

Research Postgraduate 2021/22

2021/22

Policy & Application Form

Please email the form and all documents to: studentfunding@napier.ac.uk

Please use your university email address. That way, your documents will be secure. We will not accept applications emailed from a private email address.

We will inform you of the outcome of your application to your university email address.

The best way to supply documents to us at this moment if they are paper based is to use an app like Microsoft Lens or Scannable, these will allow you to scan documents to your phone. Please ensure that all documents and the form are legible and complete, any missing documents may cause a delay or a rejection of your application

If you have a disability, health condition or learning difficulty and needs help completing this form please email studentfunding@napier.ac.uk



Research Postgraduate Fund Policy

Purpose

The Research Postgraduate fund is intended to help eligible students who are in financial difficulty. Awards can be made to assist students with general living costs, accommodation, essential course costs.

Application Process

- Applicants will be required to complete the application form attached and provide all relevant supporting documents. Incomplete applications will not be considered.
- Applicants will be required to answer a number of questions relating to personal and financial circumstances.
- Fully completed applications must be returned to the Student Funding Team by email

Outcome of Application

All applicants will be notified of the outcome of their application in writing by email to their Edinburgh Napier student email address

Please do not email or call before this date to inquire about applications
The Student Funding Manager's decision is final. There is no right to appeal.



Eligibility Guidance

Please read carefully before completing this form

- You are attending research postgraduate course of study
- You have explored all other options open to you, including the maximum overdraft available to you.
- You are able to demonstrate financial hardship.

Research Postgraduate Fund

Personal Details (PLEASE USE BLOCK CAPITALS)

Surname _____ Forename(s) _____

Date of Birth __ / __ / ____ Matriculation No: _____

No. of dependant children: _____ Ages of children: (1)____(2)____(3)____(4)____

Status: (circle as appropriate) Single/Married/Living with partner/Lone parent Address: _____

_____ Postcode: _____

Contact telephone no: _____

Course Details

Course title: _____

Year of study ___ of ___ (e.g. 2 of 4 = 2nd Year of a 4 year programme)



Your Monthly Budget

Monthly Income		Monthly Expenditure	
If you live with a partner or spouse you must include their monthly income		If you live with a partner or spouse you must include their monthly expenditure	
Student loan (monthly)	£	Rent or mortgage	£
Bursary/maintenance Grant	£	Food	£
Lone Parent Grant	£	Gas and/or electricity	£
Dependant(s) Grant	£	Telephone/mobile phone	£
Own salary/wage	£	Clothing & toiletries	£
Partner/Spouse's salary/wage	£	Insurance payments	£
Contribution from parents	£	Council tax	£
Housing benefit	£	Child support payments	£
Child benefit/tax credits/ Universal Credit	£	Formal childcare costs	£
Working tax credit/ Universal Credit	£	Books/course equipment	£
Social security benefits (please specify)	£	Social costs (include membership fees)	£
Contribution from a child's absent parent (if applicable)	£	Travel to university	£
Other income (please specify)	£	Credit cards (min payment(s) total)	£
		Store cards (min payment(s) total)	£
		Bank loan repayments	£
		Other loan repayments (total)	£
		Other costs (please specify)	£
Total MONTHLY income	£	Total MONTHLY expenditure	£

Personal details continued...

Overview of your bank account and credit/store cards

Name of bank	Current balance	Overdraft limit
1.	£	£
2.	£	£
3.	£	£
4.	£	£

If you do not have an overdraft facility, please explain here why not _____

Name of credit/store card/s	Current balance	Minimum monthly payment
1.	£	£
2.	£	£
3.	£	£
4.	£	£

Rent/mortgage Information

How much is your monthly rent/mortgage payment? £ _____

What date is your next payment due: _____

Have you any arrears? Yes/No

If so, how much do you owe? £ _____

How do you usual pay your rent/mortgage? (please circle as appropriate)

Direct debit/Cash/Cheque/Parents pay/Third party pays/Housing benefit

(how much £ _____)



Personal Statement

Selection of applicants for these funds is a competitive process. Please provide a personal statement of between 400 – 800 words to support your application. The information you provide will be used to make the final decision regarding funding. Your personal statement should outline why you are applying for this fund and the difference this funding will make to you in supporting your studies at Edinburgh Napier University. We will take into account any personal or family circumstances which might affect your ability to start or continue on your course – such as responsibility for the care of dependants, and/or any other personal circumstances.

