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|----------------|----------------|-------|--|
| Date Received: | Authorized by: | Date: | <b>ACADEMIC<br/>YEAR<br/>2021 / 2022</b> |
|----------------|----------------|-------|--|

# EUROPEAN FINANCIAL SUPPORT

**Please note that the fund cannot be used for payment of tuition fees.**

## PART 1: YOUR PERSONAL DETAILS

Student ID number  Date of Birth

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

Your family name (in full)

Your first names (in full)

Your full **correspondence** address *(this must be an address that is recorded on the student database as 'term time')*

Post Code:

Your **preferred** e-mail address

**Note: You will normally be notified of the outcome by email.**

## Personal status / Accommodation Details

Do you live alone?  in shared accommodation?  with your partner/spouse?

How many other adults live at this address?

How often do you pay your rent weekly?  monthly?  Other (please detail)?

What date is your rent paid up until?

## PART 2: COURSE DETAILS

Course title

Study Level Undergraduate  Postgraduate  Year of course 1  2  3  4  5

## PART 3: BANK/BUILDING SOCIETY ACCOUNTS AND OUTSTANDING DEBTS

Please attach bank statements showing **3 months** transactions prior to the application date for **all accounts e.g. current and savings account(s) held in the UK & overseas. Applications submitted without relevant bank statements will not be considered.**

| TYPE OF ACCOUNT | CLOSING BALANCE | DATE OF LAST STATEMENT | OVERDRAFT LIMIT |
|-----------------|-----------------|------------------------|-----------------|
| 1 _____         | _____           | _____                  | _____           |
| 2 _____         | _____           | _____                  | _____           |
| 3 _____         | _____           | _____                  | _____           |

| CREDITOR | AMOUNT OWED | REPAYMENTS WEEKLY |
|----------|-------------|-------------------|
| 1 _____  | _____       | _____             |
| 2 _____  | _____       | _____             |

**PART4: FINANCIAL STATEMENT**

When calculating a student’s Financial Shortfall the University use a figure for certain elements of expenditure, known as ‘**composite living costs**’ (CLC). The CLC amount for a single student is £87 used irrespective of the actual figure students spend, and covers the following expenditure types:

- Food**                      **TV Licence**                      **Home contents Insurance**                      **Clubs and societies**
- Utilities**                      **Clothes**                      **Entertainment**                      **Donations**

If you are studying on a “year abroad”, the University has the flexibility to increase this level up to a cap of £90 depending on where (which country) you are studying.

Please note that an ‘**assumed income**’ will be included in the Financial Shortfall Calculation, regardless of whether you are working or not. This is a maximum of £49 weekly for undergraduates and £177 for postgraduates, and varies depending on your personal circumstances.

**INCOME**

Please indicate whether amounts provided are weekly

**ALLOWABLE VARIABLE EXPENDITURE**

or monthly

| <b>Income type</b>  | <b>Amount £</b> |
|---|-----------------|
| Sponsorship / Home Country Government Funding                 |                 |
| Scholarships (excluding tuition fees) / Erasmus Grant Funding |                 |
| Parental Contributions  |                 |
| Net earnings (own plus partner)                               |                 |
| Other Income<br><i>(please specify)</i>                       |                 |

| <b>Expenditure type</b>                      | <b>Amount £</b> |
|--|-----------------|
| Mobile / phone                               |                 |
| Rent / mortgage                              |                 |
| Insurance                                    |                 |
| Travel costs (Home to University)            |                 |
| Other Expenditure<br><i>(please specify)</i> |                 |

**PART 5: STUDENT SUPPORTING STATEMENT**

State why you are in financial difficulty; why you believe your situation to be exceptional and merit additional support. If you are applying for assistance for a very specific purpose, please indicate below the precise nature of your request with costs.

**PART 6: PAYMENT METHOD**

Payment will be made directly into your UK bank account. Please complete and sign the attached Electronic Transfer Form so that the University can make any payment to you.

**PART 7: STUDENT DECLARATION**

I certify that to the best of my knowledge, I fulfil the following criteria: (please tick the relevant boxes)

- I declare that the information 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.

Your name (CAPITALS)

Your signature

Date

**PART 8: STUDENT CHECKLIST – (Photocopies of documents to be included with application):-**

|  |  |                           |  |
|--|--|---------------------------|--|
| 3 months bank / building society statements for <b>ALL</b> accounts held |  | Evidence of rent/mortgage |  |
|--|--|---------------------------|--|

**Comments**

*(Office use only)*

**Confidentiality**

Applications are seen only by Financial Aid Office, in the Finance Department & the Head of Student Financial Services in the case of an appeal. It may be necessary for additional supporting information to be sought from other university staff in order for a decision to be reached.

**Data Protection Law**

The University of Kent is a data controller in terms of the Data Protection Law. The Finance Department follow the University's policy in matters of data protection. The data requested in this form is covered by the notification provided by the University to the Information Commissioner. Personal data will be used solely for processing your application to the European Financial Support .

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. For more information Data Protection at Kent please see our website

[www.kent.ac.uk/infocompliance/](http://www.kent.ac.uk/infocompliance/)

Dear Student

### Payment by Electronic Transfer

The University of Kent's preferred payment method in relation to Hardship Funds is via Electronic Transfer.

Please could you complete your personal and bank account details below and submit it to the Financial Aid Office / Medway Finance Office with your application.

If your bank details change during the academic year you will need to go to the Financial Aid Office / Medway Finance Office and complete a new form.

Full Name (as it appears on your Bank Account) \_\_\_\_\_

Kent Student ID No \_\_\_\_\_

Contact Phone No \_\_\_\_\_

Bank Account Number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Sort Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Bank Account Reference (if applicable)

|  |
|--|
|  |
|--|

I confirm that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that it is my responsibility to make sure that the bank details are correct and up to date so that I can receive payments from the University.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

#### Confidentiality

This form will only be viewed by the Students' Union Advisers, Financial Aid Office, Medway Finance Office & the University Payments Office. This form will be destroyed in accordance with our data retention policy.

#### Data Protection Law

The University of Kent is a data controller in terms of Data Protection Law. The Students' Union Advisers, Financial Aid Office, Medway Finance Office & the University Payments Office all follow the University's policy in matters of data protection. The data requested in this form is covered by the notification provided by the University to the Information Commissioner. Personal data can be used solely for making a payment.

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. For more information on Data Protection at Kent please see our website [www.kent.ac.uk/infocompliance/](http://www.kent.ac.uk/infocompliance/)