



The University Of Sheffield.

FINANCIAL SUPPORT 2011-12 ACADEMIC YEAR

1. THE ASSESSMENT

The financial support application form may seem like a laborious task to complete. We ask for various pieces of information so that we understand your circumstances better and to comply with the requirements of our auditors. Applications are available in paper or on-line format and we follow a standard assessment procedure, prescribed by the Department of Business, Innovation and Skills (BIS). The assessment focuses on identifying the level of 'additional need' by comparing income and essential expenditure. A "non standard" assessment may be applied in extraordinary cases.

Awards are only ever a contribution to costs and will not necessarily cover all your additional financial needs.

Students who have dependent children/adults, a disability or exceptional circumstances are encouraged to apply for Financial Support from the University.

Vulnerable students facing exceptional hardship will remain a priority.

2. ACCESS TO LEARNING FUND (ALF) – UK Students Only

Official guidance is available on line: www.direct.gov.uk

The Access to Learning Fund (ALF) is a sum of money given to the University by the Higher Education Funding Council for England (HEFCE), to allocate to UK students with additional financial needs.

Eligibility: To qualify, you must firstly meet all the following criteria:

- You must be registered on a higher education, undergraduate or postgraduate course;
- If eligible, **Undergraduate** students must have requested the maximum Student Loan and Maintenance Grant to which you are entitled and have received your first instalment. Both new and continuing students can apply to the Fund for awards to cover study costs, childcare costs and in some cases, travel costs.
- **Postgraduate** students should have made realistic provision to fund both their tuition fees and living costs in the first instance. If you applied for a Professional & Career Development Loan which was rejected then you can apply for financial support.

However, please be aware the fund cannot be used to meet the cost of tuition fees, it can be used to support living cost by up to a maximum of £3000 in extreme cases.

3. PART TIME UNDERGRADUATE STUDENTS

- If your fees will be in excess of the fee grant available from Student Finance England, you may qualify for additional help from the Additional Fee Support Scheme (AFSS) to cover the shortfall. This is providing you receive the full support package from Student Finance England.
- Both new and continuing students can apply to the Access to Learning Fund for awards to cover extra childcare costs and, in some cases, travel costs.

4. INTERNATIONAL STUDENTS

International Students can apply for Financial Support from the University, however, students must be aware that these funds are limited and cannot be awarded to cover the cost of tuition fees. Applications can be made if you are experiencing difficulties due to an unforeseeable change in circumstances.

Prior to accepting a place on a course it is a requirement of your registration with the University that students have sufficient funds to cover tuition fees and living expenses for themselves and any dependants for the full duration of the course, including writing up periods. NB: The assessment process will assume that students have such funds.

Making an application:

1. Complete the paper application and make sure you answer all the relevant questions fully.
2. Supply **copies** of the documentation requested on the application form.
3. Return your completed paper form and all supporting documentation to the Student Services Information Desk in the Union of Students building, **by 4.30pm** or if you completed the on-line form email your evidence as attachments to financialhelp@sheffield.ac.uk.
4. Your eligibility for funds will then be assessed, in cases where more information is needed before a decision can be made you may be called for an interview.
5. Successful and unsuccessful applicants are notified by email to their University account normally within 15 working days of receipt of a complete application. A letter can be provided if requested.
6. Applications will be accepted up until **4.30pm Friday 8 June 2012**
7. **Students who are continuing their studies over the summer period (June through to August 2012) should email financialhelp@sheffield.ac.uk for guidance on applying for financial support.**
8. Students who are in receipt of a University Bursary or Scholarship are still eligible to apply to the Access to Learning Fund.
9. **Undergraduate Students who have been refused a Student Loan because they have a previous Degree should email financialhelp@sheffield.ac.uk for information in the first instance.**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

The University will only normally consider **one financial support application in each academic year** (i.e. September to August inclusive). However, if you can provide evidence to show that your circumstances have changed, a further application will be considered.

If you have difficulty completing a form or need to discuss your financial situation with someone, please see an advisor in the Student Advice Centre in the Union of Students Building.



The
University
Of
Sheffield.

Office Use Only

Stamp date application received

Mailed with attachments.....

