

Financial Assistance Fund

International and Non-UK EU Students

2011/12

If you have already applied for financial assistance this academic year you will need to ask for a reassessment form

What is the Financial Assistance Fund?

It provides financial help to students

Who:

- fall into hardship unexpectedly or due to personal circumstances
- face difficulties in meeting their living costs

It:

- is designed to ensure all applications are looked at consistently
- is discretionary and is not an automatic entitlement – you should not regard this as guaranteed income.

Who can apply?

You can apply today

If you:

- are registered and classed as an International/EU student by the University
- are registered on a full time Undergraduate or Postgraduate course
- are registered on a part-time course and doing at least 50% of a full time course.
- are able to demonstrate that you commenced your course with adequate funding.
- are finding it impossible to manage your finances properly.

The form is available in alternative formats on request

To submit your application please telephone 0191 208 3760 or 0191 222 5679 between the hours of 10.00 am – 4.45 pm to ask for an appointment with the Student Financial Support Team to check through your completed application. YOU MUST bring the requested documentation when you attend your appointment.

About your application:

How is my application assessed?	All awards are entirely at the University's discretion. There is no entitlement to an award or to the allocation of a specific amount.
How do I know my application will be assessed fairly?	University guidelines limit the amounts that can be allowed for certain types of expenditure and therefore some specific items of expenditure are capped. For detailed information about the assessment process see: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/hardship/assessment.htm
Can I apply for help with tuition fees?	The Financial Assistance Fund cannot fund tuition fees. Please contact Tuition Fees on 0191 222 5520 if you are experiencing problems with paying your fees.

For further information about the Financial Assistance Fund please see
www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/hardship

Help with completing the form:

- **When completing the form please refer to the instructions opposite each page in order to complete each part of the form accurately.**
- If you need assistance or have any questions while completing the form please contact Student Financial Support on 0191 208 3760 or 0191 222 5679 or send your query via the online web-form which is available at <https://my.ncl.ac.uk/students/contact>
- Inaccurate or incomplete information on your application **will delay** your assessment. Answer all questions relevant to you.
- Ensure that **all relevant requested documentary evidence** is provided along with your form as failure to do this will prevent assessment of your application and delay the outcome.

Part 1: Your personal details

- Ensure that you complete the correct form i.e. **you must be classed as an International/EU student by the University** to be eligible to apply. If you are unsure please contact Tuition Fees on 0191 222 5520 for clarification of your status while studying.
- Please use the number from your **smartcard** when completing the Student ID number.
- Ensure that you give a very brief explanation of your disability and its effects on your studies if the answer is yes to any of the questions in that section.

Ref Number: _____

Date received: _____

Application for support from the Financial Assistance Fund

Academic year 2011/2012

For International and EU Students

Your application will only be considered if you answer all relevant sections fully and attach copies of requested documentation. Failure to do so will delay your assessment. Please complete in black ink.

Part 1: Your personal details

Student ID number (9 digits) Undergraduate Postgraduate

Surname (in full) _____ Mr / Ms / Mrs / Miss

First name(s) (in full) _____

Nationality _____

Gender Male Female Date of Birth:

Your age (in years) on 1st Sept 2011 _____ Marital Status: Single Married/living with partner

Address during Semester: _____

Mobile Phone _____

Email _____

_____ Postcode _____ (the outcome of your assessment will be sent to this email address)

Accommodation	YES	NO
Are you living with a husband, wife or partner?	<input type="checkbox"/>	<input type="checkbox"/>
Are you living in University accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
Living alone in council or private rented accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
Are you living in shared accommodation? (with people other than your dependants)	<input type="checkbox"/>	<input type="checkbox"/> If yes, how many live in your house? _____
Are you living in halls of residence?	<input type="checkbox"/>	<input type="checkbox"/> Catered <input type="checkbox"/> Self-catered <input type="checkbox"/>

Disability/Medical Conditions	YES	NO
Do you consider yourself to have a disability or chronic medical condition?	<input type="checkbox"/>	<input type="checkbox"/>
Does this impact on your studies?	<input type="checkbox"/>	<input type="checkbox"/>

If yes to either of above, please explain the nature of your disability/condition _____

Part 2: Your dependants (if applicable)

- Ensure that you list **anyone** financially dependent on you.
- **Do not** include money that you pay to an ex-partner for maintenance. Please enter any such amount in 'Other costs' in Part 10 (Expenditure) with brief description.
- If you use a registered childcare provider (e.g childminder, day nursery, playgroup, out of school club) please provide details of the provider. You will also need to provide evidence from your provider about the childcare costs you expect to incur during the academic year.

