

STUDENT ASSISTANCE FUND



This University of Highlands and Islands hardship fund is for our students who find themselves in financial difficulty and have taken out all other available sources of funding. Any grant awarded does not have to be repaid.

You can apply if you are a fully enrolled nursing student and have taken out full funding available to you.

How to apply

Submit your application to Sheila McAulay, Student Adviser, University of Highlands and Islands, Room W/002, Centre for Health Science, Old Perth Road, Inverness, IV2 3JH.

Tel: 01463 279802

Email: sheila.mcaulay@uhi.ac.uk

Normally on campus on Tuesday, Wednesday and Thursday mornings only

We aim to assess your application within 3 weeks.

After we have assessed your application it may take up to 21 days before any award reaches your designated bank account.

CLOSING DATE FOR APPLICATIONS:	Please note: all funds are limited and may run out before the closing date.
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First Friday in June

Processing your application

Q. How long does it take to process my application?

A. After you submit your form with all the necessary documents, we aim to assess your application within 3 weeks. We will notify you by email of our decision. While your application is in process, please check your University email regularly.

Q. What can I do if I want to appeal the decision?

A. You can appeal any decision by sending an email, from your University email account and including your student ID number, to the Deputy Head of Nursing (michelle.roxburgh@uhi.ac.uk) with details of your grounds for appeal.

There is a separate Complaints procedure if you want to make a complaint about the service you receive. Information is on our website at <https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>

Q. How will I be paid?

A. The Finance Department pays the money to the bank account you give us (page 3). This can take up to 21 days, but is usually quicker.

Frequently Asked Questions

Q. How many times can I apply?

A. You can apply once each academic year. If your circumstances change, you can provide further details to the Student Adviser (sheila.mcaulay@uhi.ac.uk), asking for a review of your application.

Q. Why is there nowhere on the Student Assistance Fund application form for me to note how much I spend on food, personal items and clothing?

A. We add a standard amount of £60 per week to the calculation for each student's living expenses (and for each member of their family where appropriate). If there is specific additional outlay e.g. medical reasons why higher costs are necessary, you should note this in your personal statement on page 4.

Q. My mobile phone bill/gas bill/rent etc. is high, will this be taken into consideration?

A. Many standard outgoings are 'capped' (this means that only up to a maximum amount is allowed). If you have high requirements, tell us why on the form and they may be taken into account.

Q. Will a mini-statement from the ATM do instead of my bank statement?

A. No, we need statements for the last two months at least, the mini statement is too short. If you have online banking, you can usually download a statement to cover the last two months. A copy of your direct debits and standing orders would be useful too. If you can't supply this, please speak to the Student Adviser.

Q. I need a small amount of money urgently – what can I do?

A. You can see the Student Adviser by calling 01463 279802 or emailing sheila.mcaulay@uhi.ac.uk to discuss taking out a short term emergency loan from us at 0% interest. If you then get a grant, we can deduct the loan from it.

Q. Help! I'm not sure what I need. I would like someone to check my application and explain a few things.

A. Easy! Make an appointment to speak to the Student Adviser by calling 01463 279802 or emailing sheila.mcaulay@uhi.ac.uk .

Official Use only	STUDENT ASSISTANCE FUND		
Reference No:		Date Submitted:	

Personal Details

Name..... Student ID Number.....
 Address (*term time*).....
Post Code.....
 Address (*out with term time*).....
Post Code.....
 Telephone Number..... Mobile Number.....
 Your University Email Address..... Age:

Payment Details

Please provide details of the bank account you wish any award to be paid into and submit a **copy** of your most recent bank statement to cover at least 2 months **with the account number and sort code clearly visible**.

Name of Account Holder

Name of Bank

Sort Code: Account Number:

Course Details

Highland campus Western Isles Campus

Is this your final year?

Name of Course.....

What year of your course are you in?.....

Where does your funding come from? (Please tick)

Scotland England N Ireland Wales

Other: (*please specify*).....

Is this your first application in this academic year? Yes No

Personal Circumstances

Please let us know about your present personal circumstances and the reasons for your application. This can be typed and attached to the form if you prefer. You can also speak to an adviser in person. Include details of:

- any unexpected personal or family circumstances
- any financial crisis
- pregnancy/babies up to 1 year
- personal or family health, mental health issues or disabilities

If you have a car tell us why your car is essential.

If you do not receive any funding please tell us why and the arrangements you have put in place to support yourself and any dependants

Continue on a separate sheet if necessary

Do you have a partner? Yes No

(If your partner is a student at the University of Stirling please complete separate application forms).

How many children do you have?..... Ages of any children dependent on you:.....

Please detail any other dependants/caring responsibilities:.....

