Access Bursary for Students from England, Wales & Northern Ireland

2018/2019

Policy & Application Form

Deadline for receipt of applications:
1st July 2019

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

Purpose

The Access Bursary for students from England, Wales and Northern Ireland was introduced to help support eligible students who are from low income families who have a Residual Household Income (RHI*) of less than £42,601 and started their programme of study here at Edinburgh Napier University in or after September 2012 and have been assessed as having to pay the full rest of UK level of fees.

Application Process

- Applications should be made as soon as you matriculate
- The application form should be printed, completed and returned to the address given on the application form.
- Copies of supporting documents should be included.

Outcome of Application

The Student Funding Team will process this application and advise you of the outcome within 21 days. The outcome of your application will be advised by email to your University email account.

Payments are usually made in November and March of the academic year that you make a claim.

*RHI is decided in accordance with the Student Funding award made to you from your awarding body. Please refer to the tables on myNapier.
Eligibility Guidance

Please read carefully before completing this form

- Applicant must be a matriculated student of Edinburgh Napier University registered on a full-time undergraduate course and have been assessed by the University as being due to pay full Rest of UK (RUK) level of fees.
- You must not be repeating a year of study for any reason
- Applicants should have been assessed by the relevant to their UK country of residence as detailed below:
Access Bursary

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 = 2\textsuperscript{nd} Year of a 4 year programme)
Office use only

Student Status:  RUK12  RUK13  RUK14  RUK15  RUK16  RUK17:

Award/Denial  Higher level £2000 for 2018/19  Lower level £1000 for 2018/19

Comments:  ____________________________________________________________

________________________________________________________________________

Signed:  _______________________________  Date:  ___________________________

SFD:
Your Bank Account Details

Successful applicants will have their payment(s) paid directly into their student 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:

- Copy of all pages of your award letter detailing the breakdown of all elements of your award. ie tuition fees, maintenance grant, maintenance loan
Further Information

Completed application forms, including photocopies of all relevant supporting documents should be sealed into an envelope and handed in to any iPoint for forwarding by internal mail to:

Student Funding Team  
Edinburgh Napier University  
Sighthill Campus  
9 Sighthill Court  
Edinburgh  
EH11 4BN

Tel: 0131 455 3555

Or you can post your application by royal mail to the above address.

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: _______________________________________________________