Part 3: Programme details

- If you are an over-running student (ie if you have not completed your studies in the usual time for your degree) explain why in Part 11 of the application form.

Part 4: Your husband/wife/partner

- If you have no husband/wife/partner please leave this section blank.
- If your husband/wife/partner is employed, has savings or receives money from family or elsewhere, all money **must** be included in the details of income shown in part 9 of this application form. If you believe that there are exceptional circumstances in your case, please explain these in part 11 of the form.
- If your partner is **neither in FULL TIME employment nor a student on a FULL TIME course**, you should explain his/her situation in Part 11 of the form.

Part 2: Your dependants

Do you have any children or adults who are financially dependent on you? YES NO

If yes, how many Please list below:

Name:	Age (if under 18)	Relationship to you	Do they live with you?

Do you use a registered childcare provider? YES NO

Name of childcare provider _____

Is the childcare provider registered with OFSTED? Yes No

If Yes Registration number: _____

Part 3: Programme details

Full time Part-time if part-time, how many credits

Course Title ie BSc, PhD _____ Course Name _____

School (do not abbreviate) _____

Start date of your current programme dd/mm/yy End date of your programme dd/mm/yy

Year of Study: 1 2 3 4 5 6

Is this a repeat year? YES NO If yes, please explain why _____

Is this your final year? YES NO

Postgraduates only:

Are you over-running? YES NO)
> What date do you expect to complete? dd/mm/yy

Are you writing-up? YES NO)

Have you changed your degree programme in any way (e.g. from one degree to another)? YES NO

Part 4: Your husband/wife/partner (if applicable)

Full name of your husband/wife/partner _____

Address of your husband/wife/partner _____
(if living outside of the UK)

During 2011/12 my husband/wife/partner will be:

Not employed

Employed Occupation _____ Full time job Part time job

Name and address of employer _____

Seeking employment Expected occupation _____

a Student Full time Part time Subject _____

Qualification _____ Name of University/College _____

Expected date of completion dd/mm/yy 2011/12 is the 1st, 2nd, 3rd year etc _____

Part 5: Bank Accounts & Credit/Store cards

- List the bank account used to meet the financial requirements for your Visa.
- List **all** accounts - **even if you have closed an account or stopped using a particular account** during this academic year.
- If you are living with a partner/married **list all of your partner's accounts and provide 3 months statements** for your partner's account/s as well as your own.
- State the **maximum overdraft limit** (if applicable) agreed with your bank and your **current balance** at the time of handing in your form. Please indicate if this overdraft is interest free.

Part 6: Debts - Money owed for goods or services that require repayment this academic year

- Please note that we will not usually take into account money that you owe to family members or friends.
- List your debts and give details of repayment plans/agreements that have been set-up. Please supply evidence along with your application if you have the documentation available.
- Please note that future commitments are not debts at the time of application.

Part 5: Bank Accounts & Credit/Store cards

Please give details for bank account used to meet financial requirements for your Visa

Name of Bank/Building Society	Account Number	Type of Account	Maximum overdraft facility	Current balance

Please give details for each account that you (and your partner/spouse, where applicable) hold – even if not used regularly

Name of Bank/Building Society	Account Number	Type of Account	Maximum overdraft facility	Current balance

Credit/Store card	Amount Owing	Account held by:(you/partner/joint)

IMPORTANT: You MUST attach the last 3 months bank statements for ALL accounts listed above. All transactions over £100 must be briefly explained on the copies of the statements you provide.

