Find-a-Fund Application Form

Academic Year 2022/2023



Please submit completed copies of the Find-a-Fund application form to findafund@napier.ac.uk.

 Find-a-Fund Application Form

This Find-a-Fund Application Form is available to Edinburgh Napier University offer holders and will match applicants to the available funds they may be eligible for. **Current students should use their usual Edinburgh Napier University login details to access the** [**online
Find-a-Fund Application System**](https://napier.awardmanagement.co.uk/users/sign_in)**.**

The scholarships awarded through the Find-a-Fund Application Form include (but are not limited to):

* BEAR Scotland Scholarship
* Garrick Scholarship
* Robertson Trust Scholarship
* Witherby Publishing Scholarship

**Find-a-Fund Application Process**

You must fully complete the whole form and return it, along with the requested supporting documents, to findafund@napier.ac.uk.

If you have any questions regarding the application process, please do not hesitate to contact findafund@napier.ac.uk.

An outcome to your application will be provided via email.



 **Personal Details**

**Surname** **Forename(s)**

**Date of birth** \_ \_ / \_ \_ / \_ \_ \_ \_

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

**Status:** (delete as appropriate) Single/Married/Living with partner/Lone parent **Address:**

 **Postcode:**

**Email:**

**Have you been looked after in the UK care system?** (delete as appropriate) Yes/No

**Have you studied at university level before?** (delete as appropriate) Yes/No

**Have you attended a Scottish college before?** (delete as appropriate) Yes/No

**If yes to the above question, which Scottish college did you last attend?**

**Date when you last attended the above institution (month, year):** \_ \_ / \_ \_ \_ \_

**Course Details**

**Course title:**

**Level of course:** (delete as appropriate) Undergraduate/Postgraduate /PhD

**Are you entering directly into the 1st year of your course?** (delete as appropriate) Yes/No

**Expected start date (month, year):** \_ \_ / \_ \_ \_ \_

**Expected graduation date (month, year):** \_ \_ / \_ \_ \_ \_

**Expected course fee status:** (delete as appropriate) Scottish/Rest of UK/Overseas

**If you selected ‘Overseas’ to the above question, please confirm your home country or countries below:**

**How do you expect to fund your course fees? (**delete as appropriate)
Family Support / Other / SAAS / Self / Sponsorship / Student Finance England /
Student Finance Northern Ireland / Student Finance Wales

**If you selected ‘Other’ to the above question, please provide more detail below:**



# Your Predicted 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** | £ | **Rent/ Mortgage/ Dig Money** | £ |
| **Student Bursary/ Maintenance Grant** | £ | **Council Tax** | £ |
| **Working Tax Credit** | £ | **Buildings/ Contents Insurance** | £ |
| **Child Tax Credit** | £ | **Factor Fees** | £ |
| **Support From Parents/ Guardians** | £ | **Gas/ Electricity** | £ |
| **Universal Credit** | £ | **TV Licence** | £ |
| **Child Benefit** | £ | **Broadband/ TV Package/ Home Telephone** | £ |
| **Child Maintenance**  | £ | **Mobile Phone** | £ |
| **Own Employment Earnings** | £ | **Music/ TV/ Software Subscriptions** | £ |
| **Partner's Employment Earnings** | £ | **Life Insurance** | £ |
| **Other Income (please detail)** | £ | **Registered Childcare Costs** | £ |
|  | £ | **Child Support Payments** | £ |
|  | £ | **Tuition Fees** | £ |
|  | £ | **Credit/ Store Cards (minimum payment)** | £ |
|  | £ | **Bank/ Car Loan Payments** | £ |
|  | £ | **Food/ Groceries/Housekeeping** | £ |
|  | £ | **Clothing/ Toiletries** | £ |
|  | £ | **Laundry** | £ |
|  | £ | **Course Books/ Equipment/Material** | £ |
|  | £ | **Social Costs** | £ |
|  | £ | **Petrol** | £ |
|  | £ | **Public Transport** | £ |
|  | £ | **Vehicle Insurance** | £ |
|  | £ | **Vehicle Tax** | £ |
|  | £ | **Other Expenditures (please detail)** | £ |
|  | £ |  | £ |
|  | £ |  | £ |
| **Total MONTHLY income** | **£** | **Total MONTHLY****expenditure** | **£** |

**Your Bank Accounts and Credit/Store Cards**

### **Please use the table below to provide an overview of ALL your existing bank accounts.**

|  |  |  |
| --- | --- | --- |
| **Name of bank** | **Current balance** | **Overdraft limit** |
| 1. | £ | £ |
| 2. | £ | £ |
| 3. | £ | £ |
| 4. | £ | £ |
| 5. | £ | £ |

### **Please use the table below to provide an overview of ALL your existing credit/store cards.**

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

# 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 the Personal Statement**)

### **Registered Childcare Cost Breakdown**

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

|  |  |  |
| --- | --- | --- |
| **Child’s name** | **Age** | **Type of childcare (e.g nursery, childminder etc.)** |
| **Total cost of registered childcare per MONTH for this child £** |

|  |  |  |
| --- | --- | --- |
| **Child’s name** | **Age** | **Type of childcare (e.g nursery, childminder etc.)** |
| **Total cost of registered childcare per MONTH for this child £** |

|  |  |  |
| --- | --- | --- |
| **Child’s name** | **Age** | **Type of childcare (e.g nursery, childminder etc.)** |
| **Total cost of registered childcare per MONTH for this child £** |

|  |  |  |
| --- | --- | --- |
| **Child’s name** | **Age** | **Type of childcare (e.g nursery, childminder etc.)** |
| **Total cost of registered childcare per MONTH for this child £** |

# Childcare Provider Form

**Student Details**

**Surname:**

**Forename(s):**

Please ask your childcare provider to complete the form below

**Child Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Child(ren)** | **No. of sessions/ hours per week** | **Weekly cost** | **No. of weeks required** | **Total for year** |
|  |  | £ |  | £ |
|  |  | £ |  | £ |
|  |  | £ |  | £ |
|  |  | £ |  | £ |

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 detail, 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 approximately 750 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 study – such as responsibility for the care of dependants, and/or any other personal circumstances.

|  |
| --- |
|  |

# Supporting Document Checklist

Please ensure copies of the following are submitted with your application:

* Bank statements for ALL accounts held showing transactions for 31 days to date for you and your partner.
* Copy of your most recent student loan award letter (e.g. SAAS, Student Finance England) or proof of sponsorship. This can be submitted retrospectively if not yet available.
* Evidence of accommodation costs (e.g. tenancy agreement or mortgage statement). This can be submitted retrospectively if you are still to finalise your term time accommodation.
* Proof of income from earnings for you and/or your spouse/partner (e.g. a recent payslip) – if relevant.
* Most recent Universal Credit or Tax Credit Award Letter – if relevant.
* Evidence of any maintenance or child support payments (paid to you or payable by you) – if relevant.

# 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.

# Applicant Declaration

Please read the following:

* I currently hold an offer of study from Edinburgh Napier University.
* 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 of the available funding.
* 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 findafund@napier.ac.uk 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:**