

Financial award - application form & guidance notes

Please only use this form if the conditions of the financial award for which you are applying require you to do so. Otherwise use the form directed on the award guidance notes.

By reading and following these notes carefully you will be able to accurately complete your award application. Please retain these notes when you submit your form.

Processing your application

We aim to process your application within the stated timescale. Applications should only be made between the dates given in the award outline at www.lancs.ac.uk/funding. For queries or more information on an award please contact the person listed for the award.

How to complete the application form:

To allow your application to be processed efficiently it is essential that you

- Read the eligibility criteria for the award and ensure you meet all conditions
- Supply any supporting documentation that is required by the award for which you are applying

How to complete the application form

Answer all questions on the application form by printing clearly in black ink or by ticking the appropriate boxes.

Part 1 – Award details – Please enter the name of the award for which you are applying

Part 2 - Personal Details- Complete all sections

Part 3 - Dependants - Complete this section giving details of any children and/or adults who are financially dependant upon you.

Part 4 – Academic and Professional Qualifications – Please say what academic or other qualifications you hold.

Part 5 – Course Details – Please say which course at Lancaster University you are applying for / currently studying.

Part 6 - Information source

To help us target publicity please tell us how you became aware of the award for which you are applying.

Part 7 - Bank / Building Society / Credit Card Details

If an award is made it may be paid by BACS into the first named account listed on Part 6. Please ensure the account listed here can receive payments by BACS.

Part 8 – Income and Expenditure

It is important that you fill in these sections as accurately as possible. Please note that the figures you present should be **per year**. This section should give a picture of your expected budget for the year for which you are seeking an award.

Part 8 - Student's Income (Q28)

Give details of all income you expect to receive over the academic year in which you are applying for the award, including other awards if they have been confirmed.

Part 8 - Partner's income (Q29)

If you have a partner, who is living with you, please indicate any income they have and provide evidence. (e.g. P60 or salary slip). If they have other income (e.g. from savings, pension or benefits please detail this and provide official evidence. Add together your income under 8A and your partner's income under 8B and put this figure in the overall total box.

Part 8 – Student and Partner's Expenditure (Q30)

Include all annual expenditure that you (and your partner if applicable) expect to have.

Where your expenditure is paid weekly calculate the annual amount. For example if you pay bills on a quarterly basis then you should multiply these by 4. If you pay every calendar month (31 days) then you should multiply the amount by 12. (e.g. rent)

Part 9 – Other grants applied for or already obtained.

This is additional funding you have obtained for your course. It may be a scholarship from a charitable trusts or other body.

Part 10 – Supporting Statement

You must submit a supporting statement, succinctly explaining the reason(s) for applying and explaining why you face a shortfall in your financial support.

Part 11 - Declaration

Please sign and date your application form.

Office Use Only

DB	<input type="text"/>	Int	_____	Award	<input type="text"/>
Received	<input type="text"/>	Amount	<input type="text"/>		



Application for a Financial Award

- Read the accompanying guidance notes carefully, this will minimise the chance of your application being rejected.
- Ensure you enclose all information requested for the award for which you are applying.
- For information on how the University processes your data see: www.dpa.lancs.ac.uk/

Part 1 – Award details

Name of Award

Part 2: Personal details

1 Library Card number (if current student)

2 Your title (tick **one** box only) Mr Mrs Miss Ms

3 Your first name(s) (in full)

4 Your surname (in full)

5 Your date of birth (DD/MM/YY)

 / /

6 Your full **correspondence** address

Post code

7 Your full **home** address (if different)

Post code

8 Telephone:

9 Mobile tel:

10 E-mail address

11 Personal Status Single (living alone)

with your partner or spouse?

Single (in shared accommodation)

with your parents or guardian?

12 Do you have a disability or chronic medical condition?

Yes

No

13 Do you have additional costs as a result of your disability?

Yes

No

If 'yes', give details, include any financial support you receive.

Part 3: Your dependants

14 Do you have any children who are financially dependent on you?

Yes Please give details

No

Full name(s)	Date of birth	Age

15 Do you have any adults who are financially dependent on you?

Yes Please give details

No

Full name(s)	Date of birth	Age

Part 4: Academic and Professional Qualifications

16 College/University attended

Date commenced

Date left

Subject/Courses studied stating levels/grades

17 Have you at any time begun, but not completed, a course in higher education?
If Yes, please give the reason for non-completion

Part 5: Course details

18 Title of course

Undergraduate

Postgraduate

19 Date of start of course (DD/MM/YY)

20 Date of end of course

21 Year of course 1

2

3

4

5

22 Is this a repeat year?

Yes

No

23 Is this your final year?

Yes

No

24 Does your course involve any mandatory field trips in this academic year?

Yes

No

If yes, please specify

25 Does your course involve a placement in this academic year?

Yes

No

If yes, please specify

Part 6: Information source

26 How did you hear about this award?

27 To speed up the assessment process and reduce costs we may notify you of the result of your application by e-mail. Is this OK?

Yes

No

Part 7: Bank / Building Society / Credit Card details

If the award is payable by BACS please ensure the first account can accept BACS payments.

	Name of Bank / Building Society	Type of account	Account number	Sort Code	Overdraft facility £	Balance of account £
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List all accounts held by you (and your partner if applicable) and ensure you supply photocopies of your last three month's bank statements for each bank account. Applications submitted without relevant bank statements will be rejected.

Part 8: Student / partner's income and expenditure - for the year in which the award will apply

28 Student Income

Grant

 :

Loan

 :

Savings

 :

Other

 :

29 Partners income

Source

 :

Source

 :

Amount per annum

 :

ANY other income - Please detail ALL other income from ANY other source in the box below.

 :

30 Student's & Partner's Expenditure

Tuition fees (if postgraduate)

 :

Rent

 :

Food

 :

Utility Bills

 :

Childcare

 :

Entertainment

 :

Books/Equipment costs (include photocopying)*

 :

Weekly travel to/from University (bus / petrol costs)

 :

ANY other expenditure - Please detail ALL other expenditure in the box below.

 :

Total Annual Income £

 :

Total Annual Spending £

 :

