



Duchy of Lancaster Bursary 2011-2012 **Application form - 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 - Personal Details- Complete all sections

Part 2 - 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

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.

If an award is made it will be paid by BACS (Bank Automated Credit System) into the direct credit account you nominate for University award purposes. To nominate or update account details please visit the secure portal at: <https://www.cisinfo.lancs.ac.uk/OnlineDebitCredit/> Please ensure the account you nominate 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 DUCHY OF LANCASTER BURSARY 2011-2012

- 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: 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?
If 'yes', give details, include any financial support you receive. Yes No

Part 2: 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 3: 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 4: 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?
If yes, please specify

25 Does your course involve a placement in this academic year?
If yes, please specify

Part 5: 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 6: Bank / Building Society / Savings / Credit Card details

Any award will be paid by BACS (Banks Automated Clearing System) into your nominated University Direct Credit Account. You must nominate an award account **in advance** of submitting your application by visiting the secure webpage listed at: www.lancs.ac.uk/sbs/funding/account.htm
Please ensure this account can accept BACS payments and tick the box to confirm you have completed nomination.

	Name of Bank / Building Society	Type of account <i>i.e. current, savings or credit card</i>	Account number	Sort Code <i>(AND roll number if building society)</i>	Overdraft facility £ <i>See guidance - part 6</i>	Balance of account £ <i>(indicate if debit [DR] or credit [CR])</i>
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"/>
3	<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. We do not require credit card statements. The photocopied bank statements must show your name and bank details – mini statements are not acceptable. **You must explain on your statements any debits or credits over £100.** Applications submitted without relevant bank statements will be rejected.

Part 7: Student / partner's income and expenditure - for the year in which the award will apply

<p>28 Student Income</p> <p>Grant <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Loan <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Savings <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Other <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>29 Partners income</p> <p>Source <input style="width: 100px;" type="text"/> <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Source <input style="width: 100px;" type="text"/> <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Amount per annum <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>ANY other income - Please detail ALL other income from ANY other source in the box below.</p> <p><input style="width: 150px; height: 20px;" type="text"/> <input style="width: 60px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Total Annual Income £ <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p>	<p>30 Student's & Partner's Expenditure</p> <p>Tuition fees (if postgraduate) <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Rent <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Food <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Utility Bills <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Childcare <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Entertainment <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Books/Equipment costs (include photocopying)* <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Weekly travel to/from University (bus / petrol costs) <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>ANY other expenditure - Please detail ALL other expenditure in the box below.</p> <p><input style="width: 150px; height: 20px;" type="text"/> <input style="width: 60px;" type="text"/> : <input style="width: 40px;" type="text"/></p> <p>Total Annual Spending £ <input style="width: 80px;" type="text"/> : <input style="width: 40px;" type="text"/></p>
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Part 8: Other grants applied for or already obtained (non-statutory)

	1	2	3
31 Award Name	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Awarding Body	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Applied or awarded?	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Amount per annum	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Total all grants £	<input style="width: 100%; height: 30px;" type="text"/>		

