Financial Assistance Fund

International and Non-UK EU Students
2019/20

What is the Financial Assistance Fund?

Who:
- experience unexpected financial difficulties due to personal circumstances
- face difficulties in meeting their essential living costs

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

Who can apply?

If you are:
- registered and classed as an international / non-UK EU student by the University
- registered on a full time undergraduate or postgraduate course
- are registered on a part-time course which is equivalent to at least half a full time programme
- able to demonstrate that you commenced your course with adequate funding
- finding it impossible to manage your finances properly.

This form is available in alternative formats on request

Once you have completed your application form please telephone 0191 208 3760 or 0191 208 5679 between the hours of 9:00am – 4:45pm to request a submission appointment. YOU MUST bring the requested documentation when you attend your appointment.
About your application:

<table>
<thead>
<tr>
<th>How is my application assessed?</th>
<th>All awards are entirely at the University’s discretion. There is no entitlement to an award or to the allocation of a specific amount.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I know my application will be assessed fairly?</td>
<td>For detailed information about the assessment process see the Financial Assistance Fund Policy and Supplementary Guidance available on our website: <a href="http://www.ncL.ac.uk/students/wellbeing/finance/hardship/financialassistancefund/overview.htm">www.ncL.ac.uk/students/wellbeing/finance/hardship/financialassistancefund/overview.htm</a></td>
</tr>
<tr>
<td>Can I apply for help with tuition fees?</td>
<td>The Financial Assistance Fund cannot fund tuition fees. Please contact Tuition Fees on 0191 208 5520 if you are experiencing problems with paying your fees.</td>
</tr>
</tbody>
</table>

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.
- 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 submission and/or assessment of your application and will delay the outcome.
- If you need assistance or have any questions while completing the form please contact the Student Financial Support Team on 0191 208 3760 or 0191 208 5679 or send your query via the online web-form which is available at [https://my.ncL.ac.uk/students/contact](https://my.ncL.ac.uk/students/contact)

Part 1: Your personal details

- Ensure that you complete the correct form - you must be classed as an International / non-UK EU student by the University to be eligible to apply. If you are unsure please contact Tuition Fees on 0191 208 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.
# Application for support from the Financial Assistance Fund

**Academic year 2019/20**

For International and EU Students

## Part 1: Your personal details

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID number (9 digits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname (in full)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First name(s) (in full)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>If you prefer to use your own term, please describe it here</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth: d d / m m / y y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital Status: Single</td>
<td>Married / living with partner</td>
<td></td>
</tr>
<tr>
<td>Address during Semester Time:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Email address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### Accommodation

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you living with a husband, wife or partner?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you living in University accommodation?</td>
<td></td>
<td></td>
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<tr>
<td>Living alone in council or private rented accommodation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you living in shared accommodation? (with people other than your dependants)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you living in halls of residence?</td>
<td></td>
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</tr>
</tbody>
</table>

### Disability/Medical Conditions

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you consider yourself to have a disability or chronic medical condition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does this impact on your studies?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: this is usually a child but may be a dependant adult.
- If you are required to make maintenance payments to an ex-partner then please include the relevant amount in your income and expenditure breakdown.

### Part 3: Programme details

- If you are an over-running student (i.e. 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 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Age (if under 18)</th>
<th>Relationship to you</th>
<th>Do they live with you?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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 i.e. BSc, PhD __________________________  
Course Name ______________________________________

School (do not abbreviate) ___________________________________________________________

Start date of your current programme  d d / m m / y y  
End date of your programme  d d / m m / y y

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 ☐

If you receive an FAF award and are planning to attend the Summer 2020 or December 2020 congregations are you happy for us to pass your details over to the Awards Team so you can be considered for assistance with some of your congregation costs?  
YES ☐  NO ☐

Postgraduates only:  
YES ☐  NO ☐

Are you over-running?  
YES ☐  NO ☐

What date do you expect to complete?  d d / m m / y y

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)

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  d d / m m / y y  
In 2019/20 they are 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. You will be expected to provide proof of closure for any account that you have closed during this academic year.
- If your finances are linked with a partner / spouse, you are living with a partner / married you must list all of your partner’s accounts and provide 3 months statements for your partner’s account/s as well as your own.

