

Thank you for requesting an application form. Before completing the form *please* read these guidance notes very carefully.

- **The Financial Aid Committee will not assist with the provision of the necessary £5400 (in addition to the 1st years tuition fees) that overseas applicants are required to be able to demonstrate as having available, for the purpose of meeting UKBA visa regulations, either be way of award or loan.**
- **Your application will not be considered unless it is fully completed and all the necessary documentary evidence has been received.**
- **The application form will be returned to you if: You have not completed all relevant sections and / or you have not included all necessary photocopied documentary evidence / have not indicated full details of bank account to which payment is to be made.**

GENERAL NOTES:

What is the Access to Learning Fund?

The Access to Learning Fund provides discretionary financial assistance for students to help them access and remain in higher education – particularly those students who need financial help to meet extra costs that cannot be met from other sources of support. The Fund can help to alleviate unexpected financial hardship. Students who may be considering leaving higher education because of financial problems are particularly encouraged to apply. You can apply to the Fund at any point through out the academic year including the long vacation. Any help you receive from the Fund is, usually, non repayable.

What is the Emergency Fund?

The Emergency Fund provides discretionary funding to Non-UK students. Financial help will normally only be considered in cases where some form of *unforeseen* emergency has occurred resulting in the student having significant additional costs or a corresponding loss of income. Students classified as 'International' should note that they must show that they had made adequate financial arrangements at the start of their course, sufficient to cover their tuition fees, accommodation costs and general living expenses.

Help with Tuition Fees - ALF

In most cases, the Fund cannot help with paying for tuition fees. Instead if you are a full time or part time undergraduate student you can apply for help from Student Finance England / SLC.

The Fund can only help with the payment of fees in the following circumstances: Part time 'home' students studying between 10% and 50% of a full time equivalent course who have no previous experience of higher education. You may be able to get help with fees for a taster module. In addition, you may be eligible for a small grant for books and travel but you will not be eligible for assistance from the main Access to Learning Fund.

Help with Tuition Fees – Emergency Fund

Normally, no awards will be made for the payment of all or part of tuition fees.

How Your Application for Assistance from ALF will be Assessed

Your application will be treated either as 'standard' or a 'non standard'. We will assess 'standard' applications by looking at the difference between accepted *reasonable* expenditure and *expected* income. If you have unforeseen circumstances your application can be considered under a 'non-standard' assessment.

The assessment process for 'standard' and 'non-standard' awards is designed to identify students who have particular financial needs and those who are in unforeseen financial difficulty. This should result in most of the available funding being directed towards students with a low income and those who have exceptionally high course related costs.

Payment of awards

Normally all awards will be payable by way of BACS to the account nominated by applicant. You will need to advise the Bank and Branch name, 6 digit Sorting Code Number, name(s) in which the account is held and the relevant account number.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU GIVE US THE CORRECT INFORMATION

Who Can Apply - ALF

Eligibility

The Access to Learning Fund is for **home** students registered on a course in one of the following categories:

- Undergraduate students, either full time or part time, including part time, distance learners, following a higher education course, including sandwich courses and any periods of placement

• Postgraduate students, either full time or part time, following a course of higher education at a level above first degree, including those who are writing up their thesis and not therefore attending the institution.

A 'home' student is defined as a person who meets certain residency conditions (the same conditions apply to eligibility for student support, for example, the student loan). Usually this means you must have an unrestricted right to enter and remain in the UK, and you have been ordinarily resident in the UK for three years prior to the start of the course. None of this time must have been wholly or mainly for the purpose of receiving full time education.

If you need further information on the residency rules please speak to one of the advisory staff members. Overseas and EU students cannot apply to the Access to Learning Fund (**except EU students applying for taster module fee support**).

Full time course; for example 120 credit points in an academic year or equivalent.

Part time course = 50% of a full time course except:

Disabled students, whose disability prevents them from studying at least 50% of a fulltime course, may apply for the Access to Learning Fund if they are studying at least 25% of a full time course.

Students studying a 'taster' module between 10% and 50% of a full time course maybe able to apply for help with fees and a small allowance for books/equipment and travel costs.

NHS Bursary Holders

Students who receive either a means-tested or non means-tested NHS bursary and NHS secondees are eligible to apply to the Fund.

Intercalating Students

If you are a 'home' student and you have not permanently withdrawn from your studies and you intend to return to your course, you are eligible to apply for help from the Fund. For example, if you are unable to attend your course for health or caring reasons or for some other unavoidable circumstance you can apply for help.

Franchise Students

If you are studying a franchised course you should contact the Financial Aid Office for an application form and further information.

Who Can Apply – Emergency Fund

Those students classified as International or EU, and other UK students not eligible for statutory student support.

