent members of the Student Finance Support Panel. The Head of Student Support will notify the applicant of the decision regarding their appeal within 20 working days of the appeal being received. Please note that the appeal decision is final. In order to make an appeal please email studentsupport@lincoln.ac.uk in the first instance (please ensure that your student ID and application reference, if known, is entered onto your request). Appeal emails should be sent from your student email account. Specialist Advisers within Student Support & Advice (located in the Student Support Centre) may help you with your application – to make an appointment please email studentsupport@lincoln.ac.uk.

STUDENTS NOT ELIGIBLE FOR, OR NOT TAKING OUT STUDENT FINANCE

Where an otherwise eligible student makes an application to the Funds but is not eligible for Student Finance (or has chosen not to taken out Student Finance) an assessment will be carried out using figures which assume the applicant has made adequate provisions equivalent to Student Finance. This ensures that all applicants are treated the same.

If an applicant is not eligible for Student Finance because they have been unfitted* by their Funding Authority, they will also not be eligible for an award from any Funds administered by the Student Funding Team.

*Unfitted is a term used by the Student Loans Company where applicants are no longer eligible for any student finance. Usually this is as a result of timing out or fraud.

AWARD AMOUNT/SPENDING CHOICES/REFERRALS

- There are maximum award limits for individual sub-funds for each academic year and an overall maximum for the Financial Assistance Funds, if the overall maximum award is reached, no more payments will be made, and you will be advised accordingly.
- For the Term Time Fund, where awards are granted, they may not cover the full extent of your financial need as they are intended as a contribution only.

- In some cases, if your need is outside the scope of the Funds, you will be referred to a Specialist Money Adviser within Student Support & Advice (located in the Student Support Centre) before your application may be considered. The Specialist Adviser can provide students with Information, Advice and Guidance regarding all their possible options.
- Where applicants make repeated applications without addressing recommendations made previously, their application may be put on hold, until evidence is supplied showing that the applicant is doing everything that they can to help their situation e.g. taken budgeting advice, addressing spending habits, gambling, etc.
- Where excessive or non-essential expenditure is evident from the evidence provided, award amounts may be reduced, or applications may be rejected. In some cases, a referral will be made to Specialist Money Advisers within Student Support & Advice.
- Where an applicant is deemed particularly vulnerable their award may be paid in weekly/fortnightly/monthly instalments to assist with budgeting.
- The assessment of applications will follow the NASMA/NUS guidance. So, any application received which falls 'outside the scope' of this guidance, e.g. made outside the Funds' official opening, reveals a need which is beyond the maximum funds, etc., the applicant will be referred to a Specialist Money Adviser with Student Support & Advice before proceeding.
- Where it is suspected that an applicant is in receipt of monies to which they are not entitled e.g. welfare benefits, student finance, etc. the application will not be progressed until this has been addressed. In the case of Student Finance, the applicant will be given the opportunity to inform their funding provider (usually Student Finance England) of their circumstances e.g. if they are paid at the elsewhere rate but live in the parental home. Once rectified, their application may be reinstated and assessed. Where the issue relates to entitlement to welfare benefits, the applicant will be referred to a Specialist Money Adviser within Student Support & Advice.

£200 CONTRIBUTION TOWARDS COMPUTER EQUIPMENT (PER DSA)

Disabled students applying to the Term Time/Summer Fund for help with a contribution towards the cost of a computer must have applied for and received the first instalment of their Maintenance Loan. Students will be assessed via a normal standard assessment and the £200 contribution will be included as part of their allowable expenditure. If, after a standard assessment has been undertaken, there is no additional need identified, the student will be considered for an exceptional award on the same basis as other students. Consideration will be given to those from low-income households.

INTERRUPTION/SUSPENSION

Applicants who have interrupted or suspended their studies may apply to the Term Time Fund. The applicant must demonstrate they are intending to resume their studies at the University of Lincoln. Assessments will be made on an exceptional basis only, as the Funds cannot provide ongoing financial support throughout the entire duration of the interruption/suspension.