If it is discovered that you hold bank accounts and/or credit cards for which you have not declared or provided statements, your application will be disqualified, you will not be eligible to apply for hardship funding in future and you may be subject to the University’s disciplinary procedure: www.ncl.ac.uk/students/progress/Regulations/SPS/

- State the maximum interest free 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 each account that you (and your partner / spouse, where applicable) used to obtain your Visa.

<table>
<thead>
<tr>
<th>Name of Bank/Building Society</th>
<th>Account Number</th>
<th>Type of Account</th>
<th>Maximum authorised overdraft facility</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Bank/Building Society</th>
<th>Account Number</th>
<th>Type of Account</th>
<th>Maximum authorised overdraft facility</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Credit / Store card

<table>
<thead>
<tr>
<th>Amount Owing</th>
<th>Account held by:(you / partner / joint)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**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

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, utility charges, hire purchase / conditional sale for goods that are essential for you to retain, national insurance contributions, Tax and VAT.

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

<table>
<thead>
<tr>
<th>Priority debt:</th>
<th>Amount Owing</th>
<th>Repayment details:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-priority debt:</th>
<th>Amount Owing</th>
<th>Repayment details:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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 e.g. father, sister, uncle etc.
- You 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?  
Yes ☐ No ☐

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

If no, please explain who pays for each of the following costs i.e. self, employer, family etc.?  

Fees ____________________ Accommodation ____________________ Daily Living costs ____________________

What is the TOTAL cost of your tuition fee for the FULL 2019/20 academic year?  £____________________
(regardless of whether paid by you, your parents, or sponsor/grant)

How much of the above fee was paid by your sponsor? (if applicable) ________________________________

State the amount of money you and your husband/wife/partner had at the beginning of the 2019/20 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:

<table>
<thead>
<tr>
<th>Name of Bank/Building Society</th>
<th>Sort Code</th>
<th>Account Code (8 digits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parts 9 and 10: Income and Expenditure

Please use the contact details on the back of page 1 if you need assistance completing these sections. Inaccurate or missing information will delay your assessment and may lead to your application being refused.

Assessment Period

You should calculate your income and expenditure over the relevant assessment period: this is usually the number of weeks you are in attendance on your course (usually 39 weeks for undergraduates and 52 weeks for postgraduates). Some courses such as PGCEs and the latter years of MBBS and BDS differ in length - you should check with your School if you are unsure of how long your academic year is.

ALL income and expenditure (from ANY source) must be included.

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. The calculation will factor in any money available to you including the majority of statutory, personal and institutional income you receive.

- 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 in receipt of 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. You should state the amount available to you on the first day of your academic year and not the sum remaining at the time of submission. Do not enter negative amounts i.e. overdrafts, credit card debt etc.

- For detailed information about how we will treat your income see the Financial Assistance Fund Policy and Supplementary Guidance available on our website: www.ncl.ac.uk/students/wellbeing/finance/hardship/financialassistancefund/overview.htm

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 (and provide evidence of) 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 but only if you can demonstrate that your circumstances (e.g. young children, disability which affects mobility) 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.
IMPORTANT: DO NOT ENTER WEEKLY OR MONTHLY AMOUNTS. You MUST calculate each item of income and expenditure over the correct number of weeks.

- 39 weeks
- 43 weeks
- 52 weeks
- Other (If other please state no. of weeks...........)

