

Financial Support Funds 2020

Application Form and Guidance Notes

This form can be used to apply for the following Support Funds (evidence of financial hardship will be required):

The Student Hardship Fund (SHF)

This fund is for **any** student currently registered on MB ChB course at the University of Buckingham Medical School in the UK at either the Buckingham or Crewe Campus.

This fund does not offer any help towards tuition fees

UoB Medical School Bursary Fund (MSBF)

The University of Buckingham Medical School Bursary Fund is available to offer financial assistance to **any current Buckingham MB ChB student** in the form of grants towards the cost of the tuition fees. Grants are paid in the form of a direct deduction from tuition fees. To be eligible you must meet all the criteria below:

- Studying full time on the Buckingham MB ChB course; registered and attending the University of Buckingham at either Buckingham or Crewe Campus.
- Be able to evidence good attendance and positive engagement with the course.
- Be able to evidence financial hardship
- Be able to evidence a clear plan of how you intend to resume full financial responsibility for all tuition fees due for the remainder of your course.
- Be able to evidence any other grants / bursaries you have applied for / are in receipt of.

Please note that an award is a contribution towards financial shortfall and will not cover the full amount.

Guidance Notes 2020

Please read these guidance notes carefully before completing the form. If the form is incorrectly completed we will need to contact you and this will delay payment of any possible award.

Applications for **Student Hardship Fund** can be considered 4 times per year, in March, June, September and December.

The remaining 2020 closing dates for applications to the SHF are 21st September 2020, 20th November 2020

Applications for **Medical School Bursary Fund** can be considered twice a year in April and August.

** For 2020 we have added an additional application opportunity in October

The remaining 2020 closing date for applications to the MSBF is 21st September 2020

However funds are limited, and while every effort is made to ensure that they remain available throughout the calendar year (January - December), this cannot be guaranteed. Likewise, award levels may vary depending on the remaining funds at the time of application. You are therefore encouraged to plan/review your budget early in the academic year so that, wherever possible, you can anticipate any difficulties and apply early.

We will send an email acknowledgement to you within 2 working days of receiving your application. If you do not receive this email, please contact med-bursary@buckingham.ac.uk prior to the application deadline. We cannot deal with queries relating to lost applications received after application deadlines.

You may only apply more than once during an academic year if your financial circumstances have changed. You will be asked to fill in a reassessment form and to provide documentary evidence of the change in circumstance.

Timetable for making a decision

Provided your application form has been accurately completed and **all** the appropriate documentary evidence supplied, an assessment and decision should be made by the end of the second week of March, June, September and December for the **SHF** and by the end of the second week of April and August for the **MSBF**. We will send an email to your university email address to advise the outcome of the assessment and what happens next.

Questions about the outcome

All applications to support funds are assessed according to agreed guidelines and all assessments are checked prior to notifying the applicant of the outcome. If you are unsatisfied with the outcome of an application to a fund you should follow the University Hardship Fund Appeals Procedure.

Supporting documents

It is essential that **all** relevant supporting documents are enclosed with your application form. We cannot usually accept original documents (as all documents must be kept for audit purposes) so please supply clear and legible scanned documents or photocopies. In certain circumstances you may be contacted separately by an administrator and asked to supply relevant original documents. Applications that do not have supporting documents are **incomplete** and **cannot be processed**.

Notes to help complete the application form:

Dependents

Please give details of any children and/or adults who are financially dependent upon you, and live with you.

If you would like to apply for help towards childcare costs, so you can attend your course, please provide a letter from your childcare provider including all details as outlined on the template at the back of this application form. Please note: any provider of childcare services named on this form must be **registered** with Ofsted, unless it is a family member who is not required to register as defined in the Children Act 1989.

If the carer is a family member, their relationship to you and your child must be made explicit. Where a family member is providing the care for your child, you must still submit a letter, signed and dated, from your relative stating who they are providing care for, the number of hours and what fees they are charging you—see letter template.