PARENTAL SUPPORT

Where applicants are not in receipt of the maximum amount of maintenance loan due to means-testing, it may be assumed that their parents top-up their income to the rates suggested by the Department for Education (DfE) – see appendix 1. Where parents are unable/unwilling to support the applicant, evidence will need to be provided to confirm this. Where no evidence is received, the assessment will include the expected parental contribution income figure as per the DfE. Where it is clear that parental support exceeds the DfE suggested figure, the actual amount will be included in the assessment.

NON-PRIORITY DEBTS

Expenditure on non-priority debts (e.g. credit cards, buy now pay later schemes, etc.) will not be included in an assessment. Referrals may be made to a Specialist Money Adviser within Student Support & Advice to advise the applicant on managing those debts.

POSTGRADUATE AND PART-TIME APPLICATIONS

- For postgraduate students whose course starts in January and therefore spans more than one academic year (Aug-Sept), applications will be assessed for each level of the course only.
- An assumption will be made that the applicant has made provisions for both their tuition fees and day-to-day living expenses before enrolling on their course. Where it is obvious that they have not done so an award may not be appropriate. Also, if the provisions were in place but circumstances have changed, leaving a need which is too great, an award may not be appropriate, and the applicant will be referred to a Specialist Money Adviser within Student Support & Advice.
- Where provisions are in place and the applicant can demonstrate that costs directly associated with undertaking the course are not easily affordable, costs such as commuting and/or books & materials, an award may be considered to help with these. Where the applicant has significant commuting costs due to their location, the full cost is unlikely to be met by the Fund. A contribution to the cost may be considered.
- Where the applicant has chosen to undertake study which requires excessive/unrealistic levels of spending on course materials, it is unlikely that the full cost will be met by the Fund. A contribution to the cost may be considered.
- Where an applicant to the postgraduate Term Time Fund already holds a postgraduate qualification and is ineligible for a PG Loan from the Student Loans Company, they will not be eligible to access these Funds.

TERM-TIME FUND ASSESSMENTS

- Some postgraduate courses attract undergraduate funding – where this is the case, they will usually be assessed as if undergraduate.
- Students undertaking a second undergraduate degree (unless fully funded by the Student Loans Company), will be assessed in the same way as postgraduate students.
- Bank printouts must show the most recent maintenance loan credits and rental payments.

FULL-TIME ASSESSMENTS

For **UNDERGRADUATE** applicants, the assessment looks at income over essential expenditure. Where there is more essential expenditure than income (an 'additional need'), a standard award may be made. Where there is no 'additional need' i.e. less essential expenditure than income, an **exceptional award** may be considered on a case-by-case basis.

An '**assumed income**' is used in assessments for applicants studying on a full-time basis. This means that they do not need to declare part-time earnings. The assumed income figure is used to cover income from part-time work, overdrafts, parental help, etc. This figure is included for all students unless the applicant is unable to work due to disability, care commitments for dependents, sickness, etc.

The amount for 2023/24 has been set as:

Standard Year	£2,173.00
Penultimate Year	£1,450.00
Final Year	£726.00

For **POSTGRADUATE** applicants a Notional Income figure is used to ascertain that adequate provision has been made to fund living costs. This figure is used for all applicants. The 2023/24 rates are:

Single student	£207.00 per week
Student with dependants (who are financially reliant on them or students who are unable to work due to disability)	£166.00 per week

Composite Living Costs cover basic living expenditure such as food, household bills, mobile phone, clothes, socialising, etc. The weekly figures, shown below, are set and cannot be altered. This ensures all applicants are treated equally, regardless of lifestyle choices:

Single student pays own food and utilities	£110.00
Single student living in parental home who does not contribute to utilities	£105.00
Single student living in parental home who does not contribute to food or utilities	£85.00
Lone Parent	£110.00
Student with Partner	£170.00

The **period of assessment (UNDERGRADUATE applicants)** used is 39 weeks for all final year students and single students with no dependents/disability and 43 weeks for continuing students with dependents and/or disability. For **POSTGRADUATE applicants** the assessment is for the actual number of weeks studied within the funding year.

