



The
University
Of
Sheffield.

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**APPLICATION for FINANCIAL SUPPORT 2018/2019
For ALL STUDENTS**

Making an application:

1. Read the Guidance Notes on <http://www.shef.ac.uk/ssid/finance/application>
2. Complete the paper application and make sure you answer all the relevant questions fully.
3. Supply **copies** of the documentation requested on the application form.
4. Return your completed paper form and all supporting documentation (including evidence to support your circumstances) to the Student Services information Desk in the Students' Union, **Monday-Friday, before 4:30pm**, or email your evidence as attachments to financialhelp@sheffield.ac.uk.
5. **Emergency cases will be assessed as a priority and can be submitted without full evidence in the first instance, email: financialhelp@sheffield.ac.uk for further details and refer to the guidance notes on-line.**
6. Your eligibility for funds will then be assessed, in cases where more information is needed before a decision can be made, we will contact you by email.
7. Successful and unsuccessful applicants are notified by email to their University account within 10-15 working days of receipt of a complete application. A letter can be provided if requested.
8. Applications will be accepted up until **12 noon, Friday 7th June 2019** (Please note applications received after this time will automatically be rejected). **FINAL YEAR UNDERGRADUATE'S** – you must have applied by **Friday 24th May 2019**.
9. **Undergraduate Students who have been refused a Student Loan because they have a previous Degree should email financialhelp@sheffield.ac.uk for information in the first instance.**

The University will only normally consider **one financial support application in each academic year** (September to June inclusive for undergraduates and September to August inclusive for postgraduates). However, if you can provide evidence to show that your circumstances have changed, a further application may be considered.

Awards are only ever a contribution to costs and will not necessarily cover all your additional need.

If you have difficulty completing a form or need to discuss your financial situation with someone, please call Student Advice Centre on 0114 222 8660, email advice@sheffield.ac.uk or visit Level 3, Students' Union.

Please Note: Undergraduate Students can only submit an application for financial support after they have applied for their full statutory support entitlement and received their first instalment.

PERSONAL DETAILS

1. Student Registration Number:
2. Your Full Name:
3. Your Date of Birth:/...../.....
4. We will email the decision of this application to your University email account. A letter can be provided to your term time address if you prefer. Please ensure the University has your most up-to date term address.

Tick this box **only** if you require notification by letter.

5. Preferred Contact Telephone number:
6. University Email Address:
(Please check your email on a regular basis, we may wish to contact you for additional information to support your application or give you up to date announcements)

7. Marital Status.....
8. Sheffield accommodation – who do you live with:

Please give details of everyone sharing the accommodation (include housemate, partner, any children and other members of your family where applicable).

<u>Name</u>	<u>Relationship to you</u>
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.....
.....

YOUR DEPENDANTS

10. Do you have any child dependants living with you who are financially dependent on you?
Please circle YES / NO
 If yes, please provide details of their name and age:-

<u>Name</u>	<u>Age</u>
.....
.....
.....

11. Is your child/children registered at the University Nursery or Holiday Club?
Please circle YES / NO
14. Do you have any adults living with you who are also financially dependent on you?
Please circle YES / NO

If yes, please provide details of their name and age:-

Name

Age

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DISABILITY/MEDICAL CONDITION/LEARNING DIFFICULTY

15. Do you have a disability, medical condition or learning difficulty?

Please circle YES / NO

If yes please give some brief information below:-

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16. Have you applied for the Disabled Students' Allowances (DSA)?

Please circle YES / NO / APPLICATION PENDING

If you are in receipt of DSA please include a photocopy of the confirmation letter from your funding body as evidence.

17. If yes, does your DSA cover the costs of your full needs assessment?

Please circle YES / NO / DON'T KNOW

NB. We may contact the University's Disability and Dyslexia Support Service to clarify your circumstances, if you cannot provide evidence.

DEBTS TO THE UNIVERSITY

18. Do you have any outstanding debts to the University? (not tuition or library debts)

Please circle YES / NO

If yes, please say what the debt is and how much you owe.

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If your application is successful, would you be willing to use all or some of your award to pay off this debt?

Please circle YES / NO

If yes, we will contact you once your application has been assessed.

BANK & BUILDING SOCIETY

Please provide below details of ALL accounts held by you and your partner (if applicable). This includes the accounts you use regularly and/savings accounts. You will be required to provide documentary evidence of your bank accounts as part of your application.

Name of Bank/Building Society

Account number & sort code, if known

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PERSONAL CIRCUMSTANCES

IT IS COMPULSORY FOR ALL STUDENTS TO COMPLETE THIS SECTION.

The next set of questions are required so we better understand your circumstances and how best we can help.

You do not have to answer these questions in essay format, please feel free to write brief notes and use bullet points. You can add a continuation sheet/s if necessary.

Make sure you provide documentary evidence to support your application.

