

APPLICATION

Please ensure that you have read the booklet thoroughly before completing this form.

You MUST complete the application in FULL and submit together with ALL evidence.

Failure to complete **ALL** sections and submit **ALL** evidence will result in a delay in your application being processed.

1. PERSONAL DETAILS

☐ Male ☐ Female Forename/s Surname

Title ☐ Married ☐ Divorced ☐ Single ☐ Widowed ☐ Separated ☐ Living with Partner

Age at 31/08/2025

Date of Birth

d	d	m	m	y	y	y	y
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Term Time Address

Telephone

County

Mobile

Postcode

Email

Nationality

Are you a British Citizen

☐ Yes

☐ No

Do you have any dependants? (If yes, please give the names, date of birth and ages of all dependants)

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What is your housing status?

☐ Halls of Residence

☐ Live with Parents

☐ Owner Occupier

☐ Rented Self Contained property

☐ Rented Shared House - number of tenants inc. yourself?

Do you run a vehicle? ☐ Yes

☐ No

If yes, please explain why you need to run a car

Please note: vehicle related costs must not be included under expenditure unless they are justified on the grounds of a disability or caring responsibilities

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2. DISABILITY / SPECIAL NEEDS

Do you have a disability or chronic medical condition?

☐ Yes☐ No

Have you applied for the Disabled Students' Allowance?

☐ Yes☐ No

Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA or for assistance towards the cost of a diagnostic test (e.g. dyslexia)?

☐ Yes☐ No

If Yes, please provide details

3. COURSE DETAILS

Please note: Your personal tutor will be contacted for a reference and your application will not be processed until one has been received.

Full Course Title & Course Code	Full-Time / Part-Time?	Which year of study is this? First, Second, Third?

Personal Tutor

4. FINANCIAL DETAILS

Bank Accounts – All accounts (including savings accounts) must be disclosed, statements provided for the last 3 months and annotated to explain transactions of £50.00 or more.

Bank Name	Agreed over-draft Limit	Account Balance (+ / -)	Date of account balance

Do you have any investments or other private income?

☐ Yes☐ No

If Yes, please provide details

4. FINANCIAL DETAILS CONTINUED

STUDENT INCOME

Figures should be for the whole academic year.

Income	Amount for the year (£)
Tuition Fee Loan	
Student Maintenance Loan	
Student Maintenance Grant	
Adult Dependant's Grant / Lone Parent Grant	
Child Care Grant	
Bursary	
Scholarship	
Company or Other Bursaries / Sponsorship	
Parents Learning Allowance	
Parental Contribution towards Living Costs	
Other Income i.e. Trusts, Career Development Loan, etc. (please specify)	
Sub Total 1	

Wages or Tax Rebate	
Disability Living Allowance	
Attendance Allowance	
Child Benefit	
Job Seekers Allowance (contribution based)	
Housing Benefit	
Child / Working Tax Credits	
Other Income i.e. Carer's Allowance, etc. (please specify)	
Sub Total 2	

PARTNER'S INCOME

Only include partner's income and expenditure if your student support was assessed on their income.

Income	
Partner's Net Earnings (Wages)	
Other Income	
Sub Total 3	

	Amount for the year (£)
OVERALL INCOME TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2 + SUB-TOTAL 3)	

4. FINANCIAL DETAILS CONTINUED

EXPENDITURE

STUDENT (and partner if applicable)

Expenditure	Amount (£) (year/month/week) please indicate
Food	
Housekeeping	
Toiletries	
Clothing	
Water Rates	
Gas	
Electricity	
Telephone (inc. Mobile Phones)	
Internet	
TV Licence	
Contents Insurance	
Leisure	
Sub Total 1	

Rent / Halls of Residence Fees / Mortgage	
Travel Costs (please provide a full breakdown on separate sheet)	
Course Material Costs i.e. trips, books, etc (please provide a full breakdown on separate sheet)	
Specialist Costs i.e. dedicated sports - uniform, equipment, membership fees, etc / additional costs not covered by DSA / etc. (please provide a full breakdown on separate sheet)	
Child Care Costs	
Medical Costs	
Credit Card / Loan Payment(s)	
Other Expenditure (please specify)	
Sub Total 2	

