

SUPPORT FUND APPLICATION 2009 / 2010

- To find out if you are eligible for this fund please refer to the guidance notes at <http://www.studentsupport.ulster.ac.uk/finance>
- Please answer all appropriate questions. If you require assistance in completing this form please contact your nearest Student Support office.
- Information about your application will be posted on the student self service web page <http://ssb.ulster.ac.uk>

1. Student ID number _____ 2. Campus _____

3. Name _____

4. Date of Birth _____ 5. Age at 1st Sept 2009 _____

6. Address _____

_____ Postcode _____

7. Telephone Number _____

8. University E mail address _____

Please do not give any other address, as we will only contact you on your university e-mail

9. Are you studying Full time Part time Undergraduate Postgraduate

10. Year of course 1st 2nd 3rd 4th Final Repeat

11. Is this a placement year (paid unpaid)

12. Have you applied for your full entitlement to the student loan? Yes No

13. Is this your second degree? Yes No

For office use only: Reg stats All documentation provided Yes No

Processed by Date Checked by Date

Award amount

14. Course title _____

15. Name of Course Director _____
Course Director may be contacted for an academic reference

16. Dependants

Persons with dependants are taken to be those with personal responsibility for the care of a child, the care of a person with an incapacitating disability and/or the care of a dependant elderly person.

Please list anyone in your household who is financially dependent on you

Name	Relationship to you	Age at 1 st Sept 2009

17. Name of funding body _____
E.g. Education & Library Board, Local Education Authority, Self

18. Name and Address of Bank / Building Society

19. Account Number _____ generally 8 digits

20. Sort Code _____ always 6 digits e.g. 11 22 33

Awards are paid directly into your bank account so it is very important that you give the correct details. You must supply copies of bank statements showing transactions for at least the last 2 months. **Mini statements or auto bank slips will not be accepted.** Applications submitted without relevant bank statements will not be considered.

21. Where did you hear about the Support Fund?

- | | | | |
|-------------------------|--------------------------|---------------|---|
| Student Support Website | <input type="checkbox"/> | Notice Boards | <input type="checkbox"/> |
| Student's Union | <input type="checkbox"/> | Friends | <input type="checkbox"/> |
| Academics | <input type="checkbox"/> | Other | <input type="checkbox"/> Please specify |

POSTGRADUATE STUDENTS ONLY

22. What is your main source of funding for tuition fees and living costs during your postgraduate course? _____

23. If you are self funding please explain how you intend to pay your tuition fees?

Please provide documentary evidence of both e.g. bank statement showing funds, receipt for payment of fees.

IMPORTANT POINTS

We may refer you for debt or budgeting advice before processing your application.

Please note there is no automatic entitlement to an award for any student, awards are subject to money being available in the fund.

You must show financial hardship with appropriate documentation and have exhausted every other potential source of income.

Students who are in receipt of an HSS non means tested bursary or salaried Health Service employees are not eligible to apply. This includes nursing and social work students.

Payments from the Support Fund may have implications for your entitlements to Social Security benefits.

Once a completed application form has been received you will receive a decision from us within 6 weeks to your university email.

If you have been unsuccessful or are not eligible to apply to the Support Fund you should contact the Student Support office, as there may be other financial support available depending on your situation.

Random checks will be made on individual applications and any found to be fraudulent will result in disciplinary action.

If there is an outstanding debt to the Support Fund any subsequent award may be used towards repayment of this debt.

DETAILS OF INCOME AND EXPENDITURE

Income	Week/ month/ year	Expenditure	Week/ month/ year
Student Loan Financial notification letter and payment schedule		Rent (tenancy agreement which must show your name, the landlord's name and contact details and signature)	
Tuition Fee Loan Financial notification letter		Mortgage Documentary evidence of payments	
Higher Education Bursary/ Maintenance Grant Financial notification letter		Bank Loans / Overdrafts Bank statements showing transactions for the last 2 months (not an auto bank slip)	
Grants Adult dependants, Child Care, Parents Learning Allowance		Utility bills Last bill showing your name and address	
Child Tax Credits / Working Tax Credits Notification from Inland Revenue		Course Costs e.g. field trips, placement costs – please provide a letter from your faculty	
Income Support / Job Seeker's Allowance Letter from benefits agency		Child Care Costs Letter from crèche / child minder showing contact details and weekly charge	
Housing Benefit Letter from Housing Executive		Tuition Fees Letter from university	
Disability Benefits Up to date documentation showing details of benefit & how much per week / month		Travel costs Over & above normal travel costs	
Earnings/partners earnings Wage slips showing amount and if payments are weekly or monthly			
Any other regular income		Any other regular expenditure	

If you are not sure what to include please contact Student Support for assistance as forms submitted without documentation or not completed fully will not be processed

In the absence of a tenancy agreement / contract please ask your landlord to complete this form.

CONFIRMATION OF RENT

I confirm that _____ (name of student)
is a tenant at

Address _____

He / she pays the sum of £ _____ week / month / semester / academic year
(please delete as appropriate)

Name of landlord _____

Signature of landlord _____ Date _____

Address _____

Contact telephone number _____

In the absence of up to date relevant benefit documentation please take this form to your local Benefits Agency Office

CONFIRMATION OF BENEFITS

Claimant Name _____

Is the claimant the student () or their partner ()

I certify that the above named person is being paid the following benefit

Name of benefit _____

Amount £ _____
(per week, fortnight, month)

Staff member's name _____

Position _____

Signed _____

Contact number _____ Date _____

AGENCY STAMP

Your application is invalid if not signed and dated

Signature of applicant _____ **Date** _____

Please return completed applications to any campus (check the postage costs to ensure delivery)

Support Fund
Student Support
University of Ulster
Cromore Road
Coleraine
BT521SA

Support Fund
Student Support
University of Ulster
Shore Road
Jordanstown
BT37 0QB

Support Fund
Student Support
University of Ulster
Northland Road
Londonderry
BT48 7LJ

Support Fund
Student Support
University of Ulster
York Street
Belfast
BT15 1ED

Data Protection Act 1998

The University is a data controller in terms of the 1998 legislation. The Student Support Department follows University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping. The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Head of Student Support.

FOR OFFICE USE ONLY:

STUDENT NAME		ID NUMBER	
RESOURCES		BUDGET	
Maintenance Loan		Personal Allowance	
Maintenance Grant		Utilities	
Institutional Bursary		Rent	
Parental Contribution		Family Premium	
ADG		Disability Costs	
PLA		High Course Costs	
WTC / CTC		Placement Allowance	
Benefits		Final Year Allowance	
Earnings		Special Allowance	
Placement wages		Any Other Regular Expenditure	
Postgraduate Loans		Disregards	
Any Other Regular Income		Premiums	
Scholarships			
Child Care Grant		Child Care Costs	
Total Income		Total Expenditure	
Award			