

# Application for the Student Assistance Fund Session 2016/2017

ID No

## 1 PERSONAL DETAILS

Surname	Forenames	Title (circle one)	Other
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	<input type="text"/>
Course Title		Course Level	
<input type="text"/>		<input type="text"/>	
Reason for Application			
<input type="text"/>			

## 2 INCOME & EXPENDITURE

Please provide information, for one month, of your income and expenditure and please also provide 3 months bank statements, to support this information.

Income	Amount	Expenditure	Amount
Bursary		Rent	
Student Loan		Food	
Benefits		Clothing	
Wages		Toiletries	
Working Tax		Heating/Lighting	
Other Income		Travel	
		Childcare	
		Books/Equipment	
		Insurance	
		Telephone/Mobile	
		TV Rental/Licence	
		Social Life	
		Other	
<b>Total Income</b>		<b>Total Expenditure</b>	

Signature

Date

### Purpose of the Student Assistance Fund

The Student Assistance Fund is for emergency use and instances of financial hardship. The Fund is intended to provide financial help to students whose access to, or continuation in, further education may be inhibited by financial considerations or where students for whatever reasons, including physical or other disabilities, may face financial difficulties.

### Eligibility for the Student Assistance Fund

Before applying you must have taken up your maximum entitlement to all other funding such as: bursary, student loan or other grants and meet the residency criteria for EMA/Bursary or student loan, to be eligible to apply.

### Types of circumstances where the Student Assistance Fund can be used

The types of circumstances that can be considered include:

- Travel expenses
- Books and equipment
- Accommodation
- Emergency situations
- Disability related costs
- Living costs
- Holiday childcare costs

### The process for applying to the Student Assistance Fund throughout the academic year

Once this application is completed please contact a Learner Advisor, to arrange to meet the Student Assistance Fund Committee. Please also attached 3 months bank statements, to support your application.

**FOR STAFF USE ONLY**

Name of those attending the meeting

Amount requested

Date of meeting

Outcome

Signed

Date

Signed

Date

Previous discretionary funding received

Amount awarded

Payment processed