

Making an application to the Access to Learning Fund

When can I apply?

The fund opens on the 4th **October 2010** and closes on the 17th **June 2011** for final-year students and the 24th **June 2011** for continuing students. However, the closing date may be earlier, if the fund is spent before these dates.

What documents should I send with my application form?

We need supporting documentation to confirm the information you have given us. As you complete the application form, there is information about what documents you should provide.

Please send PHOTOCOPIES as we are not able to return original documents.

How long does it take to process?

We aim to process your application within **20 working days** of receiving it. However, if you have not provided the documentation we need, we cannot process it. If we have to contact you this will increase the processing time for your application. Please note that we may have to ask you for additional information or clarification once your application has been accepted.

Can I contact the Funds Team?

Please do not contact us within 20 working days of submission as dealing with these queries prevents us from processing and delays all students' applications. If you have not heard from us after 20 working days, please e-mail saws@uwe.ac.uk to check on the progress of your application.

Am I likely to get an award?

We prioritise applications from students who have essential costs (e.g. related to childcare or a disability) and who cannot fund these from their income. We will look at your income and expenditure and generally only make an award if there is a shortfall between the two. If you live with a partner, we include their income and expenditure too. The government sets out what we can and cannot include in the means-test. The full ALF guidance is available on the Student Finance England website: www.tinyurl.com/ALF1011

What has changed for 2010?

The Access to Learning Fund has been cut again this year by a further 11%. This means that fewer students will receive help and awards are likely to be lower than in the last academic year. As a result the changes introduced in 2008/09 as to allowable expenditure are still in effect. In particular, credit debts, bank loans and other non-priority outgoings will **not** be included unless you can provide evidence that you are making repayments at a realistic level. For example, if your only income is student support, a realistic repayment would be £1 per month.

Where do I send the application form?

Please send the form to:

**Student Advice and Welfare Service (3F)
Frenchay Campus
Bristol, BS16 1QY**

Eligibility

The table below gives details about the eligibility criteria for the Access to Learning Fund. This is a complex area and we have tried to explain it clearly and carefully. Use this form to apply for: *Access to Learning Fund, Nursery Fee Remission, Emergency Fund, and Tuition Fee Remission*. **NHS funded students** please use the *BLUE* application form for the Access to Learning Fund.

<p>If you are not a UK “home” student.</p>	<p>You are <u>not</u> eligible for the Access to Learning Fund. If you are experiencing hardship due to unforeseen circumstances, contact Student Advice & Welfare Services for an appointment with a SAWS student adviser to identify whether you may be eligible for support from other sources.</p>
<p>If you are a full-time UK undergraduate or PGCE student and you have not taken out your full Maintenance Loan for 2010/11</p>	<p>You are <u>not</u> eligible for the Access to Learning Fund unless you have taken out your full entitlement to student funding.</p>
<p>If you are a healthcare student...</p>	<p>Please fill in the BLUE FORM for NHS funded students. If you are funded by the Student Loan Company, fill in this form.</p>
<p>If you are a part-time UK student taking 60 credits or more</p>	<p>You may be eligible for help with course costs from the Access to Learning Fund. You may also be eligible for a grant towards fees and a grant for course related costs from the Student Finance England. For further advice and assistance speak to Student Advice & Welfare Services.</p>
<p>If you are a part-time UK student and taking fewer than 60 credits</p>	<p>You are <u>not</u> eligible for support from the Access to Learning Fund unless you have a disability which prevents you from taking more credits. If this is the case, you will need to provide confirmation from your doctor or other qualified person.</p>
<p>If you need financial support in order to get a specific learning disability diagnostic test...</p>	<p>There is a shorter application form to apply for a non means-tested payment of £150 towards the cost of a diagnostic test.</p> <p>You may be able to get help towards the full cost of the test although this will be means-tested through this application form. If you wish to apply for help with the full cost of the test, you will need to complete this form as well as the shorter form.</p> <p>Application forms are available from Student Advice and Welfare Service (3F, Frenchay Campus), the Enquiries and Advice Centre or from the Disability Services where you can get more detailed advice on assessments and study support.</p> <p><i>If you have already had a diagnostic test in the six months prior to the start of your studies, please provide a receipt for the cost; if your application is successful, you will be refunded up to £150 on completion of the shorter form.</i></p>

For Office Use Only		
Extra Information	Date Received	ISIS Log No



University of the
West of England

STUDENT SERVICES DEPARTMENT
Student Advice & Welfare Services

Application for Financial Assistance 2010/11 UG & PG

The Access to Learning Fund opens on 4th October 2010 and closes on

- 17th June 2011 for final year students;
- 24th June 2011 for continuing students.

Please complete ALL sections in CAPITALS and ensure that you only send PHOTOCOPIES of documents requested as evidence. All applicants must read the declaration at the end of the form and sign and date the form before sending it to us.

