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|  **University of Chichester Support Fund 2022/23**Application Form – With Dependents**If you have already received a decision and if you are unhappy with the outcome of your application:** Please contact the Student Money Advice Service for information about the review and appeal processes. There is no need to complete another application form.**Confidentiality and data protection:** Applications are seen only by the Student Money Advice Service staff and the UoC HF Panel. For more information on how we use your personal data on this form please see the [University of Chichester Support Fund Privacy Notice](https://help.chi.ac.uk/sites/default/files/inline-media/UoC%20Support%20Fund%20Privacy%20Notice.docx). Copies can be downloaded from our [Help page](https://help.chi.ac.uk/money-advice-money-worries) or can be requested from studentmoney@chi.ac.uk  |
| **Section 1 – Applicant Information** |
| Student number |  |
| First name |  |
| Surname |  |
| Date of birth |  |
| Local Address  |  |
| Phone |  |
| University Email |  |
| **Section 2 – Living Arrangements** |
| Do you live:* in shared accommodation?
* with your children only?
* with your partner or spouse?

If you live with other people, do you share all household expenses? 🞎 Yes 🞎 No |
| **Section 3 – Dependants** |
| Do you have any immediate family who are financially dependent on you? 🞎 Yes 🞎 NoIf ‘yes’, please give full name and date of birth (for children, please provide copies of the birth certificates and answer the below question) |
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| Do these children live with you:🞎 Full-time? 🞎 Weekends? 🞎 Other (please specify) |

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| **Section 4 – Course Details** |
| Course title |  |
| Campus |  |
| Mode | 🞎 Full-time 🞎 Part-time 🞎 Distance Learning |
| Year of course (e.g. 1st) |  |
| Is this your final year? | 🞎 Yes 🞎 No |
|  Is this a placement year? **(if NO go to Section 5)** | 🞎 Yes 🞎 No |
| Are you doing any mandatory placements? 🞎 Yes 🞎 NoIs your placement in your local postcode? 🞎 Yes 🞎 No |
|  | Semester 1 | Semester 2 |
| How many weeks spent on placement? |  |  |
| How many days do you attend per week? |  |  |
| Method of Transport |  |  |
| **Section 5 – Disability and/or Special Medical Needs** |
| Do you have a disability or chronic medical condition? | 🞎 Yes 🞎 No |
| Have you applied for a Disabled Students’ Allowance (DSA)?Or do you intend to apply for a DSA? | 🞎 Yes 🞎 No |
| Do you wish to apply for any financial assistance towards any special equipment / material not covered by the DSA or for assistance towards the cost of a diagnostic test (e.g. dyslexic students?)🞎 Yes 🞎 NoIf ‘yes’, please give details in section 6. |
| **Section 6 – Supporting Statement** |
| State why you are in financial difficulty and why you believe your situation to be exceptional, and to merit additional support. If you have been given an emergency loan by the University please give details.If required, please use additional sheets.  |
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| **Section 7 – Bank / Building Society Statements** |
| You should supply copies of your last three months bank and/or building society account statements including current accounts, student accounts, savings accounts, for **ALL** your accounts including your partner’s accounts.These statements must show your name and bank details – mini statements are not acceptable. Please explain any debits or credits of £200 or more that appear on your statements. We reserve the right to query any transactions.**Applications submitted without these statements will not be considered.** |
| **Section 8 – Student’s Income** |
| Please provide details of all the different kinds of income you have during the current academic year and tell us how much you get and whether this rate is weekly, monthly or annual.  |
| Maintenance Loan – total for academic year | £ |
| Maintenance Grant (or Special Support Grant) – total for academic year | £ |
| Net Earnings | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Parental Contributions | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Social Work Bursary | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Teacher Training Bursary | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Parents Learning Allowance – total for academic year | £ |
| Adult Dependents’ Grant – total for academic year | £ |
| Childcare Grant – total for academic year | £ |
| Housing Benefit | 🞎 Weekly 🞎 4 Weekly 🞎 Annual | £ |
| Universal Credit/Income Support / ESA / JSA | 🞎 Weekly 🞎 4 Weekly 🞎 Annual | £ |
| Council Tax Benefit | 🞎 Weekly 🞎 4 Weekly 🞎 Annual | £ |
| Working Tax Credit | 🞎 Weekly 🞎 4 Weekly 🞎 Annual | £ |
| Child Tax Credit | 🞎 Weekly 🞎 4 Weekly 🞎 Annual | £ |
| Child Maintenance | 🞎 Weekly 🞎 4 Weekly 🞎 Annual | £ |
| Child Benefit | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Professional Career Development Loan | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Scholarships/Trusts/Grants | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Disability benefits (please specify and include all) |
| DLA/PIP | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Other income including savings (please specify and include all) |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| **Section 9 – Partner’s Income** |
| Please provide details and evidence of all of partner’s income, if living with a partner.  |
| Net earnings | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Other income (please specify) | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| **Section 10 – Student’s and Partner’s Expenditure** |
| Please provide details of all the different kinds of expenditure you and your partner have during one academic year. **A set figure is used for food, drink, insurance, gas, electric, water, TV licence, phone, clothes and entertainment as per UoC HF Guidelines.** |
| Rent/Mortgage (evidence required)Does this include utility bills? | 🞎 Weekly 🞎 Monthly 🞎 Annual🞎 Yes 🞎 No | £ |
| Compulsory Field Trips – shows, galleries, residential trips (please specify and include all) |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Dissertation costs (please provide evidence if over £150) | £ |
| **Nearest train station to permanent home** (please complete this as we include journeys home in your calculations) |  |
| Council Tax | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Childcare costs | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| **Other expenditure** (please specify and include all – evidence required e.g. Medical costs, Prescriptions, Contact Lenses, Glasses, Dental costs, Counselling, Student Union Sports Federation Membership, Gym Membership, Spotlight etc) |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |

