



# University of Portsmouth Support Fund Application

## IMPORTANT POINTS BEFORE YOU BEGIN

- You will need to provide **evidence** with this application - take note of the evidence prompts on the right-hand side of each page
- It is important that you read the **Guidance Notes**
- **Incomplete applications will be delayed**
- If a question doesn't apply to you, just leave it blank
- If something needs explaining further, please tell us about it in your Supporting Statement

Please return your completed form and all evidence to  
**[sfc-admin@port.ac.uk](mailto:sfc-admin@port.ac.uk)**



Application form 2023/24

Tel: +44 (0)23 9284 3014  
eMail: SFC-Admin@port.ac.uk

**The final deadline for all applications is Friday 21st June 2024**

**Please complete only one form per academic year. If you wish to be considered again, please ask us for a Review Form.**

## Part A - About you

### Section 1 - you and your course

Student ID	UP	<input type="text"/>	Phone no	<input type="text"/>
Full name	<input type="text"/>			
Course name	<input type="text"/>			
Course type	<input type="text"/>	Course year	<input type="text"/>	



eg: BA, BSc, MA, MSc,  
PGCE, HND, PhD, etc  
plus what year of study, eg:  
1st, 2nd, final, etc

### Section 2 - who do you live with?

Share with other students	<input type="checkbox"/>	With parent(s) / guardian(s)	<input type="checkbox"/>
Alone	<input type="checkbox"/>	With someone else	<input type="checkbox"/>
With partner/spouse	<input type="checkbox"/>	<i>Tell us who below</i>	<input type="checkbox"/>



### Section 3 - are you a parent?

No <i>Go to section 4</i>	<input type="checkbox"/>	Yes, I am a lone parent <i>Complete details, below</i>	<input type="checkbox"/>
I am a parent but my child/ children does/do not live with me	<input type="checkbox"/>	Yes, I am one of a couple with children <i>Complete details, below</i>	<input type="checkbox"/>



Please tell us the names and dates of birth of your child(ren)

# Part A - About you

## Section 4 - further information about you

These questions are optional but if you answer them we may be able to offer you specific advice or help.

### EVIDENCE

a) Do you have caring responsibilities for an adult?

Yes ☐

▶ Please provide evidence of this

b) Are you estranged from your parents?

Yes ☐

? This means you have no contact at all with either of your parents

c) Are you a care leaver or care experienced?

Yes ☐

? Tick yes if you have been looked after by any UK Local Authority.

d) Have you been granted refugee status in the UK?

Yes ☐

d) Do you have a disability or special medical needs?

Yes ☐

**Tell us briefly about this below**



e) Have you applied for Disabled Students' Allowance?

Yes ☐

**If there is anything further you want us to know about your circumstances, please tell us in your supporting statement at the end of the form.**

## Part B - Your income

### Section 5 - UK / Home student funding

These questions are for students who are eligible to apply for funding from the UK Government (student loans) or the NHS. Anything that doesn't apply to you can be left blank.

### EVIDENCE

a) How much is your Maintenance Loan or Postgraduate Master's Loan or Doctoral Loan for the year?

£

▶ You must provide evidence of your funding. For more information please read the full Guidance Notes.

b) How much is your NHS Training Grant for the year?

£

▶ Download your funding award letter from Student Finance England/Wales/NI.

c) How much is your Social Work Bursary for the year?

£

▶ Please send us evidence of any NHS, Social Work or Teaching Bursary award confirmation.

d) How much is your Teaching Bursary for the year?

£

e) If you receive any grants, do they include the following?

Childcare Grant

☐

Adult Dependants Grant

☐

▶ Please provide evidence of these additional grants.

Parent's Learning Allowance

☐

# Part B - Your income

## Section 6 - University scholarships or bursaries

Do you receive the University of Portsmouth Bursary of £750 per year? Yes ☐

Other bursaries or scholarships may include: Sports Scholarship, Greenwich Bursary, etc. Please add the name and monthly or yearly amount below.

