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|  **Student Support Fund** **(SSF)** **Application Form** |

**We ask that you submit your completed form together with**

**supporting evidence by email:** **studentsupportfund@sunderland.ac.uk**

**Contact us**

**Student Support Fund Team**

**Student Support Services**

**University of Sunderland**

**1st Floor Edinburgh Building**

**Chester Road**

**Sunderland SR1 3SD**

**Telephone: 0191 5152090/5152946/2933**

**Email: studentsupportfund@sunderland.ac.uk**

**Guidance Notes and Application Forms can be found on our website:**

[**www.sunderland.ac.uk/studentsupportfund**](http://www.sunderland.ac.uk/studentsupportfund)

**Part 1a: Your Personal Details**

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| 1. Is this your first application to the Fund in your current academic year? Yes □ No □ If no, you cannot apply. Just one application can be accepted per academic year.2. Did you make adequate financial provision for your studies for both Tuition Fees and Living Costs?Yes □ No □ If no, the fund cannot support those students who have not made realistic provision for their studies..  |
| 3. Your University student  registration number (9-digit number on campus card, located above card expiry date) |  |

|  |  |
| --- | --- |
| 4. Your title |  Mr Mrs Miss Ms Other □ □ □ □ □ |

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| 5. Your first name (in full) |  |

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| 6. Your surname (in full) |  |

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| 7. Gender |  Male □ Female □ Other □ |

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| --- | --- |
| 8. Date of birth (DD/MM/YYYY) |   |

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**Part 1b: Contact details**

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| 9. Telephone number |   |
| 10. Student email address11. Contact address | Please note the outcome of your assessment will be emailed to your **UoS student email address**: |

**Part 2: About Your Study**

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| 12.Course title  |  |

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| 13. Where do you study?* University of Sunderland

 University of Sunderland in London   Name of Partnership College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (College name) |  |
| 14. What is your start date this academic year?15. Which year are you in now? |  ( 1st 2nd 3rd 4th   |
| 16. Is this your final year? (Top up year is also  classed as a final year) | Yes No |

**Part 3: Personal Status and Accommodation Details**

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| 17. About youraccommodation (please tick the boxeswhich apply to you) |  Living in parental home Living in Halls of residence or student house  Student house - How many are sharing? Homeowner/mortgage Living in rented accommodation (other than a student house)  |
| 18. About yourliving arrangements(please tick the boxeswhich apply to you) |  Living alone  Living alone with children  Living with partner or spouse Living with parents or legal guardian  Other Please state  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 19. Do you have any financially dependant children under the age of 20 years?20. Do the children live with you?21. Do you have shared care of the children?22. If yes, how manynights do the children reside with you? | Yes No  Yes No Yes No |  Children Details

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| --- | --- | --- |
| Full name | DOB: | M/F |
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 (Please continue on a separate sheet if necessary)  |
| 23. Have you applied for a Childcare Grant from Student Finance? | Yes NoNB: Please note, this is separate to Parents Learning Allowance (PLA).You will receive a separate notification for this.  |    |
| 24. Do you have a disability or medical condition which prevents you from working? Yes No**If yes,** you will need to provide evidence such as an Employment Support Allowance (ESA) notice orGP Long Term sick note to enable us to apply the correct assessment process. |