Travel costs (UNDERGRADUATE and POSTGRADUATE applications) are calculated on the cheapest basis e.g. public transport, where possible (even if the applicant chooses to use their own vehicle). Where the applicant has no choice but to use their own vehicle (e.g. if they have young children, a disability which requires the use of a vehicle, or live in a rural location where public transport is not an option) a mileage rate of 36p per mile is used to calculate travel costs associated with attending University.

Where the applicant has significant commuting costs due to their location the full cost is unlikely to be met by the Fund. A contribution to the cost may be considered.

For **Course books & materials (UNDERGRADUATE and POSTGRADUATE applications)** £300.00 pa is included in the assessment for essential books & materials. If the applicant believes they will spend more than £300.00 in an academic year and can evidence it (usually by obtaining their Tutor's signature against an itemised list), we may be able to include a higher figure. However, where the applicant has chosen to undertake study which requires excessive spending on course materials, it is unlikely the full cost will be considered by the Fund. A contribution to the cost may again be considered.

Where applicants are paid their award in termly **instalments**, they will be sent a No Change in Circumstances form, which must be completed and returned before a term 2 or term 3 instalment can be paid. Where these forms are still outstanding at the end of the applicant's academic year or 31st July, the award will be reduced and no further payments will be made. Term 3 instalments are only for continuing undergraduate students, students studying courses which are classed as long courses, or postgraduate students.

PART-TIME ASSESSMENTS

The assumption is made that those applicants wishing to study on a part-time basis already have adequate provision for their living costs and tuition fees. Therefore, the assessment only looks at those costs specifically associated with undertaking study e.g. travel* and/or course books & materials**.

*Where an applicant has significant commuting costs due to their location the full cost is unlikely to be met by the Fund, rather a contribution to the cost may be considered.

**Where the applicant has chosen to undertake study which requires excessive spending on course materials, it is unlikely that the full cost will be met by the Fund. A contribution to the cost may be considered.

STUDENTS WHO ARE APPRENTICES (TERM TIME FUND ONLY)

Students who are enrolled as apprentices may apply to the Term Time Fund only (they are not eligible for the other elements of the Financial Assistance Funds), if they are experiencing financial hardship due to unexpected circumstances, which are out of their control – this must be evidenced. The assessment will look at income over essential expenditure. The income used in the assessment for the student will be wages or the maximum maintenance loan rate (whichever is higher) – partner's wages will also be included as appropriate.

HESSLEWOOD CHILDREN'S TRUST

Applications are made per the standard ULFAF Term Time Fund application form. A standard assessment is carried out. If an award from the Term Time Fund is identified, this will be made. The application will then be considered under the requirements of the HCT Funders with 12 applicants selected for an additional award of £500.00.

SUMMER FUND ASSESSMENTS

Summer Funds are intended to support eligible continuing full-time undergraduates who are **unable** to work over the summer vacation period.

For applicants who are in receipt of Welfare Benefits, a full benefits check may be required before an assessment can be made. If appropriate, a referral will be made to a Specialist Adviser with Student Support & Advice.

COMMUTING TRAVEL GRANT

- Awards are intended to support those students who commute from within greater Lincolnshire. Awards made are intended as a contribution to those travel costs only. Amounts are set each year and cannot be increased – the applicant can apply to the Term Time Fund should they feel they require further financial assistance.
- Attendance/engagement will be checked before any term 2 or term 3 (if applicable) instalment is made. Awards will be reduced where attendance/engagement is less than 70%.
- For students who are repeating the academic year who are enrolled on 60 credits or fewer, their timetable will be considered, and any award may be adjusted accordingly i.e. one term travel, where attendance is required for one term only.
- Standard proof of address is tenancy agreement, mortgage document or council tax bill. Where these are not available, alternative evidence may be reviewed on a case-by-case basis. For those students who live in the parental home a letter from the parent(s) is acceptable in lieu of third-party evidence.
- The rate of maintenance loan will be checked to ensure it agrees with the applicant's living situation e.g. if an applicant lives in the parental home, they should be in receipt of the 'at home' rate of maintenance loan. Where it is determined that the rate is incorrect, the applicant will be given the opportunity to correct this before their application may be considered.