	Amount for the year (£)
OVERALL EXPENDITURE TOTAL (SUB-TOTAL 1 + SUB-TOTAL 2)	

5. SUPPORTING STATEMENT (Please use a separate sheet)

Please use this section as an opportunity to bring the panel's attention to any aspect of your application which you feel is particularly relevant, such as details of your family situation, changes in your personal circumstances, unexpected outgoings, etc. You must explain why your circumstances have created financial hardship.

It is essential you provide a detailed breakdown of what you require assistance including costs.

6. PAYMENT METHOD

For your convenience and a more secure and effective payment method, the college make financial awards by Bank Transfer (BACS). Please provide your Bank Details as follows:

Bank Name:

Sort Code

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Account Number

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7. DECLARATION

Data Protection Act 1998

Loughborough College is a data controller in terms of the 1998 legislation. The Access to Learning Fund Panel follows college policy in matters of data protection. The data requested in this form is covered by the notification provided by the college under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

The data will not be passed to any other third party without your consent, except when the college is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the administrator of the Access to Learning Fund Panel.

Confidentiality

Applications are seen only by the Panel and relevant Student Support staff. It may be necessary to verify information with other college staff in order for the Panel to reach a decision.

- I hereby declare that all the information supplied is complete, accurate and true to the best of my knowledge
- I understand that giving false information will disqualify my application
- I understand that the Access to Learning Fund Panel may make enquiries within the College to verify the information provided
- I confirm that I am in regular attendance

Signature Date

PLEASE SUBMIT YOUR APPLICATION TO: Access to Learning Fund Applications, Student Support

Applications and Evidence must be submitted in person

If you are unable to do so, please e-mail StudentFinance@loucoll.ac.uk or call 01509 215831 to discuss your situation further

8. DOCUMENT CHECKLIST

- ☐ Supporting Statement
- ☐ Up-to-date Bank Statements for ALL your bank accounts covering the last 3 months (Itemised and annotated to explain transactions of £50.00 or more) and a mini-statement to confirm current balance
- ☐ Student Finance England assessment letter for **2025/26** (showing your loan including your tuition fee loan and any Grant payments)
- ☐ Payments schedule letter from the Student Loans Company for **2025/26** (to show the maximum loan available has been taken out)
- ☐ Evidence of Rent / Mortgage / Contribution to rent if living in parental home i.e. Tenancy agreement, rent book, mortgage statement, letter from parents, etc.
- ☐ Evidence of any current Rent / Mortgage arrears
- ☐ Evidence of your earnings (either provide 3 latest wage slips or annotated on your bank statement)
- ☐ Evidence of ALL benefits received including Disabled Students Allowance (if applicable)
- ☐ Evidence of ALL additional income declared i.e. Scholarships / Grants / Bursaries / Partner's income / etc.
- ☐ List and receipts of Course Material Costs owed and/or paid
- ☐ List and receipts of Specialist Costs owed and/or paid i.e. Dedicated Sports - Uniform, Equipment, Membership Fees, etc. / Additional Costs not covered by DSA, etc.
- ☐ Additional Evidence in support of your application i.e. Bills (Electric, Gas, Water, Phone, etc), Outstanding Debts, Credit Card(s), Personal Loan(s), etc.

FOR STAFF USE ONLY

Application and Evidence checked:

Staff Initials:.....	Date:.....	<input type="checkbox"/> Returned to Student	<input type="checkbox"/> Pass to Panel
Staff Initials:.....	Date:.....	<input type="checkbox"/> Returned to Student	<input type="checkbox"/> Pass to Panel
Staff Initials:.....	Date:.....	<input type="checkbox"/> Returned to Student	<input type="checkbox"/> Pass to Panel

Date:.....

☐ Pass to Panel

Date:.....

☐ Pass to Panel

Date:.....

☐ Pass to Panel

ALLOCATION AWARDED

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