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**2020/21 GP Letter / Copy of Medical Evidence Reimbursement**

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| **Surname:** |  | **Forename(s):** |  |
| **Student Number:**  *(from Smart Card)* |  | **Telephone Number:** |  |
| **Email address:** |  | | |
| **FOR OFFICE USE ONLY** | | **Ref No:** |  |
| **Nationality:** |  | **Stage:** |  |

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| **Please tick as appropriate** (click box to tick)**:**  **GP letter  Copy of Medical Evidence**  A reimbursement of **up to £30** is available through the Student Financial Support Fund / Financial Assistance Fund for students who are required to submit medical evidence to the Student Health and Wellbeing Service to aid decision making about reasonable adjustments.  Proof of payment is requested to be on GP Surgery letterhead or be stamped with the Practice details.  **Request approved by:**  Signed:  (Student Wellbeing Adviser) |

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| --- | --- |
| **Payments can only be made to the registered student applying, and will only be made to you, not your parents or another person.** | |
| **Can you also confirm the last four digits of your bank account number\* here:** |  |
| **and please submit your bank details via S3P using the following link:**  [**https://s3p.ncl.ac.uk/login/index.aspx**](https://s3p.ncl.ac.uk/login/index.aspx)    **\*Please note, we require the last 4 digits of your bank account number. This is not the last 4 of the 16 digits on your bank card. Without this information, we are unable to process your application.** | |

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| The data provided in the application form will be processed in line with the GDPR and Student Data Collection Notices which can be found [here](https://www.ncl.ac.uk/data.protection/informationforstudents/studentdatacollectionnotices/). Data will be stored in accordance with the University’s Records Management Policy. Identifiable data will not usually be shared with third parties (separate legal entities to the University) without your explicit consent, except when the University is required to by law. 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.  In order to process your reimbursement payment your application will be passed to the Student Financial Support Team for processing**. Please tick the box below to confirm you are happy for your application form and information to be shared with the Student Financial Support Team:** | | | |
| ***Applicant Signature:***  *(type name)* |  | ***Date:*** |  |

**Medical Evidence Reimbursement - Terms and Conditions**

1. Only students registered on a full-time course at Newcastle University are eligible to apply for a reimbursement.

* Undergraduates must be undertaking 60 or more credits per academic year
* Postgraduates must be undertaking 90 or more credits per academic year

Reimbursements can be paid during a period of suspension.

1. Students cannot apply directly to the Student Financial Support Team for reimbursement; applications must be referred by a Student Wellbeing Adviser.
2. Reimbursements are non-income assessed and will only be paid up to £30. Evidence of payment must be supplied with the application and must be a stamped or verified receipt. Hand-written receipts which do not identify the assessing agency will not be accepted.
3. Only one medical evidence reimbursement will be paid per student in any academic year.
4. Reimbursements will only be paid into the bank account of a registered student.
5. It is not possible to pay providers directly. Any student who requires medical evidence but is not in a position to cover the cost of this can apply to either the [Student Financial Support Fund](https://www.ncl.ac.uk/media/wwwnclacuk/studentfinance/files/20-21%20Notes%20Remote%20V2.pdf) (UK Students) or the [Financial Assistance Fund](https://www.ncl.ac.uk/media/wwwnclacuk/studentfinance/files/Financial%20Assistance%20Fund%20Policy%20v1%20-%2020-21.pdf) (EU & International Students). Further information [here](https://www.ncl.ac.uk/student-financial-support/hardship/).

The Student Financial Support Fund / Financial Assistance Fund are administered on a discretionary basis so there is no guarantee an applicant will be successful but it will allow a full assessment of the student’s financial circumstances to be determined and the cost of obtaining medical evidence will be factored in to the assessment.

1. The Student Financial Support Team’s decision about the reimbursement is final. **Appeals will not be considered.**