Priorities for Assistance - ALF

The Fund is there to help any eligible student who has a particular financial need but we cannot meet every application we receive and we cannot always meet all of the costs that you might apply for. The Government asks us to give priority to the following groups of students when deciding how to allocate the funding:

For **full time undergraduate** students the priority groups are:

- Students with children (especially lone parents)
- Mature students, especially those with existing financial commitments, including priority debts
- Students from low income families
- Disabled students (especially where the DSA is unable to meet particular costs)
- Students who have entered higher education from care
- Students from Foyers or who are homeless
- Students receiving the final year loan rate, who are in financial difficulty

For **part time undergraduate and postgraduate** students the priority groups are:

- Students with children (especially lone parents)
- Students **who are self-funding and not in receipt of sponsorship or other funding** (postgraduate students)
- Disabled students (especially where the DSA is unable to meet particular costs)

• Part time undergraduate students in receipt of the maximum amount of the statutory support package and course grant relevant to the intensity of the course in 2010/11.

If you are not in one of the priority groups you can still apply but you must provide as much evidence as possible to show why you have a particular need. You may apply more than once during an academic year for help from the Access to Learning Fund but usually only if your circumstances have changed. You will be asked to provide documentary evidence for the change in circumstance.

Short Term Loans

If you have not received your student loan cheque/BACS payment from the Student Loans Company at the start of term, you can apply for an interim loan from the Access to Learning Fund. You will be expected to repay this loan when your first student loan instalment arrives. In all other circumstances you should be approaching your bank for suitable temporary or longer term facilities.

Disabled Students

Disabled students, especially those with dyslexia, can apply for help towards the cost of their preliminary diagnostic test, prior to applying for a Disabled Students Allowance. All such applications may be subject to the standard means-test.

Information on How Your Application Will Be Assessed – ALF and Emergency Fund:

Standard awards can help to meet general costs associated with being a full time student such as living costs e.g. rent, mortgage payments, food, utility bills etc. In addition, assistance with course related costs such as childcare, travel, books and field trips is available for all students including part time and postgraduate students.

- For full time undergraduate students assessed for a standard award there is an assumed income - £1,575 per year for non final year students and £525 per year for final year students. This assumes income from a number of sources including part time work / additional support from your parents/partner / bank overdraft / savings etc.
- For full time postgraduate students a weekly postgraduate income amount is applied to standard assessments. This is set at £150 for those studying outside London and £180 for those studying in London. For students with children or who are unable to work due to a disability these amounts will be £120 for those studying outside London and £150 for those studying in London.
- There is also a set expenditure level, known as Composite Living Costs, based upon state benefit amounts for general living costs such as food and usual household costs such as utility bills. The relevant amount will be set depending on your circumstances, for example if you have children. Non-standard awards can help to meet exceptional costs, such as repairs to essential household equipment, high costs of continuing medication and assistance with priority debts. Emergency situations (including travel costs for family illness or bereavement and hardship due to burglary or fire) can also be considered under the non standard award assessment. In addition to these examples, costs for disabled students not met by the Disabled Students Allowance (DSA) can be considered.

Timetable for Making a Decision

- Provided your application form has been accurately completed and the appropriate documentary evidence supplied, an assessment and decision should normally be made within **4 working weeks** of submission. You should also normally expect to receive a payment in this time. However, in some cases, we may need to defer your initial payment beyond 4 weeks to deal with a particular circumstance. If this applies to your application we will let you know in advance.
- If you are requesting an emergency loan or other short-term help, applications should be processed and paid within **1 working week** and depending on your situation may be processed and paid within 24 hours.

How to Complete the Application Form : <http://www.brookes.ac.uk/studying/finance/aid/alf-help.pdf>

Applications can be accepted throughout the academic year.

It is important that supporting documentation is enclosed with your application form. The Financial Aid Office cannot usually accept original documents and you are therefore asked to supply legible photocopies. In certain circumstances you may be contacted separately and asked to supply relevant original documents. Applications that do not have supporting documents are **incomplete** and **cannot be processed**. These forms will be returned to you, which will delay your application.

Return the form to:

Financial Aid Office
C135 Clerici
Gipsy Lane Campus
Headington
Oxford
OX3 0BP.

11 Personal status/Accommodation details

Do you live: alone? in a hall of residence?
 with your partner or spouse? with your parents or guardian?
 in shared accommodation?
↓
How many other adults live at this address?
Do you share all household expenses? Yes No

Part 2: Course details

12 Course title
13 Faculty/Department
 Undergraduate Postgraduate Further Education
14 Campus
15 Are you studying: Full time? Part time? Distance Learning?
16 Start date of course (DD/MM/YYYY)
17 Year of course- please tick 1 2 3 Other (please state year)
18 Is this a repeat year? Yes No
19 Is this your final year? Yes No
20 Is this a placement year? Yes No
↓
Is it: paid? unpaid?

Part 3: Your dependants

21 Do you have any children who are financially dependent on you?
 Yes → Give details

Full name	Date of birth		
<input type="text"/>			

 No

(If you need to, continue on a separate sheet and attach it to this form.)

