



## Single students without children

Receipt No.	Application Number	Academic year 2011/2012	Date received	
			Is all evidence attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Application for support from ALF</b> (the Access to Learning Fund) <a href="http://www.staffs.ac.uk/AskALF">www.staffs.ac.uk/AskALF</a> The deadline for receipt of completed applications for a termtime award is 4.30pm on Friday 1 June 2012.				
<b>Important:</b> <ul style="list-style-type: none"> <li>Your application will not be considered if you do not complete all the appropriate sections and <b>attach copies</b> of all relevant documents. Photocopies <b>only</b> will be accepted. All documents will be retained by the university for auditing purposes</li> <li>Please answer all the relevant questions by <b>printing clearly in black ink</b> and by ticking the appropriate boxes.</li> <li><b>We will email you on your university email account if we need more information and also to let you know the outcome of your application. Please allow a minimum of 20 working days for a decision to be made.</b> We will advise by email if circumstances prevent us from meeting the deadline.</li> <li>Please return your form to Student Finance, Information Centre, College Road, Stoke-on-Trent, ST4 2DE.</li> <li>If you are posting your form please have it weighed at the Post Office. The university will not accept mail that has postage to pay.</li> </ul>				
<b>1</b>	<b>Part 1: Your personal details</b>			
Student registration number - e.g. 03123456				
Your title (tick <b>one</b> box only)      Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>				
Your first names(s) (in full)				
Your surname (in full)				
Your gender    Male <input type="checkbox"/> Female <input type="checkbox"/> Your D.o.B.    /    /      Your age (in years) on 1.9.2011 _____				
Your home address Please ensure that the Faculty/School Office has your most recent home address.				
Post Code				
Tel. No. (home address)      Tel. No. (local address/mobile)				
Personal email address Please note - you can redirect emails from your university account to your personal email account				
Your marital status i.e. single, married, divorced, separated, cohabiting				
Do you live:    Alone? <input type="checkbox"/> With your partner or spouse? <input type="checkbox"/> In a hall of residence? <input type="checkbox"/> In shared accommodation? <input type="checkbox"/> With your parents or guardian? <input type="checkbox"/> How many adults live at this address? <input type="checkbox"/>				
<b>2</b>	Do you receive a disability benefit or premium?    Yes <input type="checkbox"/> No <input type="checkbox"/> Have you applied for the Disabled Students' Allowance (DSA)?    Yes <input type="checkbox"/> No <input type="checkbox"/> What is the nature of your disability? _____ If you wish to apply for any financial assistance towards special equipment/materials not covered by the DSA or for assistance towards the cost of a diagnostic assesment eg a Dyslexia Test, please give details below			
<b>3</b>	Have you come to university from care?      Yes <input type="checkbox"/> No <input type="checkbox"/> Are you receiving funding from your Local Authority as a Care Leaver?    Yes <input type="checkbox"/> No <input type="checkbox"/>			

**4 Part 2: Course details**

Course title

Faculty/School

Undergraduate Postgraduate SURF College 

Where do you study? e.g Stoke, Stafford, Shrewsbury etc.

Are you studying:

Full time Part time Distance Learning 

Year/level of course

Foundation/level 3 level 4 level 5 Placement year Level 6 Level 7 

Is this a repeat year or a repeat level?

Yes No 

Is this your final year?

Yes No **5 Part 3: Bank/Building Society details - please refer to the 'How to Complete' document**

	Name of Bank/Building Society	Overdraft Limit	Current Balance	Date	Is the balance in credit or overdrawn?
1					
2					
3					
4					

Please supply copies of your last three months bank statements and/or savings books for all accounts, including ISAs and investments, held in your and your partner's name or joint names. The statements must show your name, bank details and the balance in the account - mini statements are not acceptable. Please explain ALL credits into your account. Please also explain withdrawals of £50 and over. Applications will not be considered without bank statements.

**6 Part 4: Supporting Statement Please continue on a separate sheet if necessary**

<b>Part 5A: Student's income</b>			
Refer to the corresponding paragraph number in the 'How to Complete the Form' document		£	Office Use Only
<b>7</b>	Maintenance Grant or Special Support Grant * - Full amount		
<b>8</b>	Maintenance Loan (student loan) - Full amount		
<b>9</b>	Customer Reference No. e.g. SFDU12345678A		
<b>10</b>	Parent/Partner contribution as stated on your Financial Notification		
<b>11</b>	University Bursary - annual amount		
<b>12</b>	Scholarships/Grants/ Bursaries eg NHS, Social Work, Teacher Training Bursary etc. - annual amount. Please specify below.		
<b>13</b>	Professional/Career Development Loan - full loan amount		
<b>14</b>	Assumed Income (refer to guidance notes) Net earnings (part time students only)		
<b>15</b>	Income Support - weekly amount		
<b>15</b>	Housing Benefit/Local Housing Allowance - weekly amount		
<b>15</b>	Jobseekers' Allowance - weekly amount		
<b>16</b>	Other income, including savings etc. (please specify below) - monthly amount		
<b>Part 5B: Partner's income</b>			
<b>17</b>	Net earnings - monthly amount		
<b>17</b>	Benefits (please specify below) - monthly amount		
<b>Part 5C: Income not included in ALF assessment (refer to Guidance notes)</b>			
<b>18</b>	HE Grant (Old funding system) - full amount		
<b>18</b>	Care Leavers Funding		
<b>18</b>	Disabled Students Allowance - weekly amount		
<b>18</b>	Disability Benefits (please specify below) - weekly amount		
<b>18</b>	Employment Support Allowance		
<b>19</b>	Postgraduate Bursary £250 or £500 (Deadline for applications 3 February 2012)		

