

INTERNATIONAL HARDSHIP FUND GUIDANCE NOTES

Thank you for requesting an application form for financial support. Before completing the form please read these guidance notes very carefully.

These notes will provide assistance with completing the form that is used to assess eligibility.

If you require clarification before submitting your application form, please contact the Student Funding Team studentfunding@napier.ac.uk

PLEASE NOTE

Your application will not be assessed until it is fully completed and all the necessary documentary evidence has been received.

Your application will not be assessed if:

- you have not completed all relevant sections
- you have not included all necessary photocopied documentation
- you have not signed the form

Applications will be open from 1 August to 31 July each academic year.

HOW TO COMPLETE THE APPLICATION FORM

Applications can be accepted throughout the academic year.

It is important that you submit the required supporting documentation with your application form. The documents required are listed in the form and later in these notes. We do not return documents but legible photocopies will be accepted.

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 boxes.

Address -please put the address (include the postcode) that is to be used for correspondence.

Telephone number -please include the area code.

We will send copies of all correspondence to your University e-mail address.

Part 2: Accommodation details

Complete as directed.

Part 3: Dependants

Complete this section, if relevant, giving details of any children and/or adults who are financially dependent upon you. Please use an additional sheet if you need to.

Part 4: Your income

Complete all relevant questions as accurately as possible.

If you are living with a partner it is important that you also include all of their income in this section as well as your own.

It is important that you fill in these sections as accurately as possible. Please state the frequency of the income, for example if you receive it weekly, monthly, or termly.

Examples of each type of income are included in the form; if you are not sure which question a particular source of income falls under, please use Question 16. Please use an additional sheet if you need to.

Do not include the balance of your current account in the total amount of savings.

Part 5: Your expenditure

If you are living with a partner it is important that you also include all of their expenditure in this section as well as your own.

Part 6: Supporting statement

Please state here why you are in financial difficulty, and why you believe your situation to be exceptional and to merit additional support. Please use an additional sheet if you need to, or include your statement as a separate typed sheet if that is easier.

The information included in your supporting statement is important as it allows us to make a more accurate assessment of your financial situation and allows us to take into account your specific circumstances.

Part 7: Documentation needed

This is a list of documents you will need to submit with your completed application form. If you have any questions on which documents you need to provide please contact the Student Funding Team.

Part 8: Student bank details for payment

In the event of your application being successful, Finance will process payment to the bank account details they hold for you on their system. Please provide below details of the bank account you wish fund to be paid into.

Part 9: Declarations

Please sign and date your application. If your application is not signed it will not be assessed.

Timescale for making decision

Provided your application form has been accurately completed and the appropriate documentary evidence supplied, an assessment and decision should be made within 21 days of submission. Very often we will deal with it much sooner than this. We always process your application as quickly as we can.

We will always respond to your Edinburgh Napier student email account so you must check this regularly after applying. Failure to do this may result in a delay to your application being considered or your application being cancelled.

How to appeal

If you are not satisfied with the decision you may appeal to the Student Funding Team by emailing studentfunding@napier.ac.uk Re-submitting information already provided with your application does not qualify as reason for appeal. Any appeal must be made within 21 days of the date of the original decision.

Further advice

If you need further advice or assistance with your application please contact the Student Funding Team at studentfunding@napier.ac.uk