APPLICATION for FINANCIAL SUPPORT 2019/2020
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. Complete and sign the application, and submit your completed paper form and all supporting documentation (including evidence to support your circumstances) to Student Support & Guidance, Level 6, Students’ Union, Monday-Friday, before 4:30pm, or email your evidence as attachments to financialhelp@sheffield.ac.uk.
5. Applications are reviewed daily and emergency cases will be assessed as a priority.
6. Your application will be assessed, in cases where more information is needed before a decision can be made you may be required to provide further information, or to come into our office to discuss this further.
7. Successful and unsuccessful applicants are notified by email to their University account normally within 15 working days of receipt of a complete application. A letter can be provided if requested.
8. Applications will be accepted up until 5pm, Friday 17th July 2020 (Please note applications received after this time will automatically be rejected). FINAL YEAR UNDERGRADUATE’S – you must have applied by Friday 22nd May 2020.

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.
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, and email financialhelp@sheffield.ac.uk to request the outcome by letter.

5. Preferred Contact Telephone number: ....................................................

6. Term-time 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).

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<th>Relationship to you</th>
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YOUR DEPENDANTS

7. 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:-

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8. Is your child/children registered at the University Nursery?
   Please circle YES / NO

9. 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:-

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

   Please circle YES / NO

If yes please give brief information below:

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11. Have you applied for 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.

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

   Please circle YES / NO / DON’T KNOW

13. Do you have any outstanding debts to the University? (not tuition fee debts)

   Please circle YES / NO

   Financial Support is not intended to support a short-fall in funding for your tuition fees.

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 details of ALL accounts held by you and your partner (where 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. Please DO NOT include your bank card details.

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<th>Name of Bank/Building Society</th>
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PERSONAL CIRCUMSTANCES

**IT IS COMPULSORY FOR ALL STUDENTS TO COMPLETE THIS SECTION.**

The Government and the Office for Students (OfS) provide financial support funds to universities. They want to learn how effective these funds are in helping students and universities are monitored to ensure we are appropriately supporting our students. 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.

Please explain how you have 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

To make your application complete, you must provide the following evidence. Please indicate the evidence you have included with this application using the checklist below.

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 & 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 (where applicable) hold, a copy of your Building Society Book, 3 months’ credit card statements.  
   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.
Applications are only seen by Student Support 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.

You may be contacted 3-6 months after submitting your application for feedback on the process. If you do not want to be contacted please email financialhelp@sheffield.ac.uk.

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 Support Services 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.
- I confirm that if I seek support from the Student Advice Centre, in the Students’ Union, I am happy for my application and any resulting award to be discussed with them.

If you are not happy for us to discuss your case with them please email financialhelp@sheffield.ac.uk within 24 hours of submitting your application.

RETURN THIS FORM and attach your documentation to: Student Support & Guidance, Level 6, Students’ Union, Sheffield, S10 2TG - MONDAY – FRIDAY before 4:30pm or by email to financialhelp@sheffield.ac.uk and scanning your documents.
Please note that your responses to these questions will have no bearing on the outcome of your application.

1. How do you currently feel about your financial situation?

(worried) 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ (secure)

2. Where did you hear about the Financial Support funds?

University Support Services ☐ Student Advice Centre ☐
University Website ☐ Tutor/support staff within your Department ☐
Word of Mouth ☐ Other ☐ ......................................

3. How easy did you find it to complete and submit your application?

(not very easy) 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ (very easy)

4. How clear was the information on our webpage regarding the application process and the evidence you would need to provide?

(not very clear) 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ (very clear)