

**UCL financial assistance fUND**

**UNIVERSITY COLLEGE LONDON (UCL) STUDENTS ONLY**

In order to make an application to the fund:

**Step 1**

Read the Guidance Notes. These explain

* the purpose of the fund
* how it is assessed and
* how to complete this form

**Step 2**

Complete pages 1-7 of this form and collect the documents listed below.

**document checklist**

Applications submitted without adequate copies of the required documentation will **not** be accepted. Before you start on your form, please complete the checklist below:

|  |  |  |
| --- | --- | --- |
| **General:** | * Completed Student Budget Planner * Academic progress form * Bank details form * Financial statement(s) for each bank account held (e.g. Current Account, Savings Account, Credit Card, NISA) covering the last 3 months in full, including annotations explaining debits and credits over £100. Screenshots from online banking are accepted. |  |
| **Income (where applicable):** | * Student Finance Notification letter from Student Finance England. * Evidence of Career Development Loan/Postgraduate Loan/Scholarship/Other Grants. * Evidence of income from work e.g. 3 months’ payslips. * Documentation to support any benefits you are in receipt of, e.g. housing benefit, council tax benefit etc. * NHS Bursary Notification Letter |  |
| **Expenditure:** | * Tenancy agreement showing evidence of your rent/mortgage costs for the **entire academic year –** if you have resided in more than one location, please provide evidence of all tenancies. *If you do not have a tenancy agreement, please provide a signed letter from landlord.* * Evidence of any unexpected costs e.g. dated invoice for boiler repairs, laptop repairs etc. * Proof of priority debts e.g. unsecured loans, rent arrears, council tax, fines etc. * Study Abroad students: quote/receipt for flight and other start-up costs, e.g. accommodation deposit, visa application costs. |  |

And where applicable

|  |  |  |
| --- | --- | --- |
| Students with children | * Copies of Birth Certificate(s) for all children * Evidence of childcare costs (bank statements showing cash withdrawals/direct debits are not acceptable) |  |
| Students living with partner | * Evidence of your partner’s income e.g. three recent months’ of wage slips, bank statements, P60 (unless your partner is also a student in which case please state this in Section 9, as we do not require income evidence if this is the case) |  |

**Step 3**

Submit this form and all relevant documentation to [studentfunding@ucl.ac.uk](mailto:studentfunding@ucl.ac.uk)

You should hear the outcome of your application within 4 weeks of submission of a complete application. Incomplete applications will not be assessed.

**COMPLETE ALL SECTIONS OF THIS FORM, EVEN IF ONLY ENTERING ‘NOT APPLICABLE’ (N/A)**

**SECTION A: About you**

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| UCL Student Number |  | Surname/Family Name |  |
| Date of Birth DD/MM/YYYY |  | First Name/s |  |

Please note that all correspondence will be through your UCL email address.

1. **TERM-TIME Address**

|  |  |  |  |
| --- | --- | --- | --- |
| Street Address |  | | |
| City |  | Postcode |  |
| Do you Live: | If other, please state: | | |

1. **programme details**

|  |  |
| --- | --- |
| Year of Study | If other, please state: |
| Is this a repeat year? |  |
| Is this your final year? | In which academic year did your course start? |

Any other programme information will be taken from the student system.

1. **bank accounts -** Please include 3 months of statements for ALL accounts

|  |  |  |
| --- | --- | --- |
| How many bank accounts do you have? |  | |
| Please list all your Bank or Building Society accounts, including Current Account, Savings Account, ISA etc. | Name of Bank etc. | Type of Account held |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Do you have an Overdraft facility with your account(s)? |  | |
| Indicate your maximum overdraft limit in (1st box) & how much is used (2nd box): | £ | £ |
| If you do not have an overdraft facility, please explain why not: |  | |

1. **tuition fees**

|  |  |
| --- | --- |
| How are you paying your Tuition Fees? | If other, please state: |
| Are you currently up to date with your Tuition Fee payments? |  |
| How will you be paying the remainder of your Tuition Fees? (if applicable) |  |

**SECTION B: Your circumstances**

1. **YOUR DEPENDANTS**

|  |  |  |
| --- | --- | --- |
| Do you have any children who are financially dependent on you? |  | |
| If yes, please provide details: | Full Name | Date of Birth DD/MM/YYYY |
|  |  |
|  |  |
|  |  |
|  |  |
| Do you have any adults that are financially dependent on you? |  | |
| If yes, please provide details: | Full Name | Date of Birth DD/MM/YYYY |
|  |  |
|  |  |

1. **disability / special needs**

The UCL Student Disability Service supports students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health issues, and long-term health conditions. You can contact them on **Tel** + 44 (0)207 679 0100, **Email** [disability@ucl.ac.uk](mailto:disability@ucl.ac.uk)

|  |  |
| --- | --- |
| Do you have a disability registered with the Student Disability Service? |  |
| Have you applied for Disabled Students Allowance (DSA)? |  |
| If yes, and you wish to apply for financial assistance for costs not covered by DSA please give details of why you need additional support |  |