Part 6: Debts (if applicable)

Please give information on all existing debts, including how much is owed and to whom. Provide supporting evidence where applicable.

Priority debts: rent/mortgage arrears, council tax, fines, secured loans, gas and electricity arrears, hire purchase/conditional sale for goods that are essential for you to retain, national insurance contributions, business debts, Tax and VAT.

Non priority debts: Credit card bills, bank overdrafts, personal loans, water bill, family debts, debts to friends.

Priority debt:	Amount Owing	Repayments details:

Non-priority debt:	Amount Owing	Repayments details:

Give details of any repayment arrangements you have made with regard to any of the debts you have listed

Part 7: Tuition Fees, Accommodation and Daily living costs

- **You must indicate how you are funded and who funds you.** If you have a sponsor this could be a government department, commercial organisation, charity etc.
- If you are self-funded you must indicate who provides your funding eg father, sister, uncle etc.
- You will need to provide information about the amount of money you had in place at the start of your course in order to obtain your Visa. You will need to provide evidence of this and also outline how much of this money you have remaining. If you have used all of this funding you should outline the reasons for this in Part 11.

Part 7: Tuition, Accommodation and Daily Living Costs

Have you applied to the Financial Assistance Fund within the past 3 years? YES NO

Do you have a studentship or grant towards your costs while studying?

If yes, does this pay for: Fees Accommodation General living costs

If no, please explain who pays for each of the following costs ie self, employer, family etc?
Fees _____ Accommodation _____ Daily Living costs _____

What is the TOTAL cost of your tuition fees for the FULL academic year?
(regardless of whether paid by you, your parents, or sponsor/grant)

£

How much of the above fees is paid by your sponsor? (if applicable)

£

State the amount of money you and your husband/wife/partner had **at the beginning of your academic year** for each of the following:

Cash £ _____ Current Account(s) £ _____ Savings Account(s) £ _____ Other investments/Assets £ _____

State the amount of money you had in place to meet the financial requirements to obtain your Visa at the start of your course? £ _____

How much of this money is remaining? £ _____

Part 8: Financial Assistance Fund Payment details

Payments of awards are made by BACS credit transfer. Please give details of the bank account you wish to use for this purpose:

Name of Bank/Building Society

Sort Code (6 digits)

Account Code (8 digits)

Tick this box if there are EXCEPTIONAL circumstances whereby a BACS payment directly into your account is NOT suitable for you.

Please explain why:

Parts 9 and 10: Income and Expenditure

Please use the contact telephone number on the back of the front page if you are unsure of the number of weeks you should calculate your income and expenditure over or if you need assistance completing these sections. Inaccurate or missing information will delay your assessment.

ALL income and expenditure (from ANY source) must be included. Please do any calculations on a separate sheet and enter the FULL amount for your academic year ONLY (ie 39 most undergraduates or 52 for postgraduates weeks) for each item relevant to you and your partner.

Income

- Enter the whole figure (including money for tuition fees, accommodation and living costs where applicable) that you receive over the FULL academic year from your **sponsor / overseas government / grant / scholarship**.
- Enter amount of money provided to you or to pay for costs for you over your FULL academic year from **family / relatives** (including money for tuition fees, accommodation or living costs).
- Estimate **Paid Work** (after tax etc) as accurately as possible – whether earned in term-time or during short vacations - for your FULL academic year only.
- Students on **Benefits** should calculate the benefits received over your academic year only.
- Enter all income (from any source) for your **Partner** (if living together) for the full academic year.
- Enter all **Savings** that you had **at the beginning** of your academic year (usually September) **not** the sum remaining at the time of submission. *Do **not** enter negative amounts ie overdrafts, credit card debt etc.*