Income

Please declare all income you receive. Savings are considered income for the purposes of assessment so please include the balance of any savings accounts at the start of the academic year. If you are unsure which category any income should be listed under please include it under 'Other income' and specify the source.

Student Loan

If eligible, you **must** have applied for and taken out your full entitlement of student maintenance loan and **received the first instalment**, before applying for help from the funds.

If your parents have refused to complete a financial assessment form and you are therefore only able to take out the non means-tested element of the loan, this does not necessarily make you ineligible for help but we may need to contact you for further information.

Partner's income

If you have a partner who is living with you (even if you are not married or in a civil partnership) please advise their income and provide evidence.

Expenditure

Include all household expenditure you and your partner (if applicable) have. If you have children you should include costs related to them as well.

Debts

Only priority debts can be included as an essential expense with the assessment.

Examples of priority debts;

- rent arrears
- council tax arrears
- utility bill arrears
- DWP overpayments
- IVA's

Credit card payments, unsecured loan payments etc are not considered priority debts

Supporting Statement

It is important to submit a supporting statement, so we can understand your financial circumstances and reasons for applying.

Declaration

You must sign and date your application form. We will accept a digital signature as long as the completed form is emailed to us from your University email account.

Student Support Funds 2020

Please indicate which fund/s you are applying to:

Student Hardship Fund Medical School Bursary Fund

Student number
(as on your student ID card)

Title Mr Mrs Miss Ms Other

First names

Surname

Important:

- Please read the accompanying **Guidance Notes before** completing this form.
- Your application will **not** be considered if you do not answer all the appropriate sections and attach copies of all relevant documents.
- Please answer all the questions clearly and tick the appropriate boxes.

Return your completed form and supporting documents:

By scanning and emailing to: med-bursary@buckingham.ac.uk

- The University registration agreement states that email to your University email account is the preferred means of communication.
- We will acknowledge receipt of your application by email to your University account. If you have not received an acknowledgement two weeks after submitting your form, please contact us.

How did you hear about these funds?

Part 1: Your personal details

Date of birth

Term time address

Telephone number

In term time do you live:

alone? with your partner ?

in shared accommodation? with parent(s) or guardian?

Part 2: Course details

If you receive any financial help towards your fees, please detail the funding body and amount:

Date of start of course

Date of end of course

Current year of study

1 2 3 4 5

Is this a repeat year?

Yes No

Is this your final year?

Yes No

Car

Please advise if you run a car and explain why this is necessary for your course. If your partner runs a second car please advise why this is essential.

Part 3: Dependents details

Do you have any children/adults who are financially dependent on you? Yes No

If yes, please give details:

Full name	Date of birth

If you use childcare please enclose a letter from your provider using the template at the back of the application form.

If a family member provides your childcare please enclose a letter from them using the template at the back of the application form.

Does your child/ren receive free childcare hours. If yes how many? Yes Hrs
No

Do you or your partner purchase childcare vouchers through a work scheme? Yes No

Does your child/children have any special educational needs? Yes No

If yes please give details and state whether this necessitates any additional expenditure:

Part 4: Student's Income

	£ per week
Maintenance/Grant	<input type="text"/>
Loan from the SLC	<input type="text"/>
Adult/Dependents/Childcare Parents Learning Allowances/ Grants	<input type="text"/>
University Bursary/Scholarship (specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
Non-University Grant/Scholarship/Trust (specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
Parental/Partner Contribution	<input type="text"/>
Sponsor/stipend income	<input type="text"/>
Income Supp./Universal Credit	<input type="text"/>
Housing/Council Tax Benefit	<input type="text"/>
Job Seekers Allowance/ESA	<input type="text"/>
Working Tax Credit	<input type="text"/>
Child Tax Credit	<input type="text"/>
Child Benefit	<input type="text"/>
Your net earnings from work	<input type="text"/>
Partner's net income	<input type="text"/>
Other Income (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total weekly income	<input type="text"/>