1. **homeless, care or foyer applicants**

|  |  |
| --- | --- |
| Have you entered UCL from a Care or Foyer residence**\*** |  |
| Or, have been homeless prior to entering University? |  |
| **\*** If you answered yes to this question please include a copy of a letter from Care/Foyer to support your application. | |

|  |  |
| --- | --- |
| **SECTION C: SUPPORTING STATEMENTS**   1. Please explain how you intended to pay for your living expenses and course materials for the current academic year? You must clearly demonstrate how this plan provided **realistic, reasonable or adequate provision** (for more information, please see the Guidance Notes) to sustain you for this academic year.      1. Please carefully explain why there has been a **change** in your financial plan for the current academic year forcing you into this unforeseen financial hardship?      1. Please describe below, how you have, (prior to applying to UCL-FAF), attempted to meet your current financial need from all other sources of financial support available to you, for example, overdraft facility, parents, partners, family, savings etc.   You need to demonstrate you have exhausted all potential sources of financial assistance available to you. | |
| 1. Please indicate the minimum amount of award you think would alleviate your current financial situation:   £   1. Please describe how you would use the funds, should you be awarded a grant: |

**confidentiality & data protection**

|  |
| --- |
| **Confidentiality - Data Protection Act (1998)**  UCL’s privacy notice sets out how any personal data we collect will be processed.  The full notice can be found [here](https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice).  I consent to the information provided in this application being processed by the UCL Student Funding Office for the purposes of determining my eligibility for financial support. I also consent to the information I have provided being shared with other UCL departments for information verification purposes, including my academic department, the Accommodation Office and the Student Support and Wellbeing team.  The financial support you are applying for may be offered in partnership with an external sponsor. The sponsor may be involved in the selection process and/or request confirmation of the support you have been awarded. By submitting this application form you are providing your consent for us to share your personal information with them. We will only do so where this is necessary to maintain your application and award. Any data sharing will be carried out with due regard to our duties as a ‘data controller’ within the requirements of the General Data Protection Regulation (GDPR).  Your data may also be included in statistical returns that UCL is obliged to make to the UK Government and its agencies.  You may withdraw your consent to share information with UCL Student Funding and our external partnership sponsors at any time by emailing [studentfunding@ucl.ac.uk](mailto:studentfunding@ucl.ac.uk)  . Please note that, this may result in your application and/or award being withdrawn if we are no longer able to determine your eligibility for support.’  **Award Termination**  UCL reserves the right to terminate your award and recover any paid funds in certain cases, if, for example, you:   * breach UCL’s [Code of Conduct for Students](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/section_1_code_of_conduct_for_students_2018-19.pdf) * are guilty of misconduct under the [Disciplinary Code](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/section_8_student_disciplinary_procedure.pdf) * provide false or incomplete information in the application * withdraw your consent to share information with UCL Student Funding and our external partnership sponsors if we are no longer able to determine your eligibility for support |

Applications are **only** seen by the Assessors and Student Funding Office staff. It may be necessary for additional supporting information to be sought from other University staff in order for the Assessors to reach a decision.

**student DECLARATION**

**Your application will not be valid unless this section is signed and dated:**

*By submitting this application to UCL on:*

|  |
| --- |
|  |

*(Submission Date – DD/MM/YYYY)*

*I,*

|  |
| --- |
|  |

*(Print Name)*

*Declare that:*

* *I understand that my application is valid only if all required information is provided and all required additional documents are enclosed and that the information provided is accurate and correct;*
* *the information I have provided is accurate and true to the best of my knowledge;*
* *I understand it will be considered a disciplinary offence if I knowingly provide false or incomplete information and I agree to repay in full any award obtained by me as a result.*
* *I understand that if this is my second financial assistance application this academic year, my circumstances have changed and I have included the necessary supporting documentation and I have not already received the maximum amount available.*
* *I understand that the Student Funding Office may approach me later in the academic year, on behalf of sponsors and donators, in order to provide feedback to encourage further donations to the funds to help alleviate future students’ financial distress.*
* *If required, I authorise the Student Funding Office to discuss my application with a Student Funding Advisor in order to provide full assistance with my circumstances.*
* *If required, I authorise UCL to provide a copy of my application to the funders of the scheme in the event that my application should be successful.*
* *I understand that documents submitted with this application will not be returned to me.*

|  |
| --- |
|  |

*Signature*

**Please submit your application by emailing this form and any documentary evidence as attachments:** [**studentfunding@ucl.ac.uk**](mailto:studentfunding@ucl.ac.uk)