Expenditure

- When estimating costs for items such as **Food, Household, Clothes and Personal, Mobile 'Phone and Socialising/Entertainment & Leisure** work out an estimated spend per week and multiply by the number of weeks in your academic year. **Only enter the amount for the FULL academic year not weekly or monthly amounts.**
- Accommodation, travel, childcare and course costs will be capped taking into account local rates agreed by the University.
- Please explain any **Compulsory course related field trips** in Part 11 of the form.
- You should include car insurance, maintenance, tax, repairs, MOT and running costs if you own and run a car. Costs associated with travel by car may be accepted as reasonable by the Panel but only if you can demonstrate that your circumstances (eg young children, personal disability) mean that you require a car or that travel by car is cheaper for you than public transport. **Normally single students will not be expected to own or run cars.** Special circumstances should be detailed in Part 11 of the form.
- Do not enter family debts or full debt repayment in **Essential Minimum Debt**. Only the *minimum* repayments (e.g. interest payments) for any money owed should be entered in this box.
- If you incur childcare costs you **must** ensure that you include an estimate of these costs as well as evidence from your childcare provider. We will only consider costs incurred with registered childcare providers. Allowable childcare costs will be capped.

Normally the academic year is: For **Postgraduates**: Late September 2011 to Mid September 2012 (**52 weeks**)
 For **Undergraduates**: Late September 2011 to Mid June 2012 (**39 weeks**)

**All amounts entered below must be for your full academic year NOT per month/week
 (see above for number of weeks applicable to you)**

Part 9: Income (you/you & your partner)

Part 10: Expenditure (you/you & your partner)

Overseas government/Embassy	£	Tuition fees (as stated in part 7)	£
Bursary/Scholarship (please specify)	£	Accommodation (tick) Rent <input type="checkbox"/> Mortgage <input type="checkbox"/> Hall fees <input type="checkbox"/>	£
.....		Food	£
Support from parents or family (towards fees, accommodation or living costs)	£	Household, Laundry, Toiletries (your share)	£
Paid work after tax etc (including paid in home country)	£	Personal (clothing, hair cuts etc)	£
Fees Loan from the UK Student Loans Company (EU Students)	£	Utilities (ie gas, electricity & water) (your share)	£
Other Loans	£	TV Licence (your share)	£
Benefits (please specify)	£	Internet/Broadband (your share)	£
.....		Telephone (Landline) (your share)	£
Financial Assistance Fund awards or Loans awarded to date in this academic year	£	Mobile 'phone	£
Childcare Assistance from the University Funds awarded to date this academic year	£	Insurance (eg contents, building, life etc) specify	£
Savings you had at the beginning of the year	£	Medical / Dental / Optical (please circle)	£
Partner's Earnings (net) (if co-habit/married)	£	Leisure, Sport & Entertainment	£
Partners Income (other than earnings) (please specify)	£	Course materials (not computers)	£
Other income from any other source (eg Maintenance from ex-partner)	£	Compulsory course related field trips	£
TOTAL INCOME	£	Council Tax	£
EU Students Only		Transport - Term time	£
Income excluding Student Loans Company tuition fees loan	£	Transport - Travel home	£
		Car Costs (road tax, fuel, insurance, MOT etc.)	£
		Essential minimum debt (only enter minimum repayments over academic year)	£
		Childcare (use childcare appendix as well when applying for assistance with childcare)	£
		Other costs (please specify)	£
		TOTAL EXPENDITURE	£
		EU Students Only	
		Expenditure excluding tuition fees	£

Re-applications

Assessments for the Financial Assistance Fund are for the full academic year. **You may re-apply for Financial Assistance Funds** even if you have had a previous application turned down, **but you must complete a Re-assessment form** (which is different to this one) and attach supporting documentation to demonstrate a change in circumstances.

Appeals

If you think we have assessed your application incorrectly you can request a review meeting or you can submit an appeal. A review meeting is less formal than an appeal and will give you the opportunity to discuss your application with a member of the Student Finance Support Team. You are strongly encouraged to request a review meeting even if you are considering submitting an appeal.

If you would like to submit an appeal you will need to complete an appeals form which is available upon request. **You should submit an appeal within one month of receiving your letter of outcome.** You will need to outline the reasons for your appeal and provide relevant supporting documentation. All applications are considered by the Head of the Student Wellbeing Service. **You should note that not liking the original outcome is not grounds for appeal.**

If you need help to prepare an appeal, you may contact the Student Advice Centre for assistance. It would be helpful to take a copy of your original application or personal record with you when you meet your Adviser.