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| **Debts** (Credit cards must be frozen, other debts must be priority debts with minimum payment negotiated) |
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|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
|  | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |

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| **Humanistic Counselling course students only** (evidence is required) |
| Counselling costs | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| Supervision costs | 🞎 Weekly 🞎 Monthly 🞎 Annual | £ |
| **Section 11 – Student Consent**  |
| **I explicitly consent to any special category data\* I have provided in this application being shared with the Support Fund Panel and processed as described in the Support Fund Privacy Notice.**  |
| **Signature** |  |
| \* Special category data includes information about your race, ethnic origin, politics, religion, health, sex life or sexual orientation.  |
| **Section 12 – Declarations** |
| **I certify that to the best of my knowledge, I fulfil the following criteria: (please tick the relevant boxes – we cannot assess you if you have not made the declarations)** |
| I am a UK National. | 🞎 |
| I confirm that I am receiving full funding from Student Finance.  | 🞎 |
| I confirm that I am registered and in attendance on the course described in Section 4 of this form. | 🞎 |
| I confirm that I am supporting the dependent/s named in Section 3. | 🞎 |
| I confirm that I am living with my spouse/partner.  | 🞎 |
| **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 University. I further undertake to repay any loans/grants obtained by me as a result. I understand that my award may be withheld if I am in debt to the University & that a contribution may be taken from my award to go against this debt at the panel’s discretion.** |
| **Name (CAPITALS)** |  |
| **Signature** |  |
| **Date** |  |
| **Student Checklist** |
| **We accept photocopies of all evidence. We cannot process applications without all the relevant evidence and incomplete applications take longer to process.****Please supply any and all evidence which is required to support your evidence – This includes** |
| Bank /Building Society/Savings Account statements – 3 months, all accounts, explain all £200+ transactions (see Section 7 for details) | 🞎 |
| Student Finance England\* Notification Letter – ideally a page entitled ‘Your Student Finance Breakdown’ – you can also access this in the correspondence section of your online student account (\*or Student Finance Wales, etc) | 🞎 |
| Evidence of student earnings (if not on bank statement) | 🞎 |
| Evidence of all benefits received | 🞎 |
| Evidence of partner’s income (for three months) | 🞎 |
| Partner’s bank statements (see Section 10 for details) | 🞎 |
| Evidence of Child Maintenance payments | 🞎 |
| Copies of Birth Certificates (for children) | 🞎 |
| Childcare receipts – for three months, part-time students only | 🞎 |
| Evidence of any other scholarships, grants, awards or bursaries | 🞎 |
| Evidence of Professional Career Development Loan | 🞎 |
| Evidence of all Bursaries: University Support Package; Teaching Bursary; NHS Bursary | 🞎 |
| Evidence of rent/mortgage (if not on bank statement) | 🞎 |
| Evidence of Field Trip costs (email from course leader) | 🞎 |
| Evidence of Dissertation costs (if over £150) | 🞎 |
| Receipts for costs related to disability or medical needs. Can include travel costs of getting to appointments, letter(s) from a doctor, prescriptions, equipment, etc. | 🞎 |
| Evidence of other costs - SU Membership &/or kit costs (Letter from Society President) | 🞎 |
| **Humanistic Counselling course students only** |
| Evidence of Counselling costs | 🞎 |
| Evidence of Supervision costs | 🞎 |
| **What happens next?** |
| See the accompanying University of Chichester Support Fund Guidance Notes for information on:* how to submit your completed form and the relevant evidence
* how long it is likely to take to be processed
* how you will be notified of the decision
* what to do if you are not happy with the outcome
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| **Office Use Only** |
| **Application Form Received** |  |
| **Acknowledged**  |  |
| **Checked** |  |
| **Evidence to follow** |
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| **Further notes** |
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