The Clements Family Scholarship

2018/2019

Policy & Application Form

Deadline for receipt of applications:
Thursday 28th February 2019
12noon

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

Purpose
Established in 2016 to provide financial support to students who wish to study BA(Hons) Journalism at Edinburgh Napier University who face significant barriers to doing so.

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 the closing date of 28 February 2019

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 by 29 March 2019

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 an undergraduate student studying BA(Hons) Journalism within Edinburgh Napier University's school of Arts and Creative Industries.
- You are currently studying your first degree
- Preference will be given to students domiciled in Scotland.
- You are able to demonstrate financial hardship.
The Clements Family Scholarship

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)

Education Details

If you attended a Scottish college or other Scottish educational institution please state which one:

________________________________________________________________________

Date (month and year) when you last attended the above institution:

________________________
Office use only

Current Status:

Decision:

Signed: _______________________________ Date: ____________________
Your Monthly Budget

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

<table>
<thead>
<tr>
<th>Name of bank</th>
<th>Current balance</th>
<th>Overdraft limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>2.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>3.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>4.</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of credit/store card/s</th>
<th>Current balance</th>
<th>Minimum monthly payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>2.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>3.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>4.</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

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 usually pay your rent/mortgage? (please circle as appropriate)

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

(how much £ ______)
Childcare

You must complete this page if you have to use registered childcare to enable you to attend your course.

(If you have no children in registered childcare move on to complete the next section)

**Registered Childcare Cost Breakdown**

Please provide details of your childcare for ALL your children (formal, registered childcare only).

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Age</th>
<th>Type of childcare (e.g nursery, childminder etc.)</th>
<th>Total cost of registered childcare per MONTH for this child £</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Childcare notes:**

You MUST include photocopies of the award letters for your Student Loan/Bursary, Single Parent’s Allowance, Childcare Allowance for Parents and Working/Child Tax Credits if relevant.
Childcare Provider Form

<table>
<thead>
<tr>
<th>Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname: ____________________________ Matriculation No.____________</td>
</tr>
<tr>
<td>Forename(s): ____________________________</td>
</tr>
</tbody>
</table>

Please ask your childcare provider to complete the form below:

<table>
<thead>
<tr>
<th>Child Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Child(ren)</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

I confirm that I have agreed to provide childcare as shown in the table above: (on behalf of)

Signed: ____________________________________________ Date: _________________________

Print Name: ____________________________________________________________________________

Please note we may contact you to confirm these details, by signing above you agree to this. We will not ask for personal details of the child(ren) that you are caring for, only to confirm the amount to be paid by the parent.

Please provide contact details below.

Name of Childcare provider: ____________________________________________________________________________

Address: _________________________________________________________________________________________

___________________________________________________________________________________________________

____________ _____________________ Telephone Number: __________________

Email: _________________________________________________________________________________________

Care Commission Registration Number: _______________________________
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 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
Room 6.B.18
Edinburgh Napier University
Sighthill Campus
9 Sighthill Court
Edinburgh
EH11 4BN

Tel: 0131 455 3555

PLEASE DO NOT EMAIL APPLICATIONS

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.
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: ______________________________________________________