**Part 4: Income**

**Please complete where applicable:**

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| **Undergraduate Funding** **Student Maintenance Loan** **Parent Learning Allowance****Adult Dependants Grant****Childcare Grant (Student Finance)****External Bursaries /Scholarships:** NHS Learning Support Fund (LSF)NHS Social Work BursaryPGCE Bursary**Any other funding** e.g. grants/ scholarships/ bursaries from any other source | ££££££££ |  **Benefit payments****Universal Credit****monthly** | £ |
| **Child Tax Credits****weekly****Working Tax Credits** **weekly****Childcare element of WTC****weekly****Housing Benefit****weekly****Council Tax Benefit****weekly****Income Support****weekly****Job Seekers Allowance****weekly****Incapacity Benefit or ESA****weekly****Pension Credit****weekly****Disability Living Allowance (DLA) / Personal Independence Payment (PIP)** | £ £££££££££ |
|  **Postgraduate Funding** Postgraduate Master’s/Doctoral Loan | £ |
| **Any other funding** e.g. grants/ scholarships/ bursaries from any other source **Income from Earnings** **Your net earnings** from employment (This is for Postgraduate, International, EU and Part-Time students only) | £ |
| **Income from any other benefits weekly****(Please state)** | £ |
| £ |
|  **Other Income****Maintenance Payments from Ex-Partner** **e.g. child or spousal maintenance**Either by formal or private arrangement. | £ |
| **Your partners net income –** e.g. from employment/self-employment/benefits/student finance/investments/property/any other sources (for all students) | £ |
| **Any other household income** e.g. boarders/ lodgers/ sub tenants/ rental income from property/ bank interest/ dividends etc. | £ |
| Income from pensions | £ | **Savings and investments**Please state the value excluding the home you live in. | £ |
| **International Sponsorships**Please provide details and total amount |  |

**Part 5: Expenditure**

**Please complete where applicable:**

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| --- | --- | --- | --- |
| **Rent**Does your rent payment include general household bills e.g. electricity, gas, water rates?Yes No | £**Weekly** | **Life Insurance** | **£****Monthly** |
| **Mortgage****Buildings insurance** Please do not include your contents insurance as we include an amount within the set levels of living costs  | £**Monthly**£**Monthly** | **Course costs**(Books/equipment /compulsory field trips relating to your course) | £**For this academic year** |
| **Board to parents** | £**Weekly** | **Medical costs** | £**Weekly** |
| **Council Tax**  | £**Weekly** | **Maintenance paid to ex-partner (formal agreement only)** | £**Monthly** |
| **Travel costs****- Daily travel costs****- Travel home during vacations (if applicable)** | £**Weekly****£****Annually** | **Negotiated debts** **(****do not include normal loan repayments or credit card payments)**Evidence is required of negotiated payments with creditors | £**Weekly**  |
| **Private vehicle costs** (for students with children and/or disability i.e. Road tax/fuel/insurance/ maintenance costs) | £**Weekly** | **Bank Overdraft Limit**If you are unable to obtain a bank overdraft facility, please provide evidence i.e. letter from bank | £ |
| **Registered Childcare costs** For full-time undergraduate students only | **£****Weekly** |  |

**Part 6: Supporting Statement**

Please tell us why you are in financial difficulty and why you believe your situation

merits additional support. Please use a continuation sheet if necessary.

1. Why are you in financial difficulty? Has there been a specific event which has caused this?
2. What measures have you taken to help yourself?
3. If you are applying for assistance with a specific purpose, please indicate the precise nature of your request including costing.
4. How do you see your situation improving?

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| **Part 7: Data Protection and Confidentiality****General Data Protection Regulations**The University of Sunderland is a data controller in terms of the regulations. Student Support Services Department follows the University policy in matters of data protection, particularly with regards to the confidential nature of sensitive personal data. This sensitive personal data will be used solely within the Department for needs assessment, statistical purposes and electronic records keeping. It will not be passed to any third party without your consent, except when the University is required to do so by law, e.g. to Auditors. Further information can be found here: [Privacy notice - Student | The University of Sunderland](https://www.sunderland.ac.uk/privacy-and-cookies/student-privacy-notice/) **All** documentation will be held for audit purposes for a period of seven years. Any formal enquiries concerning the use of data noted here should be addressed to: Data Protection Officer, University of Sunderland, 4th Floor, Edinburgh Building, Chester Road, Sunderland SR1 3SD.**Confidentiality**Applications are seen by Student Support Services staff and where applicable, the University Student Support Fund Appeal Panel Members. It may be necessary for additional supporting information to be sought from other University staff in order for the Appeals panel to reach a decision. |

