Care Experienced Bursary
2018/2019
Policy & Application Form

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

Purpose

This Bursary is intended to help eligible students towards any study related costs, including general living costs, travel costs, books and course materials or field trips as appropriate.

Application Process

- Applications will be accepted throughout the academic year between September and June
- Applicants will be required to complete the application form attached and provide all relevant supporting documents
- Applicants will be required to provide a personal statement in support of their application

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) within 21 days of receipt of application.

The Student Funding Manager’s decision is final. There is no right to appeal.
Eligibility Guidance

Please read carefully before completing this form

- Applicants must be a currently matriculated student at Edinburgh Napier University
- Applicants must be a British national and resident in the UK
- Applicants must have been looked after in the UK care system e.g. in foster care or cared for by social workers, designated teachers, education welfare officers, family placement managers or other equivalent situations
- Applicants must be able to provide written evidence of having been in the UK care system
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:_________________________________  Postcode:_______________________________

Contact telephone no:__________________________

Course Details

Course title: _____________________________________________________________________________

Year of study __ of __ (e.g. 2 of 4 = 2nd Year of a 4 year programme)
Office use only

Current Status:  

Decision:  

Signed:  Date:  

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): _ _ _ _ _ _ _ _
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.
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: _________________________________________________________