



## Part 2: Course details

11. Course title
12. Tutor's name
13. Campus
14. Are you studying  Full-time?  Part-time?
15. Start date of course (DD/MM/YY)
16. Is this your first Higher Education (HE) course of study?  Yes  No
17. Year of course (eg. 1st, 2nd, 3rd)
18. Is this your final year?  Yes  No

## Part 3: Personal status/accommodation

19. Do you live:  Alone?  In shared accommodation?
- With your parents or guardian?  With your partner or spouse?
- If in shared accommodation, how many other adults (people over the age of 16) live at this address?
- Do you share all household expenses? Yes  No

## Part 4: Your dependants

20. Do you have any children who are financially dependant on you?

No  Yes please give details

Full name	Date of birth (DD/MM/YY)	Age
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

21. Do you have any adults who are financially dependant on you?

No  Yes Please give details

Full name	Date of birth (DD/MM/YY)	Age
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

(If necessary continue on a separate sheet and attach it to this form.)

## Part 5: Disability/Special medical needs

22. Do you have a disability or chronic medical condition? Yes  No

23. Have you applied for Disabled Students' Allowance (DSA)? Yes  No

24. Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA or for assistance towards the cost of a diagnostic test (e.g... dyslexic students)?

Yes  No

If yes, please give details

(If necessary continue on a separate sheet and attach it to this form.)

## Part 6: Student's income

	Yearly amount £
<b>Maintenance Grant - The</b> Maintenance Grant of up to £2,906 is available to currently enrolled students	<input type="text"/>
Bursary from college/university	<input type="text"/>
Student maintenance loan	<input type="text"/>
Parents learning allowance/ lone parents' grant	<input type="text"/>
Adult Dependants' Grant	<input type="text"/>
Childcare Grant	<input type="text"/>
Net earnings	<input type="text"/>
Parental contribution	<input type="text"/>
Childcare element of Working Tax Credit	<input type="text"/>
Working Tax Credit	<input type="text"/>
Housing Benefit/Local Housing Allowance/Council Tax Benefit	<input type="text"/>
Income Support / Job Seeker's Allowance / Employment and Support Allowance	<input type="text"/>
Partner's income	<input type="text"/>
Partner's other income	<input type="text"/>
Other income/savings (Please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>

### PLEASE NOTE

A standard rate has already been set by HEFCE for allowances towards:

Food/household/laundry  
Gas/electricity/water  
Telephone  
TV licence  
Contents insurance  
Council tax

You are therefore not required to enter these amounts.

## Part 7: Student (and partner's) expenditure

	Weekly amount £
Council tax	<input type="text"/>
Fees	<input type="text"/>
Rent/mortgage	<input type="text"/>
Childcare costs	<input type="text"/>
Travel costs (home to college during term time)	<input type="text"/>
Private vehicle costs (road tax/fuel/insurance/ maintenance etc.)	<input type="text"/>
Books/equipment/course costs (including photocopying)	<input type="text"/>
Insurance (excluding car/ contents insurance)	<input type="text"/>
Other costs (Please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Part 8: Supporting statement

25. State why you are in financial difficulty and why you believe your situation to be exceptional and merits additional support

## Part 9: Bank/Building Society details

Name of Bank/Building Society

Sort code

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Branch title (eg. name of town)

Account number

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Any award will be paid directly into the account stated above. Where possible you should supply copies of your last three bank statements relating to the above account. These statements must show your name and bank details - mini statements are not acceptable. You may also be required to supply copies of your last three bank statements/show savings books for any other accounts you currently have. Please explain any debits or credits over £100 that appear on your statements.

Applications submitted **without relevant bank statements will not be considered.**

### Confidentiality

Applications are seen only by the HE Welfare and Finance Adviser and Student Services staff. It may be necessary for additional supporting information to be sought from other college staff in order for a decision to be made.

### Data Protection Act 1998

New College Nottingham is a data controller in terms of the 1998 legislation. The Student Services Department follows college policy in matters of data protection. The data requested in this form is covered by the notification provided by the College 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 College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Services Manager.

## Declaration

I certify that to the best of my knowledge, I fulfill the following criteria: (please tick the relevant boxes)

I am a UK National

I am an EU National

There are no restrictions on my stay and I am therefore \*settled within the United Kingdom (UK) (ie, have the Right of Abode in the UK or have Indefinite Leave to Enter/ Remain (ILE/R) in the UK).

I have been recognized by the UK Government as a Refugee and have Full Refugee Status/ILE/R as a result.

I have Exceptional Leave to Enter/Remain in the UK/Humanitarian Protection/ Discretionary Leave (ELE/R/H P/DL).

I am an EEA Migrant Worker or Swiss employed person.

I am the spouse of an EEA Migrant Worker or Swiss employed person.

I am the child of an EEA Migrant Worker, Swiss employed person, and Swiss national or Turkish worker.

If you are an EEA Migrant worker or Swiss employed person, please say whether you intend to continue working while studying.

\*'settled' - on the first day of the first academic year of your course.

Plus

I have been 'Ordinarily Resident' within the UK and Islands for three years immediately before the start of my course. (Anyone with ELE/R/HP/DL or anyone recognised by the UK Government as a Refugee should have maintained 'Ordinary Residence' from the date this status was granted.)

None of this time was wholly or mainly for the purpose of receiving full-time education, or if it was I was resident in the EEA immediately prior to this three year period.

And

I confirm that I am supporting the children named in Part four.

I confirm that I am registered and in attendance on the course described in Part 2 of this form.

I declare that the information that I have given on this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the College. I further undertake to repay any loans/grants obtained by me as a result.

Your name (CAPITALS)

Your signature

Date

## Student check list

Photocopies of documents enclosed

Support Notification form

Loan request form/payment schedule letter

LA breakdown letter for Dependants' Grant and enrolment form/student status letter

Part-time student support notification

Enrolment form/student status letter

Evidence of fees paid/payment plan

Child Benefit book or 'DWP' letter and children's birth certificates

Bank/Building Society statements

Evidence of rent/mortgage

Evidence of benefits claimed

Student ID card

Evidence of EU 'home' residency status

Other

Give details

**Office use only**

Date of award

Notes

Final decision – award details