<table>
<thead>
<tr>
<th>Part 9: Income (you / your partner)</th>
<th>Part 10: Expenditure (you / your partner)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas Government / Embassy</td>
<td>Tuition Fees (as stated in Part 7)</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Bursary / Scholarship (please specify)</td>
<td>Accommodation (tick)</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Support from parents or family</td>
<td>Household, Laundry, Toiletries (your share)</td>
</tr>
<tr>
<td>(towards fees, accommodation or</td>
<td>£</td>
</tr>
<tr>
<td>living costs)</td>
<td>Personal (clothing, haircuts etc.)</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Support from parents or family</td>
<td>TV Licence (your share)</td>
</tr>
<tr>
<td>(towards fees, accommodation or</td>
<td>£</td>
</tr>
<tr>
<td>living costs)</td>
<td>Internet/Broadband (your share)</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Support from parents or family</td>
<td>Telephone (landline - your share)</td>
</tr>
<tr>
<td>(towards fees, accommodation or</td>
<td>£</td>
</tr>
<tr>
<td>living costs)</td>
<td>Mobile Phone</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Support from parents or family</td>
<td>Insurance (e.g. contents, building, life etc. Specify)</td>
</tr>
<tr>
<td>(towards fees, accommodation or</td>
<td>£</td>
</tr>
<tr>
<td>living costs)</td>
<td>Medical / Dental / Optical (please circle)</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Support from parents or family</td>
<td>Leisure, Sport &amp; Entertainment</td>
</tr>
<tr>
<td>(towards fees, accommodation or</td>
<td>£</td>
</tr>
<tr>
<td>living costs)</td>
<td>Course Materials (Not computers)</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Support from parents or family</td>
<td>Compulsory course related field trips</td>
</tr>
<tr>
<td>(towards fees, accommodation or</td>
<td>£</td>
</tr>
<tr>
<td>living costs)</td>
<td>Council Tax</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Other Loans</td>
<td>Transport – Term Time</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Other Loans</td>
<td>Transport – Travel Home</td>
</tr>
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<td></td>
<td>£</td>
</tr>
<tr>
<td>Other Loans</td>
<td>Car Costs (road tax, fuel, insurance, MOT)</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Other Loans</td>
<td>Childcare</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>Income from any other source</td>
<td>Essential Minimum Debt (only enter</td>
</tr>
<tr>
<td>(e.g. maintenance from ex-partner /</td>
<td>repayments over academic year)</td>
</tr>
<tr>
<td>18/19 accommodation deposit)</td>
<td>£</td>
</tr>
<tr>
<td>Please Specify</td>
<td>Other Costs (please specify)</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>£</td>
</tr>
<tr>
<td>TOTAL EXPENDITURE</td>
<td>£</td>
</tr>
</tbody>
</table>

EU Students only (excluding tuition fee loan) £
EU Students only (excluding tuition fees) £
Reassessments

Assessments for the Financial Assistance Fund are for the full academic year. Most students will only need to make one application in any academic year.

For any subsequent application you must show that your circumstances have changed significantly since your original application and be able to clearly demonstrate how your income and expenditure has changed. You should contact us to discuss your circumstances in the first instance if you think you need to reapply. If eligible for reassessment you will be given a reassessment application form. You may be asked to submit evidence to help determine your eligibility for reassessment. The decision to undertake a reassessment is at the discretion of the Student Financial Support Team. Where applicable, if you have failed to change your behaviour or have not acted on advice outlined in the outcome letter from your first application no reassessment will be undertaken.

Summer

Some undergraduate students, depending on their circumstances may reapply for assistance in the summer vacation by completing a summer application form if their previous application was not assessed over 52 weeks. You should contact the Team in the first instance to discuss your circumstances during the summer.

Appeals

If you think we have assessed your application incorrectly and not in line with our agreed policy you must request a review meeting before 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 must attend a review meeting before submitting an appeal. Only one Review Meeting will be offered in any academic year.

If you would like to submit an appeal you should complete an appeals form which will be made available after your Review Meeting. 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 appeals are considered by the Director of the Student Health and Wellbeing Service or the Manager of the Student Financial Support Team. 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 with you when you meet your Adviser.