Part 5: Student (and partner's/ family) Outgoings

	£ per week
Rent/Mortgage/Board	<input type="text"/>
Food	<input type="text"/>
Utilities (gas, electricity, water, phone, broadband)	<input type="text"/>
Council Tax	<input type="text"/>
Childcare Costs	<input type="text"/>
Priority Debts—agreed repayments (see page 3)	<input type="text"/>
Weekly Travel Costs (Bus fares/fuel/parking)	<input type="text"/>
Travel Costs (between home/term time address)	<input type="text"/>
Course Costs (eg books/printing)	<input type="text"/>
Field/Course Related Trips	<input type="text"/>
Medical Costs (eg Glasses/Contact Lenses/Dentist)	<input type="text"/>
Other Costs (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total weekly outgoings	<input type="text"/>

Part 6: Supporting Statement

Please state below why you are in financial difficulty, explain your reasons for applying and detail any information about your circumstances that you feel should be taken into consideration.

Please continue on separate sheets, if required, or attach a printed statement to the application.

Part 7: Declarations

I confirm that I have read, and understood, the guidance notes before applying.

I confirm that the information supplied is correct and agree that the University may seek further evidence necessary to substantiate my statements. I understand that giving false information, and/or withholding information, may constitute a fraudulent application and could result in disciplinary procedures leading to possible expulsion from the University and action being taken to recover the award.

Your signature

Your name (CAPITALS)

Date

Data Protection and Confidentiality: All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with the provisions of General Data Protection Regulation (GDPR). 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.

Document Checklist

You must supply all relevant documents with your application. Please tick the boxes below to confirm which information is enclosed. **Do not send originals.** For auditing purposes, we must keep all the supporting documents with your application. Originals will not be returned and for this reason we advise that **you only send photocopies, or scanned documents via email.**

Applications that do not include all supporting documents are incomplete and cannot be processed

You must enclose with your application:

Evidence of rent or mortgage. Please provide a copy of your contract, tenancy agreement or mortgage statement

Proof of your funding— provide all documents relevant to you:

Student Finance Entitlement Letter (for relevant academic year)- if you do not have the original to copy, you can download it from www.gov.uk/studentfinance Log into your student finance account, go to "Letters and Emails", choose the relevant year and select the latest Financial Entitlement letter. Please print a copy of this letter or save as a pdf document to email.

University/School/Department/international scholarship or bursary

Partner's income details where applicable

Evidence of Child Benefit where applicable

Evidence of Tax Credits or income from benefits

Proof of any costs relevant to you:

Proof of childcare costs (see template letter), and proof of any childcare funding held, including childcare vouchers purchased through a work scheme

Proof of outstanding priority debts and agreed repayments (see page 3 for definition of priority debt)

Evidence relating to medical costs

Other:

Structured plan of how you intend to resume full financial responsibility for all tuition fees due for the remainder of your course *only applies to MSBF applications

Evidence of good attendance and positive engagement with the course

Template letter for proof of childcare costs

Please ask your childcare provider to complete a letter **on headed paper** as outlined below.

Name of childcare provider

Address of childcare provider (where the child is looked after)

Provider's Ofsted Registration Number

Date

I confirm that *I/name of nursery or school* provide childcare as detailed below for the following child/children:

Name of child

Name of child

who are the child/children of *name of student*.

Standard week* (i.e. term time)			non standard (i.e. school holidays)		
Monday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	<i>cost</i>
Tuesday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Wednesday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Thursday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Friday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Total weekly cost	£xxx		£xxxx		
For xx weeks of the year			For xx weeks of the year		

Total expected cost (after deduction of free hours) for the academic year 2020 (January 2020— December 2020) is £xxxx

xxx number of free hours are received by *child 1/ child 2* each term time week.

Signature of provider (unsigned letters will not be accepted as evidence)

**including breakfast and after school clubs*