This document **MUST** be submitted with your application.





Your Bank Account Details

Successful applicants will have their payment(s) paid directly into their bank account. The bank account MUST be in YOUR name. Failure to provide bank details accurately and legibly will result in a payment being delayed or lost. The University will NOT replace payments which are lost due to incorrect information being provided here. Please note that this information is kept securely and treated with the strictest confidence.

Name of Your Bank: _____

Branch Name: _____ Bank

Sort Code (6 digits): _____ Bank Account Number (8 digits): _____

Document Checklist

Please ensure photocopies (non-returnable) of the following are submitted with your application:

- Letter of award from SAAS/SFE/SFW/SFNI for the current academic year
- Bank statements for ALL accounts held showing transactions for 60 days to date of application for you and your partner. Internet printouts are acceptable (not screenshots).
- Evidence of accommodation costs e.g. tenancy agreement or mortgage agreement, if possible.
- Confirmation of childcare costs, this must be added to the childcare provider form
- Most recent Tax Credit Award letter/Universal Credit (All pages)
- Personal statement outlining your personal and financial circumstances. (This is extremely important to the Student Funding Team as without it we will not have a full picture of the extent of your financial problems.)
- Evidence of any maintenance or child support payments (paid to you or payable by you) – if relevant.

Proof of income from earnings for you and/or your spouse/partner e.g. a recent payslip – if relevant.

Your application may be rejected if you fail to provide all supporting documents.



Further Information

Completed application forms, including all relevant supporting documents should be emailed to: studentfunding@napier.ac.uk

Tel: 0131 455 2944

Customer Service

The Student Funding Office aims to provide a responsive and caring service. If you are unhappy with the service or have comments or suggestions for improvement of the service please email: studentfunding@napier.ac.uk.



Confidentiality

Using your personal information

- Personal information provided by you and others on your behalf in connection with this application will be processed by Edinburgh Napier University in accordance with the General Data Protection Regulation (EU) 2016/679 & Data Protection Act 2018 for the purposes of administering all aspects of this application and, if successful, any ongoing funding arrangements. A copy of the Universities Data Protection Privacy Notice is available at the following webpage: <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx>
- We may share your information internally and with third parties to enable us to process applications, make decisions, secure and administer funding, process payments, check/verify information, audit information and provide anonymised statistical analysis for management reporting.
- We will ask your consent before processing the information you have provided for any purposes other than those mentioned above, unless we are required to disclose information by law, e.g. for the purposes of preventing and detecting fraud.
- We will keep your information securely and will dispose of it in line with University Policies. For further information please see the University's Data Protection Code of Practice and Student Data Processing Notice.

Student's Declaration

Please read the following:

- I am currently a matriculated student of Edinburgh Napier University and am attending classes as part of my programme of study
- You will use the information I have provided to process my application for financial help
- You may check or verify information I have provided to: ensure that it is accurate, to produce statistics and to ensure that the award is administered in accordance with eligibility criteria set out by the Trustees
- I will be required to repay any monies I may receive where I have made a claim that did not contain all relevant information, was fraudulent, or where a payment has been made in error by the University.
- If I am found to have intentionally given misleading or inaccurate information, the University may take other action against me including demand of repayment of award or disciplinary proceedings.
- My application will not be considered if I have not fully completed the form correctly and legibly, including the bank details form, and/or I have not supplied copies of relevant supporting documents.
- I must inform the Student Funding Office promptly of any changes to my personal circumstances and any personal information provided.
- The decision of the awarding panel is final. Applicants have no right of appeal.

I declare that the information I have given on this form is correct and complete to the best of my knowledge and belief, and have read all sections of this application and agree and understand the above statements.

Applicant's Signature: _____

Date of Application: _____