Application for Financial Assistance

- Higher Education Discretionary Funds
- Higher Education Childcare Fund
- Lone Parent Childcare Grant (LPCG)
- Higher Education Nursing & Midwifery Discretionary Fund
- General Financial Assistance

Administered by:
Student Funding Unit, University of Dundee, Ground Level
Support Hub, OTI Building, DD1 4HN
Tel: 01382 384801
Email: studentfunding@dundee.ac.uk
Web: Student Funding webpages
Eligibility Guidance—please read carefully

You are able to apply to the University's Discretionary Funds if you are:

- A UK resident student, or the child of an EU migrant worker;
- An EU student receiving SAAS support equivalent to a (UK) Home student;
- A full or part-time Nursing student who is undertaking a Pre-Registration Nursing course;
- A UK full-time or part-time undergraduate or postgraduate student studying a course as part of a degree programme;
- Eligible to apply for a student loan and have taken the maximum loan to which you are entitled;

You are not eligible if:

- You are a co-curriculum/Associate student in your first year attending college – you need to contact your Student Services Directorate in your college for financial aid.
- You are on an extended DP or are “writing up” a thesis;
- You have not taken out the maximum funding to which you are entitled.

You may be allocated an award to assist you with your general living costs or a contribution towards your childcare costs. Assistance will not be given towards Tuition Fees, nor will it be given to compensate for non-receipt of assessed parental contribution. Any funds awarded will normally be paid directly to your bank account in instalments. Awards for childcare may be paid directly to your childcare provider. The Student Funding Unit has a duty to protect the public funds it administers and complies with financial audit requirements.

General Data Protection Regulation (GDPR)

The University of Dundee is a data controller in terms of General Data Protection Regulation (GDPR). The Student Funding Unit 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 GDPR: Data Protection Policy. Personal data will be used solely by the department for statistical purposes and electronic record keeping. The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to Alan Bell, Head of Information Governance.

All information shared with the Student Funding Unit as part of your application will be kept securely and in confidence. Unless a student gives written permission to share information, or the university is legally obliged to share information, for example in fraud investigations, the information shared with the Student Funding Unit will be kept securely and will not be shared. Your personal information will only be used for processing applications for financial assistance and any university scholarship or bursary to which you may be entitled. Your information will be dealt with in accordance within the guidelines for fair processing and for any financial audit purpose.

Should any student have a query relating to the information held in their name, they should contact, in the first instance, the Student Funding Officer at the Student Funding Unit, by emailing studentfunding@dundee.ac.uk. Where queries cannot be resolved at the first instance, the query will be passed to the Data Protection Officer at the University of Dundee.
Documentation we need

Important - we can only accept photocopies of the following items. These are non-returnable. Failure to submit all evidence will result in a delay in processing your application:

- Letter of award (all pages) from your funding body (SAAS, SFE, SFW, SFNI) showing the breakdown of your funding, Tuition Fees, Bursary, Supplementary Grants, Student Loan;
- Bank statements of all your accounts showing at least one month's transactions. Your statement(s) should show your student loan being credited to your account. Each statement must show your name, address, and bank account details. No screen dumps or screen shots are acceptable;
- Cash point mini statement showing your up-to-date balance(s) - if you have provided us with an online bank statement, you don't need to provide this.
- Evidence of accommodation costs, e.g. Lease/rent receipt/mortgage statement showing the address and name(s) of tenants;
- Evidence of Child Tax Credits/Working Tax Credits/Universal Credit - your full HMRC letter or UC statement (this can be downloaded from your account: Universal Credit sign-in);
- Evidence of any scholarships/bursaries/education loans etc. Include University of Dundee bursary or scholarships or a Career Development Loan.

Please tick which category of student you are:

- Full-time Undergraduate student [X]
- Full-time Postgraduate Teaching student [ ]
- Other Full-time Postgraduate student [ ]
- Part-time Undergraduate/Postgraduate student [ ]

When to apply

Applications for the Academic Year 2018-19 may be submitted at any time up until Friday 24th May 2019.

Applications for assistance with registered childcare costs may be submitted at any time up until Friday 29th March 2018.

Any student experiencing difficulty completing this form due to accessibility issues, please phone our office on 01382 384801 to make an appointment with one of our advisers to aid you in completing it.
Student Details

Student ID/Matriculation: 180000000

Dundee University email address: another@dundee.ac.uk

School (e.g. Life Sciences): Life Sciences

Banking Information

Please ensure that you submit the correct banking details as this is the information retained by us for any award payment. Failure to do so may result in any payment being paid into the wrong account. The University will not be held liable for retrieving these funds.

Name of bank: Royal Bank of Scotland

Branch: Dundee High Street

Bank Account Sort Code (6 digits): 80-00-11

Bank Account Number (8 digits): 12345678

Student’s Declaration

I confirm that I have read and accept the terms and conditions relating to this application provided here: Application Declaration

Signature (IN INK):[Signature]

Print name: A N Other

Date of application: 29th September 2018
Further Personal Information

Date of Birth: 23/10/2000

Do you have an overdraft? Yes ☒ No ☐

If not, please state why: N/A

Please state overdraft amount: £500

What is your personal status? - Please select relevant status:

Single ☒ Separated ☐
Living with a Partner ☐ Married ☐
Divorced ☐

Are you care experienced? I.e. been in care or from a looked after background - includes foster care, kinship care, or looked after at home with a supervision requirement?

Yes ☐ No ☒

Are you a Carer? I.e. care for a relative that is not your child?

