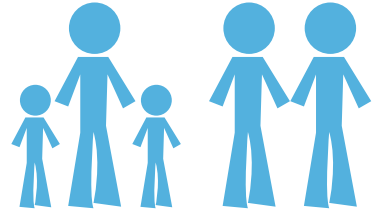




Only complete this form if you:

- have a partner and/or
- have dependants
- are studying on a full-time basis

(There is a different application form for those who are single with no dependants and also for part-time students).



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.
- 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?

- Term time applications open on 9th October 2023 and close on the last official day of your course as registered with the Student Loans Company or 31st July 2024 (whichever is earlier).
- Summer applications open on the first Monday following the official last day of your course or 1st August 2024 (whichever is earlier).
- Summer applications close on 6th September 2024.

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 / /

Tick here if you are a care leaver /estranged

Tick here if you have caring responsibilities for an adult family member

Tick here if you are a lone parent

Contact Telephone Number

Tick to indicate your current living arrangements:

University accommodation Parental home Own home Private rental

Other (please provide further details below)

Summer Fund applicants - please provide dates/ details of your living arrangements over the summer vacation period below:

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

Course title

Which year are you in: 0 1 2 Placement* 3 4 Other

Is this your final year? Yes No *Are you doing a Paid Placement Year Unpaid Placement Year

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 Dependants complete if applicable

Please provide details of any of your or your partner's children aged under 18-years-old, who live with you and are wholly/mainly financially dependent on you during the academic year 2023/24.

Full Name(s)	Date of Birth	Age(s)
<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"/>	<input type="text"/>

Please provide details of any adults who live with you and who will be wholly/mainly financially dependent on you (they do not have an income) during the academic year 2023/24.

Full Name(s)	Date of Birth	Age(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 4: Your Dependants complete if applicable

Child Support – complete if applicable

Please give details if you, or your partner, make **access visits** to any children who **do not** live with you (e.g. where do you travel to, how often and the costs incurred):

You must provide evidence of the access arrangements, their relationship to you and costs incurred.

Please give details if you, or your partner, make **maintenance payments** for any children who **do not** live with you:

You must provide evidence of these payments, the arrangement and their relationship to you.

SECTION 5: Childcare Costs complete if applicable

CHILDCARE: in order to have your childcare costs included you MUST complete this section and provide detailed evidence showing your childcare costs. A CURRENT PRINTOUT FROM YOUR CCGPS ACCOUNT MUST BE PROVIDED.

Child 1 Name		Weekly Cost (in child's term time)
Name and address of childcare provider:		£
Telephone		Weekly Cost (during vacation)
OFSTED Reg no		£

Tick box if you are in receipt of the Free Early Years Entitlement from your Local Authority

Child 2 Name		Weekly Cost (in child's term time)
Name and address of childcare provider:		£
Telephone		Weekly Cost (during vacation)
OFSTED Reg no		£

Tick box if you are in receipt of the Free Early Years Entitlement from your Local Authority

Child 3 Name		Weekly Cost (in child's term time)
Name and address of childcare provider:		£
Telephone		Weekly Cost (during vacation)
OFSTED Reg no		£

Tick box if you are in receipt of the Free Early Years Entitlement from your Local Authority

(Continue on separate sheet if necessary)

SECTION 6: 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 7: 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 and 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**:
 - Payments INTO your account including any parental contributions (who it was from, what the money was for)
 - Payments made to another account/person (who it is, what it was for)
 - Payments OUT (including purchases) of your account which are £100 or more (what it was for)

SECTION 8: 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 9: Money you (and your partner) have coming in to be completed by ALL applicants

Tick any student funding & other income you (and your partner) receive and supply appropriate evidence:

✓ Student Funding – Income type:	Photocopied evidence required:
<input type="checkbox"/> Maintenance Loan	Student Finance Paperwork
<input type="checkbox"/> Special Support Element	Student Finance Paperwork
<input type="checkbox"/> NHS Learning Support Fund – Training Grant	NHS Training Grant award letter
<input type="checkbox"/> University of Lincoln Bursary/Scholarship	N/A – we will have this already
<input type="checkbox"/> Other Grant/Bursary	Evidence from awarding body
<input type="checkbox"/> Blackburn Bursary	N/A – we will have this already
<input type="checkbox"/> Foyer/Support Housing Bursary	N/A – we will have this already
<input type="checkbox"/> Wages (if apprentice)	Wage slips