COURSE-RELATED TRAVELLING GRANT

- Awards are intended to support those eligible students who are undertaking course-related activity. The application must be supported by a relevant member of academic staff. Course-related activity must not have occurred prior to the application being made – these funds are intended to offer support in accessing course-related activity which is not normally affordable. It is not intended to refund money already spent.
- Students who have completed their studies are **not** eligible for this funding. For example, a student who has completed their final year of study and whose course finished on the 31st May would be ineligible for financial support for a trip occurring at any point after this date. This applies even if the applicant intends to return for Postgraduate study in the next or subsequent academic year(s). Applications will be considered for travel starting just prior to the course end date and running beyond it. In these circumstances a successful applicant may receive a pro-rata payment for the length of time they are recorded as an enrolled student. Again, this is intended as a contribution to travel costs.
- Only one application is allowed per student per academic year, however, a second application may be considered in exceptional circumstances, but only if the maximum award has not been reached.
- Successful applicants must agree to provide a short report of their activity and receipts for money spent. This is stated in the Award Agreement letter which successful applicants will sign before

funds are released. Should recipients refuse to provide this information when it is sought, further funding support may be declined.

- Applications from students from the EU and overseas can be considered, though the available funds are far more limited. Students with an overseas status may be considered, however this would be on the recommendation of a Specialist Adviser with Student Support & Advice. For students holding a study visa, it must be demonstrated that the activity relates to an opportunity which has arisen after they have demonstrated to the Home Office that they have adequate funds to support their studies.
- The successful applicant will be given 10 working days to return their agreement form; where it is not returned in time, the award will be withdrawn.

INDEPENDENT STUDENTS' SUMMER ACCOMMODATION GRANT

- This is a targeted Fund and applications are only expected from those who have already been identified as being in the relevant catchment group i.e. continuing undergraduate students aged less than 25 with no sponsors on their student finance assessment.
- Applicants who are eligible for additional funding (on top of their Student Finance) may be eligible for a reduced award depending on individual circumstances.
- Applicants must demonstrate they have an obligation to pay commercial rent for the entire duration of the summer vacation period.

EMERGENCY CASH

- The Student Funding Team have access to a small amount of emergency cash. This will only be issued after the applicant has been interviewed and it is agreed that an emergency cash award is required.
- The applicant is encouraged to complete the full Term Time Fund application form.
- Emergency Cash awards are not usually repayable, though there are exceptions to this. Students who require funds for food, will normally be given a food voucher and/or referred to the SU food bank (or equivalent).

FOYER/SUPPORTED HOUSING BURSARY

- Applicants must provide evidence of their Foyer or Supported Housing status. This only has to be provided with their first application. For eligible undergraduate applicants, awards can be considered for each level of their degree plus one year (to allow for retake year, course transfer, etc.) Further years may be considered on a case-by-case basis, but evidence will have to be provided of exceptional circumstances.
- Eligible postgraduate students may apply for this bursary.
- Enrolment and attendance will be checked ahead of each term's disbursement to ensure continued eligibility.

BLACKBURN BURSARY

- The Fund Assessors will look at the Student Finance system in the first instance to ascertain confirmed eligibility as an independent student due to being a care leaver. Where this is not apparent or available, applicants will be asked to provide evidence of their Care Leaver status – this must explicitly confirm that the applicant is defined as a care leaver as per the Children (Leaving Care) Act 2000. This status will be checked with SFE systems with each application made, however, if separate evidence has been supplied, this is only required with their first application.
- Awards will be paid for each level of their undergraduate degree (only students accessing higher education for the first time may be considered). Students studying at a postgraduate level are not eligible.