Why are you applying for Financial Support? Please include the reasons why you are in unexpected financial hardship and the unforeseen costs you have incurred i.e. travel, accommodation, living expenses, course expenses.

How much do you need to cover the additional costs? Please provide a breakdown of your costs - you are required to provide documentary evidence to support this. Please note that the University will only be able to award a contribution towards these costs.

How have you tried to reduce your outgoings to ease your current financial hardship?
Your Money Planner will help you do this.

If you have been in receipt of a University bursary or scholarship - please tell us how you have used these funds.

How will receiving this grant make a difference to your University experience?

Use this space to include any other information you feel is relevant to support your application.

CHECKLIST OF EVIDENCE REQUIRED

As part of your application you must provide the following documents, all proof **MUST** be enclosed to make your application complete. Incomplete applications will not be considered. Please indicate below the evidence you have enclosed with this application.

1. All Students must provide a PDF print out of their Money Plan;
<https://www.sheffield.ac.uk/moneytools>
2. Undergraduate/PGCE Students must provide their **Student Finance Breakdown** showing your statutory funding package.
3. Undergraduate/PGCE Students must provide their **Payment Timetable** showing loan payment dates and confirmation of the amount of loan requested.
4. Postgraduate, International and European students must provide evidence of their main source of Income e.g. Student Finance Postgraduate Loan, professional & career development loan, scholarship award, full or part time earnings.
5. Postgraduate, International and European students must provide evidence to show they have applied for alternative sources of funding before applying for Financial Support. This could be evidence of a rejected loan, applications to charities and trusts.
6. All Students must provide Proof of Accommodation costs e.g. a copy of your current rent agreement or proof of mortgage ANNUAL INTEREST payments: a certificate showing this can be obtained from your Bank/Building Society.
7. All Students must provide proof of their financial situation – copies of 3 months most recent consecutive up to date bank statements, listing transactions, for EACH account you and your partner (*if applicable*) hold, a copy of your Building Society Book, 3 months' credit card statements etc. These statements must show your name and bank details – print outs/screen prints from your online account are acceptable, mini statements are not.

Please highlight on your bank statements if there are any transactions over £100 that are not rent payments, and provide a brief explanation for what they are for.

8. Provide evidence of part time earnings (*where applicable*) e.g. 3 months wage slips.
9. Provide evidence of partners' income (*where applicable*) e.g. Last 3 months wage slips, benefit award/entitlement letter
10. Provide evidence of Inland Revenue notification of Child Tax Credit and/or Working Tax Credit awards (*where applicable*).
11. Provide evidence relating to travel and/or private vehicle costs (*where applicable*).
12. Provide evidence of benefits (*where applicable*).
13. Provide evidence relating to circumstances that you identified in your application
14. Provide evidence relating to a disability/medical condition/learning difficulty declared in your application (*where applicable*).
15. Provide evidence relating to childcare declared in your application /money plan (*where applicable*).
16. All Students must Read, Sign and Date the form Declaration on the Next Page.

CONFIDENTIALITY

Applications are only seen by Student Services Staff and the Financial Help Advisory Panel, if necessary. In some cases it may be necessary for additional supporting evidence to be sought by yourself from other university staff in order for the Panel to reach a decision.

General Data Protection Regulation and General Date Protection Regulation

The University of Sheffield is a Data Controller as defined in the General Data Protection Regulation and the Data Protection Act 2018. The Student Services Department follows University policy in matters of data protection. All personal data is processed in accordance with the University's Privacy Notices:

<https://www.sheffield.ac.uk/govern/data-protection/privacy>

Should you have any concerns as to how this information is used please contact the Student Services information Desk, Students' Union.

- I have read all the documentation included with this application, including guidance notes.
- I declare that the information I have given on this form is true, complete and accurate.
- I understand that providing false information in an attempt to obtain funds from the University or other funding body would be fraudulent and could result in disciplinary action and will automatically disqualify my application.
- I have fully declared all sources of income and all financial accounts I and my partner (if relevant) hold.
- I will contact the University if my circumstances change in any way.
- I have enclosed documentary evidence in support of my application and understand that my application will not be processed without adequate evidence.

SIGNED.....DATED.....

RETURN THIS FORM and attach your documentation to: SSiD (Student Services information Desk), STUDENTS' UNION, LEVEL 3, SHEFFIELD, S10 2TG - MONDAY – FRIDAY before 4:30pm or by email to financialhelp@sheffield.ac.uk and scanning your documents.

APPLICATIONS ARE ASSESSED BY THE FINANCIAL APPLICATION SUPPORT TEAM AND NOT SSID.

MONITORING

To enable us to improve our publicity for the financial support scheme, please state where you heard about the existence of support schemes. Please choose only one as appropriate.

Student Services Department Student Advice Centre Academic Department
University Web Pages Word of Mouth Other

FEEDBACK

On a scale of 1-5 with 1 being EASY, how easy was it for you to complete this form?

Comments:.....
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