Yes ☐ No ☒

Are you estranged from your parents/guardians?

Yes ☐ No ☒

Please tick which type of accommodation applies to you:

University ☒ Own ☐
Private Let ☐ Relative ☐
Local Authority ☐ Other ☐
Housing Association ☐

Please state the Halls of Residence/Landlord/Local Authority/Housing Association here:

Seabraes
Course information

What course are you studying?  Biomedical Sciences

Which year of study are you currently in?  1st year

If you are repeating a year, please indicate why:
N/A

Are you a Co-curriculum/Associate student?

Yes ☐  No ☒

(Co-curriculum/Associate students need to apply to Student Services in the College they are attending for Financial Aid.)
Your financial situation in 2018/19

Have you applied to your relevant funding body for the maximum funding to which you are entitled in academic year 2018/19?

Yes ☒ No ☐

Do you receive money from any other source? E.g. University bursary or a Scholarship/Trust/Charity?

Yes ☐ No ☒

If yes, please provide details of how much and from whom:


Are you receiving support from any other Student Services department and/or external agency?

Yes ☐ No ☒

If yes, please provide further details:


If you are a Postgraduate student not in receipt of government funding, please state how you are funding your studies:


# Debts

Apart from your student loan and overdraft facility, to whom do you owe money?

<table>
<thead>
<tr>
<th>Who do you owe?</th>
<th>How much?</th>
<th>Minimum Payment</th>
<th>% Interest you pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Horse Finance</td>
<td>£4,300</td>
<td>£156</td>
<td>6.5%</td>
</tr>
</tbody>
</table>

E.g. credit or store cards, personal loans etc. Please include any debt you may have to the University.

Please list anyone in your household who is financially dependent upon you:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to you</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs A N Other</td>
<td>Mother</td>
<td>44</td>
</tr>
</tbody>
</table>
# Your monthly financial situation

<table>
<thead>
<tr>
<th>Income after tax (A)</th>
<th>£</th>
<th>Office Use</th>
<th>£</th>
<th>Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Loan</td>
<td>575</td>
<td>Child Tax Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young Student or Independent Bursary</td>
<td>187</td>
<td>Working Tax Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lone Parent Grant</td>
<td></td>
<td>Housing Benefit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Development Loan</td>
<td></td>
<td>Universal Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sponsorship</td>
<td></td>
<td>Any other state benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your Pay</td>
<td>150</td>
<td>Income from lodger/tenant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner’s Pay</td>
<td></td>
<td>Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Benefit</td>
<td></td>
<td>Any other income</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td><strong>£ 912</strong></td>
<td></td>
<td><strong>£</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spending (B)</th>
<th>£</th>
<th>Office Use</th>
<th>£</th>
<th>Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/Mortgage</td>
<td>650</td>
<td>Loan/card/HP repayments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Tax</td>
<td></td>
<td>Savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td>Life Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td>Buildings Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone/Internet/</td>
<td></td>
<td>Contents Insurance</td>
<td></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>satellite TV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>30</td>
<td>Car Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>200</td>
<td>Mobile Phone Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV Licence</td>
<td></td>
<td>Clothing &amp; Footwear</td>
<td></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td>Other: please</td>
<td></td>
<td>Toiletries</td>
<td></td>
<td><strong>25</strong></td>
</tr>
<tr>
<td>Specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social costs</td>
<td>90</td>
<td>Medicines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare costs</td>
<td></td>
<td>Books</td>
<td></td>
<td><strong>85</strong></td>
</tr>
<tr>
<td>Child support</td>
<td></td>
<td>Equipment</td>
<td></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td>payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s activities</td>
<td></td>
<td>Other expenses: please</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travelling to University</td>
<td></td>
<td>specify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travelling to work</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car (including</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax/MOT/Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Spending</strong></td>
<td></td>
<td><strong>£ 1200</strong></td>
<td></td>
<td><strong>£</strong></td>
</tr>
</tbody>
</table>

| Income (A)           | £ 912 | £  |
| Spending (B)         | £ 1200 | £  |
| Shortfall/Surplus (A-B) | £ -288 | £  |
Further information/Supporting Statement

Please provide general details of your financial situation to assist the Student Funding Unit in making any financial decision in your favour.

Important! - Failure to provide a statement will prevent us from processing your application.

Please write here, your reasons for applying for Financial Aid. The more information you provide, the better we can understand your circumstances.
Handing in your form

Your application can reach the Student Funding Unit by:

- Popping it in our post box located in Reception of the Student Support Hub, OTI Building;
- Popping it in our post box in the Enquiry Centre;
- Popping it in our post box in The Hive, Level 4 of DUSA (open outside of office hours)
- Posting it via Royal Mail

If you choose to post your application form, please ensure you have adequate postage as we will not accept any under paid postage. Our mailing address is below and on the title page of this document.

We cannot accept scanned or electronic applications - we require an original signature, i.e. a signature in ink for payment and audit purposes.

Processing your application

The Student Funding Unit will endeavour to process your application within 15 working days of receipt of a complete application. During busy periods, 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 copies (non-returnable) of all necessary documents are submitted with your application failure to provide these at time of application will hold up your application being processed.

Student Funding Unit Postal Address

Please address any postal applications, or any other mail, to:

Student Funding Unit,

Support Hub (Old Technical Institute Building)

University of Dundee

Dundee, DD1 4HN

Student Funding Newsletter

Please indicate below if you would like to be included on our mailing list for the Student Funding Newsletter, which is sent out monthly, offering tips, advice and guidance on all aspects of funding and financial capability:

Yes ☒ No ☐