

Access to Learning Fund Application Form 2011/12



Office Location and date Stamp (Office Use Only):

Application checked by - Staff Initials: _____

Part 1: Personal Details

Student ID: _____

Family Name _____

First Name: _____

Gender: Male Female

Date of Birth: _____

Age on 1/09/2011: _____

Term Time Address:

Tel Number: _____

Email: _____

Postcode _____

Please tick as appropriate:

- Single Parent:
- Student with Partner and Children:
- Number** of Children (aged 16 & under or aged 16-19 in education) _____
- Single Student (no children):
- Student with Partner (no children):
- Disabled Student:
- Dyslexic Student:
- Care Leaver:
- Foyer Student:

Your Accommodation Details:

- Do you live:
- Alone
- With Partner/Spouse
- With Parent/Guardian
- In Shared Accommodation

How many adults live at this address _____

Part 2: Your Course Details

Course Title: _____

Undergraduate Postgraduate Full Time Part Time

If **part time**, how many modules are you studying this academic year? _____

Year of Course: 1 2 3 4 Placement Year

Is this a Repeat year Yes No Is this your Final year Yes No

Diagnostic Tests I am applying for help towardsonly and I have completed parts 1, 2, 4 and 6.

I understand I am not required to complete parts 3, 5 & 7 therefore these parts remain blank.

Part 3: Income and Expenditure

Essential in order to process your application.

Your Income	£ Per Week	Your (& partner's) Expenditure	£ Per Week
Student Loan		Rent/Mortgage/Halls Fees	
Maintenance Grant or Special Support Grant		Council Tax	
Higher Education (HE) Grant		Gas	
London Met Bursary		Electricity	
NHS/Social Work/Teacher Training Bursary		Water	
Parental/Partner Contribution		Telephone	
Parents Learning Allowance		Food/Household/Laundry	
Adult Dependants' Grant		TV Licence	
Childcare Grant		Childcare Costs	
Career Development Loan		Disability Costs – Not covered by the DSA (please specify)	
Scholarships/Grants/Bursaries		Medical Costs (please specify)	
Net Earnings		Books/Equipment/Course Costs (Not tuition fees)	
Income Support		Public Transport Costs (to and from place of study)	
Housing/Council Tax Benefit		Please indicate Zones of travel	
Jobseekers Allowance		Private Vehicle Costs (Road Tax, Fuel, Insurance etc)	
Child/Working Tax Credit		Other Expenditure (please specify)	
Child Benefit			
Disability Benefit			
Disabled Students Allowance		Total Expenditure	
Other Income (e.g. Savings, please specify)		Debts: please list any debts you have (excluding bank overdrafts)	Current Amount £
Total Income			
Partner's Income			
Net Earnings			
Other (please specify)			
Total Partner's Income			
Total Household Income (Student's + Partner's Income)		Total Debt	

Please keep a copy of the plan

Part 4: Your bank details: Awards are paid directly to your bank account; please write your details clearly.

Disclaimer: Please check the status of your account before entering details here. Once a payment has been authorised it cannot be stopped - it is irrecoverable. Repeat payments will not be made under any circumstances.

Name of Bank: _____

Account Number: Sort Code --

Part 5: Third Party Consent: With your consent payments can be made to a third party. By signing the declaration below you are agreeing to us paying a third party.

I authorise the payment of third parties on my behalf, as approved by the committee.

Signed: _____ Date: _____

Part 6: Declaration:

I declare that information I have provided in my application is correct and that the documents provided are genuine. I confirm that I am in regular attendance on my course. I understand that giving false, fraudulent or misleading information will result in my application becoming void and could result in disciplinary action and possible suspension from the University. I understand that I will be required to repay any money paid to me as a result of this application being void.

Signed: _____ Date: _____

Debt Advice

It may be appropriate for the Committee to refer your application to the Debt Adviser who may contact you and arrange an appointment. If you choose not to be referred to the Debt Adviser, and are not able to provide evidence of seeking external debt advice, please note that the Committee may not be able to take all your existing debt into consideration.

If you **do not wish** your application form to be referred to the Debt Adviser please tick here

Office Use only:

Enrolled Not Enrolled FT PT Repeat Year UG PG PGCE

Previous Awards: £ _____ £ _____ Date: _____ ELQ check: _____

Satisfactory Attendance: YES NO Name of Person completing check: _____

Committee Use Only:

Awards: Yes Standard Award: £ _____ Non-Standard Award: £ _____ Total: £ _____.

No Reason: 1 2 3 other (listed)

Assessor Initials: _____.

Part 7: Document Checklist

Please ensure that you have attached all the required documentation. Your application cannot be processed without this information.

Photocopies (*) of documents submitted – please tick

- Personal statement
- Evidence of rent **or** mortgage **or** weekly contribution to rent if living in parental home
- Bank statements for **ALL** your bank accounts for the last 3 months **(* prior to submission of form)**

Explain all debits/credits of £100 or over. Write the reason next to debits/credit.

- Evidence of **ALL** benefits received (if applicable)
- Your Net Earnings
- Partner's net earnings **or** benefit received (if applicable)
- Council tax bill (if applicable)

In Addition:

For Full-Time Undergraduate, PGCE & Professional Diploma in Architecture Students:

- Your 2011/12 SFE financial offer letter, which shows your financial breakdown, payment advice and payment timetable (showing your loan including your full tuition fee loan & any grant payments, this also shows you have taken out the maximum loans) for students with childcare this may be a provisional assessment letter

For Part-Time Undergraduate Students:

- Evidence of your 2011/12 part time support from your LA of SFE

For Postgraduate Students:

- Evidence of receipt of Professional Career Development Loan (PCDL) OR letter of rejection (Part-time students do not need to apply for PCDL) **OR,**
- Copy of direct debit or instalment plan agreement to cover payment of tuition fees, (any fee instalment amounts that has been agreed **must** be paid at time of application)
- You must also show that you have made adequate and realistic provision at the start of the course to fund both your tuition fees and living costs while on your PG course.

For Students with Children Aged 16 and under or aged 16-19 in education:

- Child(ren's) full birth certificates
- Child Benefit book (first 2 pages) OR Child Benefit entitlement letter
- Child Tax Credit entitlement letter, **(all pages are required)** Not the annual declaration
- Proof of child care costs, registered or unregistered (if applicable)

Debt and Emergency Loans:

- Proof of outstanding debt (if applicable). Include original documents detailing to whom the debt is owed, the amount, and their contact and bank details in the event of a third party payment.
- Proof of debt repayment schedules (if applicable)
- Proof of Emergency loans received from Student Service (if applicable) **and if paid back.**