**Part 8: Evidence Checklist**

**Please provide photocopies where applicable2**

**IMPORTANT – Please read carefully, there may be a delay if all the required evidence is not submitted at the time of your application.**

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| □□□This evidence is required for home students only  | **You will need to print off the following documents by logging into your** **Student** **Finance account**1. **Student Entitlement Summary**
2. **Payment Schedule**

From your SFE home page follow the ‘Your Inbox’ link. This is where you can find your Notification of Entitlement letter. Please print that letter. Also on your SFE home page you will find a ‘View your payments’ link. This takes you to your Payment Schedule. Please also print this screen. |
|  This evidence is required for all students | **Bank/Building Society statements** **for you and your partner for all accounts and****evidence of Bank overdraft facility** – Statements must cover the last 3 months. We will also accept online bank statements if transaction details are shown. **Overdraft limit -** Please provide evidence of your current overdraft limit either from your bank statements or an online printout. If you are unable to obtain a bank overdraft facility you must provide documentary evidence i.e. letter from you bank.**Rent –** FullTenancy Agreement/Rent book. We need to identify your name, rent amount and date of Tenancy, if you are unable to provide these a capped rate will be applied.**Mortgage –** Mortgage statement **or** last three months payments highlighted on bank statements.**Council Tax bill -**-**For continuing students** –please provide your up-to-date bill.-**For** **New students** – please ensure you provide an up-to-date bill since becoming a student which shows your exemption status or student discount. |
|  | **Benefits and/or Universal Credit notices -** we require a **FULL** copy i.e. **all pages** of your  up-to-date award notice.  Please provide your up-to-date notices e.g. latest Universal Credit letter or housing benefit, council tax benefit, JSA, ESA etc. |
|  | **Tax Credits** –If you receive tax credits, we require a **FULL** copy i.e. **all pages** of your  up-to-date award notice. **The award notice should reflect the circumstances you have told us about in your** **SSF application**e.g. ceased working or reduced hours, additional child, partner left, change in income since becoming a student etc. |
|  | **Pay slips -*** If you are an **Undergraduate or Foundation** full-time student and live with a spouse/partner,

please provide the last three months’ pay slips for **your partner only**. * If you are a **Postgraduate or Part-Time** student, please provide the last

three months’ pay slips for **you and your partner** if applicable. |
|  | **External Bursary/Scholarship Payments –** Either already paid or awaiting payment. |
|  | **Maintenance Payments** Either to or from ex-partner |
|  | **If your partner is also a full-time or part-time home student –** please provide all Student Finance documents including Student Entitlement Summary and Payment Schedule.  |
|  | **Other Income** –please provide details of any other sources of income. |
|  | **Negotiated debts – (Inclusion in the assessment is discretionary)**These are loans or debts where you have not been able to meet contractual payments and have negotiated a new repayment plan with the creditor. **(You must provide a copy of** **the negotiated** **agreement identifying the balance owed and agreed payment amount** **for these to be considered in the assessment process).** |

**Part 9: Declarations...**

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| **I certify to the best of my knowledge that I meet the following conditions** * **Please select one of the following options**
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|  | I am a Home Student |
|  | I am an International StudentI am an EU Student |
| * I confirm that I have not been deemed unfitted or under investigation by any Student Finance Body.
* I understand that if the supporting evidence is inconsistent, contradictory or evidence is not provided then my application cannot proceed until all is clarified.
* Iunderstand that misrepresentation of information will automatically disqualify my application and may also lead to university disciplinary procedures and/or civil/legal action. I further undertake to repay any loans/grants obtained by me as a result.
* I understand that all documentation relating to my application will be held for audit purposes for a period of seven years.
 |

**I confirm that I have read and understood this application form and that the information recorded by me or a third party is true and correct.**

**Name (****CAPITALS) Signature**  **Date**

**Please submit your completed form together with supporting evidence by email:** **studentsupportfund@sunderland.ac.uk**