



Only complete this form if you are a 'home' status student, studying on an eligible part-time course.

These funds are intended to support those costs directly associated with your study i.e. travel and materials. Exceptional circumstances may also be considered.



Surname

First Name

Student ID

For office use only:

Date received

Application
Reference no.

Applications may be emailed to studentfundingteam@lincoln.ac.uk

SECTION 1: Terms and Conditions ALL applicants must read

Are you eligible to apply to this fund?

- You must be a 'Home' student, which is determined by the funding provider (e.g. Student Finance England) and not the student status that the University of Lincoln allocates to you.
- You must have applied for, and taken out, **ALL** statutory funding/benefits you are entitled to.
- You should also have made **adequate provisions** before starting the course for your basic living costs and course fees.
- Your course intensity must be at least 25% of a full-time equivalent.
- EU students and International Students cannot apply unless advised/recommended by the University's Specialist Advisers.

Who administers University of Lincoln Financial Assistance Funds?

- Fund Assessors within Student Support & Advice will assess your application following the criteria set down by the National Association of Student Money Advisors (NASMA) in consultation with the National Union of Students (NUS).
- There is no guarantee of an award for any applicant, so please do not rely on this Fund as a guaranteed form of income.
- The funders of the Financial Assistance Fund (the University of Lincoln) may request information about the outcome of your application and will be provided with statistical information about your application for monitoring purposes.

When can you make an application?

- Applications open on 9th October 2023 and close on the last official day of your course or 6th September 2024 (whichever is earlier).

What can these funds help you with?

- These funds are mainly to support those extra costs specifically associated with studying a part-time course e.g. **travel** and / or **course materials**, which the applicant can demonstrate are not easily affordable to them.

Our procedures:

- Applications are assessed in order of receipt.
- It may take up to 4 working weeks for your application to be processed.
- Please do not chase your application unless the 4 weeks have passed.
- Where applications are incomplete or extra evidence is required you will be contacted to supply that evidence.
- Your application will not be assessed until we have a complete application. Your application will be filed as incomplete where evidence is not received within 10 working days of a request being made.
- Extra evidence is processed in order of date of receipt which may result in your application taking longer than the original 4 week turnaround time.

Next steps:

- You must complete all sections which apply to you.
- Please write clearly.
- Please note that the University of Lincoln Financial Assistance Fund is limited and allocated on a 'first-come-first-served' basis. This could mean that we close the Fund early if all the money has been allocated.
- Please ensure you sign the application form.

SECTION 2: Personal Details to be completed by ALL applicants

First name(s) Surname

Date of Birth / /

Contact Telephone Number

Tick to indicate your current living arrangements:

University accommodation Parental home Own home Private rental

Other (please provide further details below)

Please provide details of any other accommodations you anticipate living in during your studies (if known)
i.e. if your tenancy agreement is 46 weeks but your course is say 52 weeks (please include dates and address/area details):

SECTION 3: Your Course Details to be completed by ALL applicants

Course title

Course start date / /

Course end date / /

When is your annual review (PGR only) / /

% Intensity % Which year are you in: 1 2 3 4 Other

Is this your final year? Yes No

Are you an Apprentice? Yes No Studying via distance learning? Yes No

Tick box if you are repeating the year: Tick box if you have interrupted and are not currently attending:

Reason for interruption (e.g. illness), date of interruption and intended resumption date:

SECTION 4: Your Bank Account(s) to be completed by ALL applicants

You must supply up-to-date evidence for **ALL** accounts held by you, your partner and jointly (if applicable) this includes those accounts which are not used, have little activity or have been recently closed – see section 5 for more information. Please list **ALL** bank/building society accounts including ISAs, cryptocurrency, stocks & shares, PayPal, etc:

Name of Bank/Building Society	Type of Account held e.g. student, savings, etc	Overdraft	
		Yes/No	Limit £

If you are successful and an award is made, it will be paid by bank transfer. Please provide the details of the account you wish an award to be paid into:

Account Holder Name

Bank Account Number Sort Code

SECTION 5: Your Bank Statements ALL applicants must read

- You must declare **ALL** accounts held by you, your partner and jointly (if applicable) in Section 4.
- You must provide 3 months (e.g. 15th November 2023 to 14th February 2024) detailed bank printouts (or statements) for **ALL** accounts held by you, your partner or jointly (if applicable) – they must show the bank name, account details, details of each transaction and a running balance. If you are unsure how to access statements there is a helpful guide on our webpage – <https://lincn.ac/8r>
- **They must be up-to-date i.e. within 1 week of your form submission date.** Screenshots from online banking can be provided where official statements have not yet been generated. Please ensure they are clearly labelled.
- They must be consecutive (no missing transactions from one page to the next).
- You must provide bank printouts for accounts even if there has been little or no activity, or it has recently closed.
- You must explain the following transactions by writing on your bank printouts next to **each transaction:**
 - o Payments INTO your account including any parental contributions (who it was from, what the money was for)
 - o Payments made to another account/person (who it is, what it was for)
 - o Payments OUT (including purchases) of your account which are £100 or more (what it was for)