Part 12: Tutor's / Supervisor's Comments

Tutors/Supervisors should note the guidance below this section and are asked to comment on the student in the space below.

Student Name _____

Tutor's Signature _____ Tutor's Name (please print) _____

School (full title not acronym) _____

To the Tutor/Supervisor

The Financial Assistance Fund assists International and EU students who are in serious financial difficulties due to circumstances beyond their control. It cannot act as an alternative source of finance for unsuccessful applications for postgraduate awards, and will not assist students who have embarked on their course of study without having secured adequate funding. It cannot offer significant support to over-running students who have reached the end of funding by sponsors. The Fund can provide loans or awards to cover short-term or unexpected difficulties through awards of usually up to £500 per academic year, depending on circumstances. **The Fund does not pay student fees.**

This student has specifically requested that you support his/her application for assistance. Please note that the student was under no obligation to do so. We would be grateful for any comments or insights you can offer on the student's circumstances, including, if applicable, a likely completion date. When you have done this, please return this sheet to the address shown below.

It would be useful to know if an award will 'make the difference'; in other words, if an award from the Financial Assistance Fund, together with help from other sources will enable the student to complete his/her course, or to complete the year with an anticipation of sufficient funding thereafter, or trigger funding from elsewhere. If we cannot make an award that will 'make a difference' we will have to consider whether there is any point in making an award at all.

Please return the completed sheet with your comments about the student to: Student Financial Support Team, Student Wellbeing Service, Level 3, King's Gate.

STOP STOP STOP STOP.... STOP STOP STOP

Supporting Document Checklist

(please provide *copies* only – originals will not be returned)

The following documents (*that are applicable to you*) **MUST** be supplied with your application – without them your case will **NOT** be assessed.

- Last 3 month's continuous bank statements from the bank account you used to obtain your Visa (with brief explanations of all large or frequent transactions – either deposits or withdrawals - amounting to £100 plus). PLUS one month bank statements from this account covering the first month of your academic year. If print-outs are provided they **must** contain your name and account number.
- Last 3 month's continuous bank statements from ALL the accounts listed in Part 5. (with brief explanations of all large or frequent transactions – either deposits or withdrawals - amounting to £100 plus). PLUS one month bank statements covering first month of your academic year. If print-outs are provided they **must** contain your name and account number.
- Last 3 month's continuous statements for all credit or store cards with a brief explanation next to all large or frequent transactions amounting to £100 plus
- Current signed Tenancy/rent agreement for this academic year (relevant pages)
- Evidence of your sponsor/studentship/grant/scholarship (if applicable)
- A letter from your childcare provider detailing the costs you expect to incur during the academic year.
- Birth certificates for all of your children
- Evidence of Compulsory Field Trips (email/letter from School)
- Evidence of loans, earnings, tax credits or other benefits (if applicable)
- Please ensure that you have included your partner's income and/or earnings in the income column in part 8 and provided evidence (if applicable)

CONFIDENTIALITY

Applications are usually only seen by staff in Financial Support. However, it may be necessary for additional supporting information to be sought from other University staff in order for a decision to be reached. On rare occasions where we suspect any illegal or criminal activity such as money laundering we will report this to the University Police.

DECLARATION

I declare that the information provided is accurate and complete to the best of my knowledge having read and accepted the terms and conditions outlined in the information sheet, the application form and guidance notes. I understand that giving false information will automatically disqualify my application and is subject to the University's disciplinary procedure.

Signed

Date

To submit your application please telephone 0191 208 3760 or 0191 222 5679 between the hours of 10.00 am – 4.45 pm to ask for an appointment with the Student Financial Support Team to check through your completed application. YOU MUST bring the requested documentation when you attend your appointment.

CONTACT DETAILS

Financial Assistance Fund

Student Financial Support Team, Student Wellbeing Service, King's Gate, Newcastle University, Newcastle upon Tyne, NE1 7RU Tel: 0191 208 3760 or 0191 222 5679 or send your query via the online web-form which is available at <https://my.ncl.ac.uk/students/contact>

