# UCO Student Welfare Fund

# Application Form 2017/18

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| --- | --- |
| **Full Name** |  |
| **Course Title** |  |
| **Student Number** |  |
| **Student Finance Loan (yes or no)** |  |
| **Student Finance Maintenance Grant/Loan**  ***(provide details)*** |  |

**Personal information**

You should begin your personal statement with some background information such as your marital status, any dependants, living arrangements, employment, if you’re receiving funding from any external sources, or whether you are self-funding.

**Explain why you are applying**

You should explain how you had planned to finance the course and the factors that have led to your current unexpected hardship. You should give a clear and detailed explanation of your financial circumstances.

**How you are dealing with your situation**

You should explain what action you have taken so far to deal with your financial difficulty, such as taking up employment, careful budgeting, consultation with a financial advisor, application for other financial support available etc. It is important that you show that you have tried to resolve the problem before applying for additional support, even if other avenues have not been successful.

**Explain how the fund will help you**

You should explain how the funding will enable you to carry on with your degree and the potential impact of not receiving funding.

**Evidence**

* A copy of your last 3 months bank statements (please explain all outgoings over £100)
* A statement of yearly cash flow (please use the Statement of Yearly Cashflow template at the end of this document).
* Where applicable, copies of any recent outstanding utility bills, housing or rent arrears payments, mortgage repayments, credit card statements or any other financial debt

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| --- |
| **Personal Statement** |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Statement of Yearly Cashflow**  Where you see this symbol “🞺” evidence will be required.  You are advised to provide as much evidence as possible to support your application. | | | |
| **Your Income** | **Wk/Mth/Yr** | **Expenditure** | **Wk/Mth/Yr** |
| Tuition Fee Loan |  | Food |  |
| Maintenance Grant |  | Laundry |  |
| Bursary |  | Electricity |  |
| Student Loan 🞺 |  | Gas |  |
| Parents Learning Allowance |  | Water |  |
| Adult Dependants Grant |  | Telephone |  |
| Childcare Grant |  | Tv Licence |  |
| Care Leavers Grant |  | Insurance (Contents) |  |
| Net Earnings Through Work 🞺 |  | Tuition Fees |  |
| Parental Contribution |  | Rent/Mortgage 🞺 |  |
| Child Tax Credit |  | Council Tax |  |
| Working Tax Credit |  | Travel(Home) |  |
| Child Benefit |  | Travel Daily |  |
| Housing Benefit |  | Private Vehicle Costs |  |
| Income Support |  | Books/Equip/Course Costs |  |
| Professional/Career Dev Loan |  | Insurance (Personal) |  |
| Scholarship/Trusts/Grant |  | Other Costs(Please Specify) |  |
| UCO Loan |  | Entertainment |  |
| Other Loan |  | Clothes |  |
| Disability Benefits  Please Specify |  | Childcare |  |
| Other Income Including Savings. Bank Statement Required🞺 |  | **Total Expenditure** |  |
| **Total Income** |  |  |  |
| **Your Partners Income** |  |  |  |
| **Net Earnings** |  |  |  |
| **Other** |  |  |  |
| **Overall Total Income** |  |  |  |
|  |  |  |  |
| **Total Income Less Total Expenditure** |  |  |  |

***Please return the application form and personal statement electronically to the Student Support Manager via email to*** [***studentsupport@uco.ac.uk***](mailto:studentsupport@uco.ac.uk)***.***

***Where possible please scan and attach all evidence, however paper copies are acceptable if needed.***