<b>Part 6: Student and Partner's Expenditure</b>			
Refer to the corresponding paragraph number in the 'How to Complete the Form' document		£	Office Use Only
<b>20</b>	Rent/Mortgage - monthly amount		
<b>21</b>	Council Tax - annual amount		
<b>22</b>	Life Insurance - annual premium		
<b>23</b>	Buildings insurance only - annual premium		
<b>24</b>	Composite living costs (see guidance notes)		
<b>25</b>	Disability premium (see guidance notes)		
<b>26</b>	Priority Debts (see separate sheet) - repayments should be shown as monthly amount		
<b>27</b>	Disability costs not covered by DSA (please specify below) - weekly amount		
<b>Public Transport</b>			
<b>28</b>	Public transport costs home to institution - weekly amount <b>Bus Pass</b> <b>Railcard</b>		
<b>Private vehicle</b>			
<b>29</b>	Disabled students only - daily mileage (see guidance notes)		
<b>Travel Premium</b>			
<b>30</b>	Disabled students only		
<b>Travel home to university</b>			
<b>31</b>	Maximum 8 return trips per academic year from the institution to your family home (10 trips for postgraduate and fast-track students)		
<b>Travel to work</b>			
<b>32</b>	No. of trips per week	Self Partner	
		Please state the employer's name, address and postcode below. The cost will not be included without full name and address.	
		Postcode	
<b>33</b>	General travel - per week (see guidance notes)		
<b>34</b>	Books/Equipment/ Course costs Including field trips - per week (see guidance notes)		
<b>35</b>	Other costs (please specify below) Costs will not be included if evidence is not provided		

For office use only

Award - Standard  Non - Standard  Joint award  Non-continuation  Unsuccessful

other

Deficit

£                      X                      weeks = £                      -                      %                      = £                      Total Award £

\* Welsh Assembly Grant, Scottish or Northern Ireland Funding

**36 Part 7: Data Protection Act 1998**

Staffordshire University is a data controller in terms of the 1998 legislation. Student Finance follows University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in Student Administrative Services for statistical purposes and electronic records keeping.

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. Any formal enquiries concerning the use of data noted here should be addressed to the Student Finance.

**37 Part 8: Declarations**

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

**SECTION A**

- i) I am a UK national/British citizen; or
- ii) I am settled\* within the United Kingdom (UK) (i.e. I have the Right of Abode in the UK or have been awarded Indefinite Leave to Remain [please provide the reference number from your UKBA award notice and submit a photocopy of that award notice], or
- iii) I have been recognised by the UK Government as a Refugee [please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice], or
- iv) I have been granted Humanitarian Protection (HP) by the Home Office [please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice], or
- v) I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker
- (please tick if you intend to continue working while studying), or
- vi) I am an EU national who has been ordinarily resident in the UK for the three years prior to the first day of the first academic year of my course, or
- vii) I am the child of a Swiss national, or
- viii) I am the child of a Turkish worker.

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

**SECTION B**

I was ordinarily resident\*\* in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course, and

- I fall under either (i), (ii),(iv) or (vi) above and I have been ordinarily resident in the UK and Islands for the 3 years immediately before the first day of the first academic year of my course\*\*\*, or
- I fall under (iii) above, or
- I fall under (v) or (vii) above and I have been ordinarily resident in the EEA and Switzerland for the 3 years immediately before the first day of the first academic year of my course, or
- I fall under (viii) above and I have been ordinarily resident in the EEA, Switzerland and Turkey for the 3 years immediately before the first day of the first academic year of my course.

**SECTION B (continued)**

\*\*'Ordinarily resident' is interpreted to mean habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences. Such residence must also be lawful – that is, not in breach of any leave to remain in the UK. (Persons awarded refugee status or humanitarian protection must have been ordinarily resident in the UK 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.