SECTION 6: Non-priority Debts ALL applicants must read

We cannot consider non-priority debts (e.g. credit cards, buy now pay later schemes (e.g. Klarna, etc), payday loans, etc) as part of the assessment for these funds. However, if you have sought advice, either from the Specialist Advisers in Student Support & Advice or an equivalent debt advice provider we may be able to consider associated costs as per their recommendations. Please provide evidence of your arrangement.

To access the University's Specialist Advisers within Student Support & Advice please email studentsupport@lincn.ac.uk.

SECTION 7: Income/Expenditure to be completed by ALL applicants

Please briefly explain what provisions you put in place to cover your **essential living costs** and **tuition fees** before you enrolled on the course and provide **evidence** where possible

SECTION 7: Income/Expenditure to be completed by ALL applicants

Please tick what you are claiming for: **travel** and/or **course materials** and supply appropriate evidence:

<input checked="" type="checkbox"/> Expenditure type:	Photocopied evidence required:
<input type="checkbox"/> Travel – term time address to University	Timetable plus travel tickets/fuel receipts
<input type="checkbox"/> Books/equipment – more than £300	List signed by tutor

Exceptional Circumstances:

If you demonstrate that you made all realistic and reasonable provisions for your essential living costs and tuition fees before you embarked on your studies but have experienced an unexpected situation, these can be considered on a case-by-case basis in exceptional circumstances.

Please note, if you disclose any information which may give rise to any concerns (in particular in relation to Fitness to Practise, safeguarding and breaches of Tier 4 visas), the assessors have a responsibility to follow University policies and procedures.

Briefly explain what has occurred and supply appropriate supporting **evidence**:

SECTION 8: Disability/Additional Needs complete if applicable



The Student Wellbeing Centre supports students with physical and sensory impairments, specific learning differences, autistic spectrum disorders, mental health issues, and long-term health conditions. You can contact them on 01522 886400 or by email to studentwellbeing@lincoln.ac.uk

Do you have a disability which is registered with Student Wellbeing? Yes No

Please explain the nature of your disability/condition:

We will check your registration and evidence held with Student Wellbeing unless you ask us not to.

Have you applied for Disabled Students' Allowances (DSAs)? Yes No

Do you wish to apply for financial assistance to help pay for support not covered by the DSAs? Yes No

If yes, please give details of why you need additional support and provide evidence:

SECTION 9: Application Eligibility & Declaration to be completed by ALL applicants

In order to be eligible for support from these funds you need to have UK Home fee status.

More information about fee status can be found at <http://ukcisa.org.uk/>

You may qualify for UK Home fee status if:

- you're a UK national or Irish citizen or have settled status under the EU Settlement Scheme or indefinite leave to remain so there are no restrictions on how long you can stay.

AND

- you've been living in the UK, the Channel Islands, the Isle of Man or Ireland for 3 continuous years before the first day of your course.

Please note, there are other qualifying categories. It is your responsibility to check these. If you qualify for UK Home fee status under another category please indicate which one below:

Please tick I meet one of the qualifying categories above and qualify for UK Home fee status (you may be asked to provide **evidence** of this).

SECTION 10: Application Declaration to be completed by ALL applicants

We will check certain information you declare with relevant departments within the University of Lincoln in confidence and in support of your application. If you do not agree with these checks being made, please tick here

Some professional courses, such as Nursing & Midwifery carry additional expectations about professional behaviour – this is called Fitness to Practise. We are obliged to report anything you detail in your application that raises concerns about your Fitness to Practise.

I certify that to the best of my knowledge:

- I have read and agree to the Terms and Conditions in Section 1 of this form.
- I am a 'Home' status student (as defined by Student Finance England or appropriate funding authority).
- I declare that the information I have given on this form is correct and complete.
- I am aware that there are Additional Assessing Notes 2023/24 on the Student Services website.
- I have read and understand the Student Support Centre Privacy Statement – <https://lincn.ac/8fh>

Evidence Checklist:

- Bank statements annotated, as specified in section 5 (all accounts)
- Funding evidence (provisions)
- Travel costs
- Books/materials
- Any other relevant evidence to support your application

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 award obtained by me as a result.

Your Name (in capitals)

Your signature

Student ID

Date

How did you hear about these funds?

- Email campaign or talk/presentation
- Social Media / posters
- Applied before
- From fellow students
- Via your academic or other University of Lincoln Department
- Referral from Student Support or Student Wellbeing
- Website
- Student Union
- Other