

APPLICATION FOR FINANCIAL AID

**Higher Education Childcare Fund
Higher Education Discretionary Fund
Higher Education Part-time Discretionary Fund
Higher Education Postgraduate Discretionary Fund
RUK Bursary Fund
General financial assistance**

Please see next page for eligibility, closing dates, and how to apply to these funds

SESSION 2011-2012



Student Funding Unit

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3 Cross Row

University of Dundee

DUNDEE

DD1 4HN

Tel: 01382 384801

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ELIGIBILITY GUIDANCE - please read carefully

You ARE eligible to apply for the University's discretionary funding if you are:

- ~ a UK student, or the child of an EU migrant worker;
- ~ an EU student receiving SAAS support equivalent to a (UK) Home student;
- ~ a UK full-time undergraduate or postgraduate student;
- ~ eligible to apply for a student loan and have taken the **maximum** loan to which you are entitled;
- ~ a part-time student studying a course as part of a degree programme.

You ARE NOT eligible if:

- ~ you are on an extended DP or are "writing up" a thesis;
- ~ you are an EU student only in receipt of Tuition Fee assistance from SAAS or an Overseas student;
- ~ you have **not** taken out the maximum loan to which you are entitled;
- ~ you are in receipt of a non means-tested NHS Bursary and no access to a student loan, (eg a Nursing student). Nursing students can only access a short-term loan if they find themselves in financial difficulty - see our web pages for emergency assistance.

The Student Funding Unit will endeavour to process your application within 10 working days. During busy periods, especially after closing dates, it may not be possible to meet this time-scale; however, every attempt will be made to process your application as quickly as possible. Please ensure that **photocopies** (non-returnable) of all necessary documents are submitted with your application form - otherwise, the processing of your application will be delayed.

To ensure your application is processed within semester-time, please submit your application by 3 pm on the following dates:

Friday, 2nd December 2011
Tuesday, 13th March 2012
Tuesday, 8th May 2012

Applications will be accepted during the long vacation period in summer but will ultimately close on 1st July 2012 and re-open at the beginning of 2012/13 term.

CHECKLIST

ENSURE PHOTOCOPIES (NON-RETURNABLE) OF THE FOLLOWING ARE SUBMITTED WITH YOUR APPLICATIONS

Please tick all that applies to you

- SAAS Letter of Award (**Scottish Students ONLY**) - BOTH SIDES
- SLC payment schedule letter for **non-Scottish UK** students, OR
Letter of Award from SFE, SFW, SFNI
- Copy of most recent bank statement - showing 1 month's transactions
- Cash Point mini-statement **from the day of handing in application**
- Evidence of accommodation costs eg. Lease/rent receipt/mortgage statement
- Evidence of Child Tax Credits/Working Tax Credits - full HMRC letter
- Evidence of part-time student status
- Evidence of any scholarships/bursaries/education loans etc.

You may be allocated an award to assist you with your general living costs or childcare costs. Assistance can not be given towards Tuition Fees, nor will it be given to compensate for non-receipt of assessed parental contribution. Most funds awarded will normally be paid direct into your bank account in installments, although awards for childcare will be paid directly to your childcare provider. The Student Funding Unit has a duty to protect the public funds it administers, and it may be necessary for us to exchange information provided in the application form with other University departments (eg School Offices).

All students who use the services of the Student Funding Unit will be respected and afforded the utmost privacy and confidentiality. The Student Funding Unit will not disclose any aspect of the nature or content of any advice given unless the client has requested or agreed that we do so.

Please indicate your student status by ticking the relevant box:

- Full-time Undergraduate
- Full-time Postgraduate Teaching
- Other Full-time Postgraduate
- Part-time

Please indicate to which fund you are applying:

- Discretionary Fund (full or part-time)
- Childcare Fund/Lone Parent Childcare Grant (LPCG)
- Postgraduate Fund (full or part-time)
- General Assistance (ie. Do not fit any of the above)

PERSONAL INFORMATION

Matriculation Number:

Date of birth:

Mobile Phone number:

Dundee University e-mail address: _____ @dundee.ac.uk

(We will only communicate by email to your University email account)

Which Course are you studying?

Which year of study?

If you are repeating a year, please indicate why:

Accommodation:

Please tick the type of accommodation that applies to you:

University

Halls of Residence Name: _____

Private

Please indicate Landlord's Name/Agency: _____

Local Authority/Housing Association: _____

Other

Own

Relative

Personal Status

Single/Divorced/Separated * (delete as appropriate)

Living with Partner

Married

YOUR FINANCIAL CIRCUMSTANCES FOR SESSION 2011-2012

Do you receive any money from any other source? (eg. Trust/Charity)?

If you are a postgraduate student **not** studying teaching, please state the level of sponsorship you receive

Banking Information

Please ensure that you submit the correct banking details.
Failure to do so may result in any payments being paid into the wrong account number - the University will not be held liable for retrieving these funds.

Name of Bank:

Branch:

Overdraft Limit: £

If you do not have an overdraft facility, please explain why:

Sort Code:

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Account Number:

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Debts

Apart from your student loan and overdraft facility, to whom do you owe money? eg. Credit/Store cards.
Please include any debt you may have to the University.