Your name (CAPITALS)

Your signature

Date

**And**

- I declare that the information that I have given on this form is correct and complete to the best of my knowledge.
- I confirm that I am registered and in regular attendance on the course described in Part 2 of this form
- I understand that any information knowingly withheld or false information given will automatically disqualify my application. I further undertake to repay any grants and/or loans obtained by me as a result.
- I undertake to abide by any conditions attached to an award and I understand that all or part of any award may be repayable if I intermit or withdraw from all or part of my course, for whatever reason, during the academic year. The amount to be repaid will be determined by the university.
- I understand that attendance at an Access to Learning Fund workshop run by the Student Advice Centre, or a telephone appointment with an advisor, is a compulsory part of the application process.
- As a distance learner I undertake to provide evidence from my tutor that I am actively pursuing the course.
- I hereby give my permission for the Student Finance Team and the Student Advice Centre to exchange any relevant information relating to my application.
- In addition I hereby give my permission for the Student Finance Team to gain information, where appropriate, from Student Finance England, and/or my tutor or Faculty/School office
- I can confirm that I am aware that the full Guidance Notes relating to the Access to Learning Fund are available on [www.staffs.ac.uk/askalf](http://www.staffs.ac.uk/askalf).

Your name (CAPITALS)

Your signature

Date




<b>38</b>	<b>Academic confirmation of attendance</b> - please confirm that the student is meeting the requirements of the course this academic year in terms of submitting appropriate coursework and attendance as required and therefore eligible to apply to the Access to Learning Fund. Please do not sign the form if the student is about to intermit or withdraw. (Part-time students must be studying at least 50% of an FTE to be eligible for an award from ALF)	
Staff Name		
Telephone No.		
Relationship to Student		
Attendance		
Progress		
Comments		
Signature	Date	
Please note - the tutor's signature is valid for one calendar month only		
<b>Distance Learning Students only</b> Please ask your tutor to confirm that you are actively pursuing the course by emailing <a href="mailto:askalf@staffs.ac.uk">askalf@staffs.ac.uk</a>		

<b>39</b>	<b>Student advisers comments</b>	
<p>It is a condition of application that students attend a workshop run by the Student Advice Centre or have a telephone interview with an adviser.</p> <p>For more information on the support offered by the SAC please visit <a href="http://www.staffsunion.com/advice/help/alf/">www.staffsunion.com/advice/help/alf/</a></p>		
Signature	Date	

Please note - the advisor's signature is valid for one calendar month only. If you miss this deadline you must attend another workshop.

## 40 Evidence Required – students without children

### HAVE YOU ENCLOSED YOUR EVIDENCE?

**WE CANNOT ASSESS YOUR INCOME AND EXPENDITURE, AND THEREFORE YOUR ENTITLEMENT TO AN AWARD, WITHOUT IT**

**PLEASE REFER TO THE 'EVIDENCE REQUIRED' DOCUMENT IN THE APPLICATION PACK**

**Photocopies of documents only please – all evidence has to stay on file for auditing purposes (please keep your originals for future reference)**

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## 41 Requesting a review of your application

If you want to request a review of the decision on your application please contact the Student Advice Centre (SAC) in the first instance. If appropriate the Adviser will contact Student Finance and ask to see a copy of your application form which will include the income and expenditure calculations. The Advisor may contact Student Finance on your behalf if they believe your circumstances are not straightforward. Alternatively the SAC may help you to make your own additional case if you believe that your circumstances warrant it.

If later in the year you would like a review of your application because of a significant change in your circumstances, please write to Student Finance, Information Centre, College Road, explaining the change. Please attach an up to date bank statement and, if possible, provide evidence of the change of circumstances.

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## 42 Appeals and Complaints – Access to Learning Fund application procedure only

We would encourage any student who wishes to appeal or complain about the way their application has been treated to speak to an adviser in the SAC in the first instance.

**Appeals** must be received in writing by Student Finance within ten working days of the date of the result letter or email. The only grounds for appeal will be:

- that there has been a material error or irregularity in the decision making procedure,
- that the university failed to give regard to pertinent information contained within or attached to the original application form

The Director of Student Administrative Services and the Students' Union Membership Services Manager, or her nominee, will hear the first stage of the appeal. Afterwards, if the student wants to continue with the appeal they should write to the Dean of Students and Academic Registrar within ten working days after the first meeting. The Dean of Students and Academic Registrar, or her nominee, and the Students' Union Education and Welfare Officer will invite the student to a meeting to discuss the appeal.

**Complaints.** Students who wish to complain about the way in which their application has been administered should do so in writing within ten working days of the date of the results letter or email.

Complaints should be forwarded to the Director of Student Administrative Services, Information Centre, Staffordshire University, College Road, Stoke-on-Trent, ST4 2DE. You will be notified of any action that may be taken as a result of your complaint.

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Please return your completed form and evidence to Student Finance, Information Centre, Staffordshire University, College Road, Stoke-on-Trent, ST4 2DE