Logged in SSiD

Reg Status

Exp End Date

**APPLICATION for FINANCIAL SUPPORT 2011/2012
For ALL STUDENTS**

ELIGIBILITY

I am a POSTGRADUATE, INTERNATIONAL or EUROPEAN Student (*this includes International or European Students studying Undergraduate Course*) Please circle **YES/NO**

If you answered YES go direct to Section A

I am an Undergraduate, PGCE or Part Time Student Please circle **YES/NO**

If you answered YES complete the two questions below before continuing to section A

I have applied for the full entitlement of my statutory support package from Student Finance?

Please circle **YES/NO or N/A**

I have received the first instalment of my statutory support entitlement i.e. loans, grants?

Please circle **YES/NO or N/A**

If you have not yet received your first instalment, before carrying on with this application call 0114 2221265 for advice or go to SSiD, Union of Students.

Section A –PERSONAL DETAILS

1. Student Registration Number:
2. Your Title:
3. Your First Name: (in full)
4. Your Family Name: (in full)

5. We will email the decision of this application to your University email account. A letter can be provided to your term time address if you prefer, however it will take longer for you to receive notification. Please ensure the University has your most up-to date term address.

Tick this box only if you require notification by letter.

6. Telephone numbers (include area code)

Term time: Mobile..... Home.....

7. University Email Address:
(Please check your email on a regular basis, we may wish to contact you for additional information to support your application or give you up to date announcements)

8. Date of Birth: / / 9. Your age: (in years) on 1/9/2011.....

10. Nationality: 11. Marital Status.....

12. Tuition Fee Status: Please circle **Home/Overseas**

13. Sheffield accommodation – who do you live with:

Please give details of everyone sharing the accommodation (include housemate, partner, any children and other members of your family where applicable).

<u>Name</u>	<u>Relationship to you</u>
.....
.....
.....

Section B – COURSE DETAILS

14. Course Title e.g. BA History, MA Law:

15. Faculty/Department:

16. Are you studying? Please circle **FULL or PART TIME**

17. What year are you studying? e.g. 1st, 2nd.....

18. Is this a repeat year? Please circle **YES/NO**

19. **For UK Postgraduate students only**, when studying as an Undergraduate were you in receipt of a full support grant from Student Finance? i.e. higher education grant, maintenance grant etc. please circle **YES/NO/DON'T KNOW**

Section C – YOUR DEPENDANTS

20. Do you have children living with you who are also financially dependent on you?

If yes please give details:-

<u>Name</u>	<u>Age</u>
.....
.....
.....

21. Is your child/children registered at the University Nursery or Holiday Club?
Please circle YES/NO

22. Do you have any adults living with you who are also financially dependent on you?

If yes please give details:-

<u>Name</u>	<u>Age</u>
.....
.....
.....

Section D – DISABILITY/MEDICAL CONDITION/LEARNING DIFFICULTY

23. Do you have a disability, medical condition or learning difficulty?
Please circle YES/NO

If yes please give some brief information below:-

.....
.....

24. Have you applied for the Disabled Students' Allowances (DSA)?
Please circle YES/NO

If you are in receipt of DSA please include a photocopy of the confirmation letter from your funding body as evidence.

Section E – DEBTS TO THE UNIVERSITY

25. Do you have any of the following debts to the University? (not tuition and library debts).
You should be aware that you will not be able to graduate if you have an outstanding debt with the University.

University Accommodation Debt *Please circle YES/NO* Amount £

Short-Term University Loan Debt *Please circle YES/NO* Amount £

If your application is successful, would you be willing for us to pay off the above debts from your award? If yes, please tick a, b or c below:

a) 100% b) 75% c) 50%

Section F – MONEY -PLANNER

26. *It is compulsory for all students to complete this section.* Go to the following website <http://www.shef.ac.uk/moneyplanner/> and complete the money-planner. Print a copy of your money plan by using the download PDF button which you will find at the end of the planner and send it with this application. Your application will not be assessed without this document.

The Money Planner is intended to encourage you to manage your money within existing resources. The outcome of your money plan does not guarantee you will receive a financial support grant from the University. Students who can demonstrate they are living within their means have equal chance of receiving a grant as those who are clearly not managing their money.

Section G – BANK & BUILDING SOCIETY

27. Please give below details of ALL accounts held by you and your partner in banks, building societies, financial institutions etc (*add a continuation sheet if necessary*)

<u>Name of Bank/Building Society</u>	<u>Branch where account held</u>	<u>Account No</u>
.....
.....
.....