**Note: If you have a problem reading the text on the form
and require a larger print copy, please contact us.**

First Name(s):	Family Name:
UWE Student Number (8 digit number on front of UWE student ID card):	
Date of Birth:	Age on 1/9/10:
Term time address:	
Postcode:	Tel No:
Vacation Address (if you return home during vacations):	
Postcode:	Tel No:
E-Mail Address:	Mobile No:
Course title:	
Faculty/School:	Campus:
Expected completion date (Month and Year):	
Level of Study:	
Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>

Mode Of Study: Full Time Distance Learning Taster
 Part time

Type of Study (tick all that apply): Full Year Repeat year Placement year
 Final

If placement year is it: Paid Unpaid

If you are an undergraduate, is this your first degree? Yes No
If no, please give details of your first degree in the additional information section

Accommodation details

Accommodation type:

Own Home (or spouse/partner's home) UWE Accommodation
 Local Authority or Housing Association property Parental Home
 Private rented accommodation Lodging with a landlord
 Other (please specify) _____

Who lives with you?

Live alone Partner or spouse
 In shared accommodation Your parents or guardian
 Other students Non-students
 Adult Dependant Dependent Children

Do you let or sub-let any property to tenants or lodgers? YES / NO

Do you contribute to your household's Council Tax bill? YES / NO

If you have answered yes to either of the above questions, please give details in Additional Information

Name of Child / Dependant	Date of birth	Do you receive Child Benefit for this child or dependant?	Do you pay for childcare for this child or dependant?
		YES/NO	YES/NO
		YES/NO	YES/NO
		YES/NO	YES/NO
		YES/NO	YES/NO
		YES/NO	YES/NO

About your Childcare costs

(please provide a letter from your childcare provider outlining weekly costs)

Child's name	Term time			Vacation time		
	Type of Childcare (name of nursery, childminder etc)	Weekly cost of childcare	No. of weeks	Type of Childcare (name of nursery, childminder etc)	Weekly cost of childcare	No. of weeks

Travel Costs

How do you travel to UWE?

Walk

Cycle

U-Link Bus service Cost per day £ _____

Other Public Transport Cost per day £ _____ *If more than £16.50 per week include tickets for 1 week*

Drive a car or motorcycle Cost per day £ _____ Do you use the Severn Bridge? **Yes / No**

If you drive to UWE how many miles do you drive each day that you attend? _____

If you walk or cycle to UWE please indicate whether you also run/own a car. YES/NO

Care leavers and recently homeless students

Are you, or have you been:

a Care Leaver? **YES / NO**

living in supported housing? **YES / NO**

recently (i.e. within the last 3 months) homeless? **YES / NO**

If 'YES' please provide details in the Additional Information section below, and supply evidence.

Disabilities

Do you have a disability or chronic medical condition (other than Dyslexia)? **YES/NO**

If 'YES' please provide medical evidence of your condition

Does any member of your household have a disability that increases your household expenditure?

YES/NO

If 'YES' please provide details in the 'Additional Information' section

Do you want to apply for assistance with the cost of a Diagnostic test (for dyslexia for example)?

YES/NO

If 'YES' please request a Diagnostic Test Funding Form from this office or the Disability Service

Additional Information

Please state why you feel that you are in financial difficulty, why you believe your situation to be exceptional and provide details and evidence of the circumstances and / or costs that affect your financial situation.

Please continue on a separate sheet if necessary.

DEBTS TO THE UNIVERSITY

If you have outstanding debts to the University, your access to facilities may be withdrawn or you may be prevented from registering on the next year of your programme. You are urged to use any award from the Access to Learning fund to pay off debts to the University.

Please note we cannot use an award to pay tuition fee debt even if you give permission.

I think that I might have a debt to the University. Please use any award to repay this debt, excluding debts for tuition fees, and pay me any balance.

I think that I might have a debt to the University, but I do not wish any award to be used to repay this debt.

I do not believe that I currently have a debt to the University.

We will notify you in writing if we make any payments towards your debts.

Please provide evidence where requested. **Without these documents, we cannot process your application.**

Please note **ALL students** must provide **copies of two months' recent bank statements for all accounts** in your household including current accounts, savings accounts, ISAs etc.

YOUR INCOME	MONTHLY	ANNUALLY	EVIDENCE REQUIRED (COPIES)
Maintenance loan			Student Support Notification /Student Finance Breakdown
Maintenance or Special Support Grant or Part-time Course Grant			Student Support Notification /Student Finance Breakdown
UWE Bursary			N/A
PGCE Training Salary or Social Work Bursary			Award letter
Net earnings			Two months or five weeks payslips
Parental contribution <i>* see note below</i>			Letter from parent
Working and Child tax credit			All pages of 20010/11 awards letter from HMRC
Parents Learning Allowance			Student Support Notification /Student Finance Breakdown
Childcare Grant			Student Support Notification /Student Finance Breakdown
Adult Dependants' Grant			Student Support Notification /Student Finance Breakdown
Disability Benefits (Incapacity Benefit, Income Support, DLA)			Award letter
Housing/Council Tax Benefit			Award letter
Income Support or any other benefits			Award letter
Professional/Career Development Loan			Loan agreement
Other income including savings and rental income			Copy of recent statement
Maintenance for dependants			Letter from the absent parent
Bank overdraft limit			Evidence from bank
Total			

* If your parents are unable or unwilling to contribute financially the amount assessed by your funding body or are unwilling to submit a means-tested application for your student funding, please provide a letter from your parents stating the reasons for their decision.