Were you previously living in care? This includes foster care, foyer etc. Yes No

Income

Provide details of you and your partner's income. **It is essential that SCANNED COPIES/PHOTOCOPIES are provided for all items requested in the 'THIS IS WHAT WE NEED' column. Incomplete applications will NOT be assessed. Complete all relevant boxes.**

	THIS IS WHAT WE NEED	Amount Per Year	Official Use Only
Nursing Bursary	SAAS award letter (both sides)		
Dependants' Allowance	SAAS award letter		
Lone Parent Allowance	SAAS award letter		
Childcare Allowance for Parents	SAAS award letter		
Any other Student Award/Loan/Scholarships etc.	Evidence as appropriate		
Money you receive from family			
		Amount Per Month	
Wages (self)	2 recent wage slips		
Wages (partner)	2 recent wage slips		
Working Family Tax Credit	ALL pages of working/child tax credit award letter		
Child Tax Credit			
Child Benefit	Bank statement or C.B. payment letter		
Child maintenance/support Agency payments	Bank statement or other		
Other state benefits - self and partner e.g. Housing Benefit – write details:	Relevant evidence		
Tell us on page 6 about all other monies you receive and any other payments going into your bank account	Relevant evidence		

If you do not receive any funding please tell us on page 4 why and the arrangements you have put in place to support yourself and any dependants

Expenditure

We will automatically calculate figures for food/personal items, clothing, TV licence and study costs for your household. Write on the form ALL you and your partner's other costs, we only take into account the expenditure **written** on the form. Provide us with all the necessary **scanned/photocopied** evidence requested in the 'THIS IS WHAT WE NEED' column.

	THIS IS WHAT WE NEED	Amount Per Month	Official Use only
Rent/Mortgage	Submit copy of rent invoice or tenancy/lander agreement		
Gas/electricity etc.			
Telephone (incl. internet) Landline:			
Mobile (s):			
Council Tax	Submit copy of C.T. statement/letter		
Travel costs to and from University			
Total additional placement travel cost not paid or reimbursed by SAAS or funding body or University	Please state how many weeks:		
Partner's Travel costs to work			
Other Travel costs e.g. to shops, work, visit family	Write details here:		
Course Fees (if self- funded)	Submit copy of Invoice		
Health care/glasses/dental costs/special diets	Write details here or on page 4:		
Children's Activities	Write details here or on page 4		
Gym Membership			
Insurances e.g. home, building, pet, car	Write details here or on page 4 and evidence e.g. mark on bank statement		
ANY OTHER REGULAR PAYMENTS e.g. debt, credit cards, loans	Write details and submit evidence showing minimum payments		
Additional course costs e.g. fieldwork, study tours, equipment etc.	Write details here or on page 4 and submit evidence:		
Other costs. Add extra sheet if necessary	Write details here or on page 4		
Childcare costs per week	Write details on page 4	Per week:	
Travel costs to and from childcare provider per week	Write details here or on page 4	Per week:	

Please write any additional information in your personal circumstances statement on page 4

Documents Submitted to evidence Income

Please indicate the scanned or photocopied documents/evidence you are submitting with your application. You must answer **EACH QUESTION** by ticking either Yes or N/A (not applicable)

I am submitting COPIES of:

SAAS (Scotland) awards letter (both sides)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
evidence of funding from a funding council or other organisation	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
two recent wage slips for self	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
two recent wage slips for my partner	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
my/my partner's working Tax Credit/Child Tax Credit award letter –all pages	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
evidence of Child Benefit I/my partner receive e.g. bank statement	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
evidence of all other benefits including Income Support and Housing Benefit Payments I/my partner receive	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
evidence of all other monies/payments I or my partner receive	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
bank account details for payment of any grant (page 3)	Yes - essential	

Documents Submitted to evidence Expenditure

I am submitting COPIES of:

bank statements covering the previous two months, for ALL my bank accounts held*	Yes - essential	
my partner's bank statements covering the previous two months, for ALL his/her bank accounts held*	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Rent invoice/tenancy/lender agreement	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
council tax statement/letter	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
my tuition fees invoice (applies only to self-funded students)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
my/my partner's recent credit card statements showing minimum payments	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
my/my partner's recent debt letters/statements showing monthly payments and amount outstanding (including store cards)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Evidence of all other regular payments e.g. insurance	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

*ATM slips are not acceptable

IF YOU DON'T PROVIDE ALL THE PHOTOCOPIED DOCUMENTS NEEDED (SHOWN ON PAGES 4,5, 6 & 7) YOUR APPLICATION CAN NOT BE ASSESSED AND YOU WILL NOT RECEIVE A GRANT.

YOU MUST READ AND SIGN THE DECLARATION ON PAGE 8

Priorities

For our statistics, please tick one box to indicate the costs you find it most difficult to meet. This will not affect your application.

General living expenses

Travel

Childcare

Your declaration

- I have read the form and have provided the required photocopied paperwork
- I am a fully registered student
- The information given on this form is true and accurate
- I accept that I am liable to disciplinary proceedings (<https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>) for any false statements I make or any false documents I submit
- I will inform the Fund immediately, in writing, of any changes to the information given

I understand and agree to the following:

- Information that I provide to the Student Adviser will be kept securely on file. The Student Adviser will only share this information with colleagues if this is deemed necessary, or if required to do so by a University regulation, the Student Award Agency for Scotland or other legal requirement, or if my partner is a student at another University and you require to share verification of discretionary funds awarded.
- A basic record of my engagement with the Student Adviser is stored on the student record and access to this information is restricted to those involved in the student support system.
- By returning this form by hand, via your student email or submitting online, you provide your consent for us to use your information in this way. Please find the link to our confidentiality and data sharing policy here: <https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>

I accept the terms and conditions

By ticking the box above and returning this form from you University email address you are giving your consent to the University processing your personal information as outlined above.

Signed: **Date:**.....