Student Advice Centre:
Tel: 0191 239 3979
Email: Student-Advice-Centre@ncl.ac.uk
Part 11: In support of your application:

Please provide a supporting statement, as concisely as possible, explaining the reasons for your application and why you need support from the Fund including any exceptional circumstances.

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Supporting Document Checklist
(please provide copies only – original documents 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 income and any expenditure of £100 or more). 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 income and any expenditure of £100 or more). PLUS a bank statements covering the first month of your academic year. If print-outs are provided they must contain your name and account number. You must provide proof of closure for any accounts that you have closed since registration for this academic year.

- 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

- Statements from the first month of your academic year and the last 3 month’s continuous statements / printouts for PayPal, Monzo Card, betting exchanges such as Smarkets, betting accounts, any crypto current accounts such as Bitcoin

- Current signed Tenancy / rent agreement for this academic year (relevant pages) and proof of agency fees paid.

- Evidence of any medical / optical /dental costs you have incurred throughout the academic year

- Formal evidence such as a FIT note, a letter from a registered medical practitioner on headed papers, proof of admission to hospital if you are unable to undertake paid work due to ill health.

- Evidence of your sponsor /studentship / grant / scholarship (if applicable)

- Evidence of all debts listed and any agreed repayment plans

- A letter from your childcare provider giving details of the costs you expect to incur during the academic year.

- Birth certificates for all of your children

- Evidence of Compulsory Field Trips and the cost of such 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 9 and provided evidence (if applicable)
Please note:

Students may be referred for budgeting advice if deemed appropriate by the Assessment Team. Successful students who are referred for budgeting must attend a budgeting session before subsequent instalments of Financial Assistance funding will be released. Payments may be withheld if students do not attend agreed sessions.

Students may also be asked to provide additional bank statements prior to payment of subsequent instalments. If statements are not supplied; if there is evidence to show additional income has been received which was not declared at the time of submission; advice has not been followed subsequent instalments may be cancelled or reduced.

CONFIDENTIALITY: Please read the separate Information and Guidance Notes (V1) which outline how the data in your application will be processed, stored and shared in line with the GDPR. In most instances your application will only be seen by staff in the SFST. However, information from other University staff such as accommodation and tuition fees may be sought for a decision making purposes. On rare occasions, where it is suspected there is involvement in criminal activities such as money laundering, fraud or funding of terrorism we will report this to the Police.

DEVELOPMENT

I declare that I have:

- read the Information and Guidance Notes (V1);
- understand that more detailed information about the Fund can be found in the Financial Assistance Fund Policy and Supplementary Guidance available on the website: [www.ncl.ac.uk/students/wellbeing/finance/hardship/financialassistancefund/overview.htm](http://www.ncl.ac.uk/students/wellbeing/finance/hardship/financialassistancefund/overview.htm);
- that the information provided in my application is accurate and complete to the best of my knowledge.

I understand that:

- if applicable, in order to fully assess my application it is necessary to provide information and supporting documentation about my partner / spouse;
- providing false information or withholding pertinent information which could affect the accurate assessment and outcome of my application will automatically disqualify my application and could lead to me being subject to the University’s disciplinary procedure: [www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/](http://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/)

Signed: __________________________ Date: __________________________

To submit your application please telephone 0191 208 3760 or 0191 208 5679 between the hours of 9:00am – 4:45pm to book an appointment. YOU MUST bring the requested documentation when you attend your appointment.

CONTACT DETAILS

**Financial Assistance Fund**

Student Financial Support Team,  
Student Health and Wellbeing Service,  
Newcastle University,  
King’s Gate,  
Newcastle upon Tyne,  
NE1 7RU

Tel: 0191 208 3760 or 0191 308 5679 or send your query via the online web-form which is available at [https://my.ncl.ac.uk/students/contact](https://my.ncl.ac.uk/students/contact)