PARTNER'S INCOME	MONTHLY	ANNUAL	EVIDENCE REQUIRED (COPIES)
Net earnings			Two months' or 5 weeks' payslips
Other			Evidence of any other income
Total			

Don't forget to include copies of bank statements for all accounts you (and your partner) hold and include explanations for any regular payments and payments of £300 or more if it is not clear from the statement.

Please provide evidence where requested. Without these documents, we cannot process your application. Please note **ALL students** must provide **copies of two months' recent bank statements for all accounts** in your household including current accounts, savings accounts, ISAs etc.

YOUR EXPENDITURE	MONTHLY	ANNUALLY	EVIDENCE REQUIRED (COPIES)
Food/household/laundry*			N/A
Gas/Electricity/Water*			N/A
Telephone/mobile phone*			N/A
TV licence*			N/A
Contents insurance*			N/A
Entertainment/social activities*			N/A
Clothes*			N/A
Council tax (If applicable)			20010/11 Council Tax Bill
Tuition fees			N/A
Rent or mortgage (including loans secured on your property)			Tenancy Agreement or Mortgage statement
Life insurance			Insurance policy showing premiums due
Buildings insurance (if owner occupier)			Insurance policy showing premiums due
Loan and debt repayments			Proof of agreed repayment plan and evidence of recent repayments
Childcare costs			Copies of invoices from Childcare provider
Travel costs during term time			If using public transport costing more than £16.50 per week -1 week's tickets
Books/equipment/course costs			If compulsory course costs exceed £390, provide a faculty letter confirming amount.
Disability costs			Medical confirmation of the need for additional expenditure
Maintenance for dependants			A letter from the parent with care of your children or CSA
Other essential expenditure			Documentary evidence of expenditure
Total			

*According to the government procedures we use a set weekly amount to cover expenditure marked with an asterisk. Additional amounts are added for each dependant. Even if you spend more each week, we only include the set amount for your household as your expenditure.

YOUR HOUSEHOLD	PER WEEK	TOTAL FOR ACADEMIC YEAR
Single student	£67	£2,613 (39 weeks)
Student with partner	£105	£4,095 (39 weeks)
In addition, we include weekly amounts of £77 for the first child in the household, plus £59 for each subsequent child.		

IMPORTANT NOTES ON PROCESSING - PLEASE READ THIS CAREFULLY

If you have any queries about the Access to Learning Fund or any other scheme, need advice about making an application or want to confirm the receipt of your application, you can contact us by e-mail (saws@uwe.ac.uk), by phoning 0117 328 2822 or by calling into Reception (3F) on Frenchay Campus. If you are not currently living in the UK (e.g. you are on an overseas placement), you may wish to fax your application to us on 0117 328 2895.


Please note that we can only process applications that include all relevant supporting documentation. It may be necessary to ask you for additional information or clarification once your application has been accepted.

The opening date for applications is the 4th October 2010 and we aim to inform you of the outcome within 20 working days of receipt of a COMPLETE application.

Please do not contact us to enquire on progress until at least 20 working days after you have handed your application in. This policy helps to avoid unnecessary delays which such enquiries can cause.

Funds are always limited and may run out before the official closing date of June 2011. If there are still funds available, the Summer Fund will open in July 2011 to support returning students over the vacation period

Student declaration

- I declare that the information given above is complete and accurate to the best of my knowledge.
- I understand that the information I supply may be verified by the University and that my application may be delayed if I have not enclosed the necessary supporting evidence.
- I understand that giving false information will automatically disqualify the application and may lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any grants obtained by me as a result.
-  I undertake to inform the University of any change in my financial circumstances which may affect my application or if I wish to withdraw my application. I consent to the processing of my personal information as described in The SAWS Privacy Statement for the purpose of giving me advice and/or financial support for my studies at UWE. I understand that my personal information may be kept for 6 years after my last contact. All personal data is processed in accordance with the Data Protection Act 1998. The University's Data Controller is the Director of Finance. You can find the privacy statement at: www.uwe.ac.uk/student-services/saws/privacy-statement.shtml

Signed:

Dated:

Note: If you do not sign and date above we will not be able to process your application.

Please return this form to :

**Student Advice & Welfare Services (3F)
UWE
Coldharbour Lane
BRISTOL
BS16 1QY**

Please ensure that the correct postage is on the envelope. If not it will cause delays in processing the application.