	£		per
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	£		per
--	---	--	-----

## Section 7 - Benefits

These questions are for students who are in receipt of state benefits or child maintenance payments. Anything that doesn't apply to you can be left blank.

a) How much is your monthly Universal Credit payment? £

b) How much is your 4-weekly Child Benefit payment? £

c) How much is your monthly Child Maintenance payment? £

If you receive any other benefits (eg Housing Benefit, Tax Credits, Disability Benefits, or other state benefits), please add the name and weekly or monthly amount below.

	£		per
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	£		per
--	---	--	-----

	£		per
--	---	--	-----

### EVIDENCE

You must provide evidence of each of your benefit awards. For more information please read the full Guidance Notes.

## Section 8 - Other income

a) How much do you receive per month in wages? £

b) How much do you receive per month from your family? £

If you receive any other income (eg scholarship, trust, grant, or loan), please add the name and monthly or annual amount below.

	£		per
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	£		per
--	---	--	-----

### EVIDENCE

Please provide evidence of any income you receive. For example:  
- wage slips (international and postgraduate students only)  
- scholarship letter  
or you can tell us where to find the transactions on your bank statements.

# Part C - Your expenditure

## Section 9 - Housing and accommodation costs

### EVIDENCE

a) How much is your rent (halls or private) or mortgage every month or year?

£  per

▶ Please provide a copy of your tenancy or halls agreement, or a copy of your mortgage arrangement.

b) Does your rent include bills?

Yes ☐

No ☐

c) Who pays your rent? ▼

? This might be you, your family, or part you and part your family, etc.

If you have any other housing-related costs (eg Council Tax, Life Insurance, Buildings Insurance) please include the name and monthly amount below. Please do not include utility bills.

▶ Please provide evidence of these costs.

£

£

## Section 10 - Childcare costs

### EVIDENCE

a) How much do you pay for childcare each week or month?

£  per

▶ Please provide a copy of your childcare costs - either a copy of your childcare agreement or invoices/receipts from the childcare provider, or evidence of a Childcare Grant.

b) Is your childcare provider OFSTED registered?

Yes ☐

No ☐

## Section 11 - University and travel costs (if applicable)

a) How much do you pay to travel to University each week?

£

b) Do you run a car?

Yes ☐

No ☐

c) How much do you pay to park at University each week?

£

d) How much does it cost for a return trip to your permanent home?

£

e) If you have to go on a compulsory field trip, how much will it cost?

£

▶ Please provide an email from your department stating that the trip is compulsory, and the cost.

f) Do you have a Tuition Fee debt to the University? If so, how much is outstanding?

£

▶ Please provide evidence of all current debts. This can include invoices, demands for payment, email correspondence from the University, etc.

g) Do you have a Halls Fee debt? If so, how much is outstanding?

£

# Part C - Your expenditure

## Section 12 - Other costs and debts

Please enter the name and amounts of any costs or debts below. Costs may include prescriptions, contact lenses, etc. Enter monthly payments. You may continue on a separate sheet if you need to. Do not include utility bills.

£



Please provide evidence of these debts. This could include a repayment schedule, a statement of current outstanding balance, etc.

£



£



## Part D - Your spouse or partner's finances

If you do not live with a partner, go to Part E.

### Section 13 - Partner's income

#### EVIDENCE

a) How much does your partner receive in wages each month?

£



Please provide evidence of any income your partner receives. For example:

- wage slips
- benefits letters
- funding letter

or you can tell us where to find the transactions on their bank statements.

b) How much Universal Credit does your partner receive each month?

£



c) How much does your partner receive each month from a pension?

£



d) If your partner is also a student, how much do they receive per year in Maintenance Loan or Postgraduate Loan payments per year?

£



e) Does your partner's employer have a childcare voucher scheme?

Yes

☐

No

☐

f) Does your partner have any other income?

Please enter the name and amounts of any other income below. You may continue on a separate sheet if you need to.