- After an applicant has been deemed as eligible, £500 will be paid into their nominated bank account. The balance of £1,000 will only be paid once the applicant has successfully passed the academic year – transcripts will be checked to determine this.
- If the applicant has to retake the year, their £1,000 will be held over until they pass.

GENDER EXPRESSION FUND

- For all students registered as a University of Lincoln student.
- They must identify as trans, non-binary, intersex or otherwise gender diverse.
- Have reasonable need for items or transport expenses to be covered by the fund.
- Awards limited to a maximum of £100. Applicants will be encouraged to apply to the Term Time Fund should their need be greater.
- Only one application per eligible student, per academic year.

REPATRIATION FUNDS/INTERNATIONAL EXCEPTIONAL FINANCIAL ASSISTANCE FUNDS

These Funds are specifically targeted to assist EU and overseas students who have encountered highly exceptional circumstances which are outside their control.

Applicants will be expected to complete a Term Time Fund application form in order to gather appropriate information and evidence.

Applications may only be considered if there is a referral from a Specialist Adviser within Student Support & Advice.

Where Specialist Advisers are referred to in this document, this is within Student Support & Advice which is located in the Student Support Centre (studentsupport@lincoln.ac.uk).



STUDENT FUNDING TEAM CONTACT DETAILS

Address:

Student Funding Team, Student Support Centre, Minerva Building, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

Email: studentfundingteam@lincoln.ac.uk

Webpages: <https://studentservices.lincoln.ac.uk>

APPENDIX 1

Extract from the Department for Education. Loan, Grant and Tuition Fee Rates for Academic year 2023/24

Table A18 (continued): 2016 COHORT STUDENTS (EXCLUDING STUDENTS ENTITLED TO BENEFITS AND STUDENTS AGED 60 OR OVER ON THE FIRST DAY OF THE FIRST ACADEMIC YEAR OF THEIR COURSE): ASSESSED CONTRIBUTION FOR THE LOAN FOR LIVING COSTS IN 2023/24.

HOUSEHOLD INCOME	Student living at home		Student studying in London		Student studying outside London	
	Assessed Contribution (£)	Loan (£)	Assessed Contribution (£)	Loan (£)	Assessed Contribution (£)	Loan (£)
42,875	0	5,876	0	10,428	0	7,429
43,000	18	5,858	18	10,410	18	7,411
44,000	159	5,717	163	10,265	161	7,268
45,000	300	5,576	308	10,120	304	7,125
46,000	442	5,434	453	9,975	446	6,983
47,000	583	5,293	599	9,829	589	6,840
48,000	724	5,152	744	9,684	732	6,697
49,000	865	5,011	889	9,539	874	6,555
50,000	1,007	4,869	1,034	9,394	1,017	6,412
51,000	1,148	4,728	1,179	9,249	1,159	6,270
52,000	1,289	4,587	1,324	9,104	1,302	6,127
53,000	1,430	4,446	1,469	8,959	1,445	5,984
54,000	1,572	4,304	1,614	8,814	1,587	5,842
55,000	1,713	4,163	1,760	8,668	1,730	5,699
56,000	1,854	4,022	1,905	8,523	1,873	5,556
57,000	1,995	3,881	2,050	8,378	2,015	5,414
58,000	2,137	3,739	2,195	8,233	2,158	5,271
58,291	2,178	3,698(*)	2,237	8,191	2,200	5,229
59,000			2,340	8,088	2,301	5,128
60,000			2,485	7,943	2,443	4,986
61,000			2,630	7,798	2,586	4,843
62,000			2,776	7,652	2,729	4,700
62,343			2,825	7,603	2,778	4,651(*)
63,000			2,921	7,507		
64,000			3,066	7,362		
65,000			3,211	7,217		
66,000			3,356	7,072		
67,000			3,501	6,927		
68,000			3,646	6,782		
69,000			3,792	6,636		
70,000			3,937	6,491		
70,040			3,943	6,485(*)		

(*) – minimum loan for living costs