SECTION 9: Money you have coming in to be completed by ALL applicants

Tick any student funding & other income you (and your partner) receive and supply appropriate evidence:

<input checked="" type="checkbox"/> Other – Income type:	Photocopied evidence required:
<input type="checkbox"/> Earnings – applicant and partner	Wage slips - latest 3 months
<input type="checkbox"/> Parental Contributions	Highlighted on bank printouts
Benefits:	
<input type="checkbox"/> Employment Support Allowance (ESA)	Letter - current weekly amount
<input type="checkbox"/> Housing Benefit	Letter - current weekly amount
<input type="checkbox"/> Local Council Tax Support (CT Benefit)	2023/24 letter showing amount
<input type="checkbox"/> Child Tax Credits	Latest FULL TCAN
<input type="checkbox"/> Working Tax Credits	Latest FULL TCAN
<input type="checkbox"/> Universal Credit	Up-to-date Journal breakdown
<input type="checkbox"/> Pension Credit	DWP letter stating weekly amount
<input type="checkbox"/> Statutory Sick Pay	Payment slips - latest 3 months
<input type="checkbox"/> Statutory Maternity Pay or Maternity Allowance	Payment slips - latest 3 months
<input type="checkbox"/> Carer's Allowance	DWP letter stating weekly amount
<input type="checkbox"/> Child Support	CMS document or bank statements
<input type="checkbox"/> Bereavement Benefits	DWP letter stating weekly amount
Other (please state and supply evidence):	
<input type="checkbox"/> Savings (incl Premium Bonds)	Up-to-date statements
<input type="checkbox"/> Pension	Pension letter
<input type="checkbox"/> Any other income (e.g. rent from lodgers)	Evidence, as appropriate

If your partner is a student at the University of Lincoln:

Partner's Name:

Partner's Student ID:

You must supply evidence of their student funding and any other income they received as well as detailed bank printouts for **ALL** accounts held

If your partner works, how do they travel to work?

Car Bus Train Cycle/Walk Other (e.g. car share):

Please provide the postcode of their place of work:

How many days per week & weeks per year do they work? Days Weeks

Not eligible for all/part of the funding package due to previous study?

Has your 2023/24 student funding been affected due to either previous study or you already have an equivalent level qualification? Yes No

If you **don't qualify** for a student funding package, where else have you applied for other funding support?

Repeating the year due to exceptional circumstances/compelling personal reasons?

Have you applied to your funding authority to have the year disregarded for funding purposes due to your Compelling Personal Reasons? Yes No

Overpayments?

Have you had an overpayment from your student funding provider or the benefits agency? Yes No

Have you completed a Financial Hardship Confirmation Form in order to defer your overpayment? Yes No
(forms may be requested from your funding provider)

If so, please explain the details below and ensure you provide evidence.

SECTION 10: Money you (and your partner) have going out to be completed by ALL applicants

Tick any expenditure you pay out and supply appropriate evidence:

<input checked="" type="checkbox"/> Expenditure type:	Photocopied evidence required:
<input type="checkbox"/> Rent – tenancy agreement	Tenancy agreement – showing dates and weekly sums payable
<input type="checkbox"/> Rent – parental home	Letter from parent(s) detailing arrangement and payments highlighted on bank prints
<input type="checkbox"/> Mortgage	Latest mortgage statement
<input type="checkbox"/> Council Tax	2023/24 Council Tax bill
<input type="checkbox"/> Household bills, not included in rent	Latest household bills
<input type="checkbox"/> Travel – term time address to University	Timetable plus travel tickets/fuel receipts
<input type="checkbox"/> Travel – placement	Details of placement – dates, postcode, travel costs evidence
<input type="checkbox"/> Car costs (if required due to health)	Evidence of car ownership
<input type="checkbox"/> Health costs	Copy of prescription, receipt
<input type="checkbox"/> Books/equipment – more than £300	List signed by tutor
<input type="checkbox"/> CCGPS Account	Up-to-date printout

SECTION 11: 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 12: Supporting Statement to be completed by ALL applicants

Please state why you are in financial difficulty and in need of additional support. See questions below which may assist with this.

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 (continue on a separate sheet, if required):

- Why are you currently in financial difficulty?
- What measures have you taken to help yourself?
- Have you experienced any unforeseen circumstances?

SECTION 13: 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)
- Housing/accommodation costs
- Welfare benefits
- 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