Section H- PERSONAL CIRCUMSTANCES

28. *It is compulsory for all students to complete the next section.* Please tell us about your circumstances in brief detail. Including:

- *Unusual “one-off” costs that could not have been foreseen*
- *Exceptional circumstances that have affected your financial position*
- *If it is not possible for you to engage in paid employment*
- *Why you are in financial difficulty*

This does not have to be in essay format, please feel free to write brief notes and use bullet points. Remember to support your statement with documentary evidence (*add a continuation sheet if necessary*).

Section I- CHECKLIST OF EVIDENCE REQUIRED

As part of your application you must provide the following documents, all proof **MUST** be enclosed to make your application complete. Incomplete applications will not be considered. Please click below the evidence you have enclosed with this application. Undergraduate Students can see *examples of the documents requested for 2 and 3 on our website along with Case Studies and Myths* at: <http://www.shef.ac.uk/ssid/finance/application.html>

1. All Students must provide a PDF print out of their Money Plan.
2. Undergraduate/PGCE Students must provide their Student Finance Breakdown showing your statutory funding package.
3. Undergraduate/PGCE Students must provide their Payment Timetable showing loan payment dates and confirmation of the amount of loan requested.
4. Postgraduate, International and European students must provide evidence of their main source of Income e.g. career development loan, scholarship award, full time earnings.
5. All Students must provide Proof of Accommodation costs e.g. Rent Agreement or proof of mortgage ANNUAL INTEREST payments: a certificate showing this can be obtained from your Bank/Building Society. Also include evidence of any Buildings Insurance.
6. All Students must provide proof of their financial situation – copies of 3 months most recent consecutive up to date bank statements/bank ledgers listing transactions for EACH account you and your partner (*if applicable*) hold, a copy of your Building Society Book, 3 months' credit card statements etc. These statements must show your name and bank details – print outs from your online account are acceptable, mini statements are not.
7. Provide evidence of part time earnings (*where applicable*) i.e. Last 4 weeks wage slips.
8. Provide evidence of partners' income (*where applicable*) e.g. Last 3 months pay slips, benefit awards/entitlements, Grant or award Letter etc.
9. Provide evidence of Inland Revenue notification of Child Tax Credit and/or Working Tax Credit awards (*where applicable*).
10. Provide evidence relating to travel and/or private vehicle costs (*where applicable*).
11. Provide evidence of benefits (*where applicable*).
12. Provide evidence relating to circumstances in Section H (*where applicable*).
13. Provide evidence relating to a disability declared on your money plan (*where applicable*).
13. Provide evidence relating to childcare declared on your money plan (*where applicable*).
14. All Students must Read, Sign and Date the form Declaration on the Next Page.

CONFIDENTIALITY

Applications are only seen by Student Services Staff and the Financial Help Advisory Panel, if necessary. In some cases it may be necessary for additional supporting evidence to be sought by yourself from other university staff in order for the Panel to reach a decision.

Section J - MONITORING

To enable us to improve our publicity for the financial support scheme, please state where you heard about the existence of support schemes. Please choose only one as appropriate.

Student Advice Centre University Web Pages Other

DATA PROTECTION ACT 1998

The University of Sheffield is a data controller in terms of the 1998 legislation. The Student Services 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 and electronic records keeping.

The data will not be passed to any third party without your consent, except when the University is required to do so by law. Should you have any concerns as to how this information is used please contact the Student Services Information Desk, Union of Students.

- I have read all the documentation included with this application.
- I declare that the information I have given on this form is true, complete and accurate.
- I understand that providing false information in an attempt to obtain funds from the University, BIS (Business Innovation & Skills) or other funding body would be fraudulent and could result in disciplinary action and will automatically disqualify my application.
- I have fully declared all sources of income and all financial accounts I and my partner (if relevant) hold.
- I will contact the University if my circumstances change in any way.
- I have enclosed documentary evidence in support of my application and understand that my application will not be processed without adequate evidence.

SIGNED.....DATED.....

RETURN THIS FORM and attach your documentation to: SSID (Student Services Information Desk), UNION OF STUDENTS BUILDING, WESTERN BANK, SHEFFIELD, S10 2TG, MONDAY – FRIDAY before 4.30pm or by email to financialhelp@sheffield.ac.uk and scanning your documents.

APPLICATIONS ARE ASSESSED BY THE FINANCIAL APPLICATION SUPPORT TEAM AND NOT SSID.

FEEDBACK

On a scale of 1-5 with 1 being EASY how easy was it for you to complete this form?

Comments:.....
.....
.....