Part 5A: Student's income

	Wk / Mth / Yr
Maintenance grant / NHS Bursary	<input type="text"/>
(please specify)	<input type="text"/>
Student loan	<input type="text"/>
Parents Learning Allowance/ Lone Parents' Grant	<input type="text"/>
Adult Dependants' Grant	<input type="text"/>
Childcare Grant	<input type="text"/>
Care Leavers' Grant	<input type="text"/>
Disabled Students' Allowance (DSA)	<input type="text"/>
Net earnings	<input type="text"/>
Parental/Partner contribution	<input type="text"/>
Child Tax Credit	<input type="text"/>
Working Tax Credit	<input type="text"/>
Child Benefit	<input type="text"/>
Housing/Council Tax Benefit	<input type="text"/>
Income Support	<input type="text"/>
Jobseekers' Allowance	<input type="text"/>
Professional/Career	<input type="text"/>
Development Loan	<input type="text"/>
Scholarships/Trusts/Grants	<input type="text"/>
Disability benefits (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Other income including savings (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>

Part 5B: Partner's income

Net earnings	<input type="text"/>
Other	<input type="text"/>
Overall total (5A +5B)	<input type="text"/>

Part 6: Student and Partner's expenditure

Please complete this first 'Composite Living Costs' section even though in the majority of cases 'standard' figures will be used.

Composite Living Costs	Wk / Mth / Yr
Food/Household/Laundry	<input type="text"/>
Gas	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Telephone	<input type="text"/>
TV licence	<input type="text"/>
Contents insurance	<input type="text"/>
Council Tax	<input type="text"/>

Fees	<input type="text"/>
Rent/Mortgage	<input type="text"/>
Childcare costs	<input type="text"/>
Travel costs (home to institution)	<input type="text"/>
Travel costs (daily travel 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"/>
Disability costs not covered by DSA (please specify)	<input type="text"/>
<input type="text"/>	<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"/>
Total	<input type="text"/>

Part 7: Supporting statement

26 State why you are in financial difficulty, and why you believe your situation to be exceptional.

Confidentiality

Applications are seen only by the Financial Aid Committee and Financial Aid Office staff. It may, occasionally, be necessary for additional supporting information to be sought from other university staff in order for the Committee to reach a decision.

Data Protection Act 1998

Oxford Brookes University is a data controller in terms of the 1998 legislation. The Financial Aid Office 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 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 University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Head of Student Services.

Part 9: Applicant Declarations

- **I certify that to the best of my knowledge, I fulfil the following criteria:**

(please tick the relevant boxes)

Either

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).

or

I have been recognised 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/HP/DL).

I began my course of study before 1 September 1997.

I am an EEA Migrant Worker.

I am the spouse of an EEA Migrant Worker.

I am the child of an EEA Migrant Worker.

*'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 3 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.

and

I confirm that I am supporting the children named in Part 3.

I confirm that I am not living with a spouse/partner.

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 university. I further undertake to repay any grants obtained by me as a result.

- The Committee *may* occasionally feel it appropriate to make all or a part of an award directly to a 'third party', e.g. a landlord, a childcare provider, the University etc. Please tick the box if you do NOT agree to this taking place.

Payment of awards will normally be made by BACS, to the student's nominated bank account. Please insert the details of the bank account to which any award should be credited, even if this is not your 'main' account. Failure to provide full and correct details will result in delays to any award made by the committee reaching you.

Name of Bank/Building Society

Sort code

Branch title (eg Name of Town)

Account number

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU HAVE SUPPLIED CORRECT DETAILS OF THE BANK ACCOUNT YOU WISH ANY AWARD TO BE CREDITED TO.

For assessment purposes and where possible you should supply copies of your last **three** bank statements relating to **all** your accounts. These statements must show your name and bank details – mini statements are **not** acceptable.

Print Name (capitals):

Student Number:

Signature:

Date:

Applicant checklist

Photocopies of documents seen

SFE / SLC Support Notification form

SFE / SLC Payment Schedule letter

SFE / SLC Confirmation of Dependants' Grant

SFE / SLC Part time Student Support notification

Evidence of any benefits claimed

Evidence of rent / mortgage paid

Child Benefit book or 'DWP' letter

Bank / Building Society statements (ALL ACCOUNTS) –last 3 statements please

Other

Other

Other

Other

Give details

Office use:

p _____ Name: _____ Fan _____

Year of Study:	
Age:	
UG/FT:	
PT/FT:	
Course Code:	

Refused: <input type="checkbox"/>	Minute No: _____	Minute Date _____
Pending: <input type="checkbox"/>	Minute No: _____	Minute Date _____

Award	Pay Type	Payee	Min No	Min Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Debit Code: PFAU / /

Loan	Date	Repayment Date	Fund	Min No	Min Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Nb: Emergency Fund: Cr PFAU TAQ ABZS Dr PFAU TAQ ABZS
ALF Fund : Cr PFAU TBL ACHI Dr PFAU TBK ACHI