£



Please provide evidence of these sources of income.

£



£



We will need to see three months' **up to date bank statements and latest transactions** from all your partner's bank accounts, and any joint bank accounts that you hold.

# Part D - Your spouse or partner's finances

## Section 14 - Partner's expenditure

a) How much does your partner pay towards rent or mortgage each month?

£

b) How much does your partner pay for Council Tax each month?

£

e) How much does your partner pay for Child Maintenance each month?

£

f) How much does your partner pay for travel costs to work each week?

£

g) Do they run a car?

Yes ☐

No ☐

### EVIDENCE

▶ Please provide evidence of these amounts, or you can tell us where to find the transactions on their bank statements.

▶ If you have included full amounts for any of these expenditures yourself, do not add them again here unless you occupy different properties while you are studying.

Please enter below the names and amounts of any costs or debts your partner has. Costs may include insurance, prescriptions, contact lenses, etc. Enter monthly payments. You may continue on a separate sheet if you need to. Do not include utility bills.

### EVIDENCE

▶ Please provide evidence of these amounts.

£

£

£

## Part E - Banking

**All students must complete this section in full.**

## Section 15 - Your bank accounts

a) Which of the following types of bank account do you have?

### EVIDENCE

Student bank account

☐

Building society account

☐

Current account

☐

Post Office account

☐

Savings account (inc ISAs)

☐

Joint or child's account

☐

Investments

☐

**You must provide THREE MONTHS' complete and up to date bank statements, and up to date transactions for EVERY ACCOUNT you hold.**

We also need the same for your partner's accounts, any joint accounts, or those you hold for your child and/or children.

Please give details below of the bank account you would like us to pay into if your application is successful.

Name of bank or building society

Sort code (six digits)

Account number (eight digits)

Please read the Guidance Notes for more information on providing bank statements and transactions in a format we can accept.

# Part F - Supporting statement

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All students must complete this section.

## Section 16 - Tell us why you are applying

You can also use this space to tell us about anything you weren't able to tell us earlier in the application. If you need more space, please continue in a Word document, or by email when you submit the form and evidence.

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## Part G - Declarations and signature

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### Data Protection Act 2018

The University of Portsmouth is a data controller in terms of the 2018 legislation. The Student Finance Centre follows University policy in matters of data protection. The data requested in this form is required to allow staff in the Student Finance Centre to consider your eligibility for help from Student Finance Centre Funds. We believe that it is necessary to process the data we have requested in order to perform the contract you enter into when applying to the Student Finance Centre funding streams. We will use the contact details you give here to inform you of the outcome of your application and to pass on any information we believe will be useful to you. Your data will not be passed to any third party without your consent, except when the University is required to do so by law. All data concerned with this application will be kept for six years from the date of your last award or from the last application submission if unsuccessful. We will anonymise your data as soon as we are able and then will use that anonymised data for statistical purposes. Any formal enquiries concerning the use of data noted here should be addressed in the first instance to the Head of Student Finance Centre (rachael.lyons@port.ac.uk or 023 9284 3413) or alternatively you may contact the University's Data Protection Officer on information-matters@port.ac.uk or 02392 843642. If you remain unhappy with the use of your data, you can raise a complaint with the Information Commissioner's Office. More details are available at [www.ico.org.uk](http://www.ico.org.uk). For further information on how the University processes your data, and your rights in respect of your data, please see the University's data protection statement at <http://policies.docstore.port.ac.uk/policy-105.pdf>.

I have read and understood the above statement about Data Protection

Yes ☐ No ☐

### Declaration

By signing this form 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 may disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I also agree to repay any grants obtained by me as a result.

Signature

Date

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## Now gather your evidence and submit your application

Check the evidence notes alongside everything you've filled in on this form. Read the Guidance Notes document carefully to make sure you submit evidence correctly. Incomplete evidence causes delays.

Send your completed application and evidence to **[sfc-admin@port.ac.uk](mailto:sfc-admin@port.ac.uk)**