TO WHOM	BALANCE	MINIMUM PAYMENT

Please list anyone in your household who is financially dependent on you

Name	Relationship to you	Age

MONTHLY FINANCIAL SITUATION: divide your student loan and any grants by 9.				
<u>INCOME (after tax) - A</u>				
	£	Office Use	£	Office Use
Student Loan			Child Benefit	
YSB/ISB			Maintenance	
Lone Parent Grant (LPG)			Housing Benefit	
Parental Contribution			State Benefits	
Career Development Loan			(please specify)	
Other Sponsorship			Rent income from Lodger/Tenant	
Your Pay			Any other income:(please specify)	
Partner's Pay				
Child Tax Credits				
Working Tax Credits				
			TOTAL INCOME (A)	£0.00
<u>SPENDING - B</u>				
Household:	£	Office Use	£	Office Use
Mortgage/Rent			Financial products:	
Council Tax			Loan/card/HP repayments	
Electricity			Pension contributions	
Gas			Savings being made	
Phone/Internet/satellite TV			Life Insurance	
Mobile Phone			Buildings insurance	
Food			Contents insurance	
TV Licence			Car insurance	
Other: (please specify)			Medical Insurance	
			Mobile Phone insurance	
Social costs			Other:(please specify)	
Children:				
Childcare costs				
Child Support Payments			Other spending:	
Children's Activities:specify			Clothing and footwear	
			Toiletries	
Other: (please specify)			Medicines	
			Other :(please specify)	
Travel:				
Getting to university			Books/Equipment	
Getting to work				
Car (inc Tax/MOT/Service)				
Other:(please specify)				
			TOTAL SPENDING (B)	£0.00
			TOTAL INCOME (A)	£0.00
			MINUS TOTAL SPENDING (B)	£0.00
			BALANCE (A-B)	£0.00

STUDENT'S DECLARATION

- ~ I accept that any inaccurate information given will invalidate my application;
- ~ I accept that any falsified, fraudulent or dishonest information may lead to disciplinary procedures by the University of Dundee;
- ~ I acknowledge that my application will be delayed if the form does not include copies of the relevant documentation;
- ~ I acknowledge that during periods of high demand and the vacation periods, my application may not be processed within 10 working days;
- ~ I agree to repay any overpayment made to me, even if it is not my error;
- ~ I accept that no further payments will be made to me should I withdraw from my course;
- ~ I agree to repay any short-term loan by the agreed date. If I am unable to meet that date, I **will** make contact with the Student Funding Unit to re-negotiate a suitable repayment date. *(Failure to re-negotiate or repay will result in the sum being transferred to your student record as University debt. This may prevent you from matriculating or graduating in the future.)*
- ~ I confirm that I will notify the Student Funding Unit of any change in my circumstances.

Applicant's signature:

Print Name:

Date of application:

*If you choose to post your application form, please ensure you have adequate postage. Any underpaid postage **will not** be accepted by the University and will be returned to the Royal Mail.*

We have a **red post-box** attached to Level 4 Reception at DUSA, Airlie Place where you can deposit your application form and supplementary information outside working hours.

As we are on the first floor, please call ahead if you have mobility issues so that we can arrange to meet you at an accessible area:

Tel: 01382 384801

Email: studentfunding@dundee.ac.uk



STUDENT FUNDING UNIT
DIRECTORATE OF STUDENT OPERATIONS
 Application for Childcare Assistance (including Lone Parent Childcare Grant)

A separate sheet needs to be completed for each child

- ~ Please give this page (or a copy) to your registered childcare provider to complete.
- ~ You must submit this page with your Application for Financial Aid form.
- ~ Please use block capitals and black ink to complete this form.

Your Personal Details

Name:									
Matriculation 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"/>
SAAS Reference 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"/>
College of:									
School of:									

Important Information

Please give us details of the registered or formal childcare costs you expect to pay during the period 1st August 2011 to 31st July 2012. To apply to the Higher Education Childcare Fund, the childcare provider you use must be registered with the Care Commission in Scotland and must provide their registration number in the box overleaf. Support for informal childcare, eg. a friend or relative, may be considered within applications for the Higher Education Discretionary Fund.

Any monies awarded towards your childcare costs will be paid directly to your childcare provider. Please note that we will ask your childcare provider to confirm that your child/ren is/are in attendance with them. You must advise us immediately if you change childcare provider or any change in your circumstances that may affect your entitlement to any funding. If we have paid you more than you are entitled to, we will ask you to pay this back. If you make a false claim, we will refer your case to the Fraud Team at the Student Awards Agency for Scotland (SAAS) who may pursue prosecution.

You must declare if you receive support for childcare from any other source, eg. Working Tax Credits. This amount will be taken into consideration in our calculations and will be deducted from your total childcare costs. If you expect to receive a payment from your local authority for pre-school education, you should tell us how much you expect this to be, even if you are still waiting to claim this back from the authority.

Students applying for the Lone Parent Childcare Grant (LPCG) should ensure that they have applied to SAAS for their Lone Parent Grant (LPG) before submitting this form. You need to have the LPG noted on your SAAS Letter of Award before we can proceed with your application for LPCG.

Student's signature:

Date:

Details of Registered Childcare Provider

Care Commission No:	C	S	2	0							
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Company Registration No:	VAT Registration No:	Charity Registration No:

Name of Childcare Provider:

Address of Childcare Provider: Postcode:

Telephone Number:

Remittance Advice will be sent to email address:

Payments will be made by BACS transfer, monthly. Please provide us with your bank details:
Name of Bank:

Name of Account holder:

Sort Code:

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Account Number:

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Details of Childcare

Child's name:

Age:

Day	Number of AM hours	Number of PM hours	Total cost per day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL			

Cost per hour/session : £

Other costs: eg. Food, in-service days: £

I confirm that I have agreed to provide childcare for the named child above and I will advise you immediately of any change to this. (Please note that, as part of our audit procedures, we will ask you to confirm the child's attendance within the October to May period, by e-mail.) Any false or fraudulent claim will be referred to the Fraud Team at the Student Awards Agency for Scotland (SAAS) who may pursue prosecution.

Manager/Proprietor's Name: (BLOCK CAPITALS)

Signature:

Date: