



University of London Institute in Paris

Access to Learning Fund Guidance Notes 2008/09

Application Deadlines

Applications should normally be submitted at least **4 weeks** before the end of your academic year but if you are a continuing student and have exceptional circumstances, you can apply until **1 August 2009**.

Documentation

It is important that you send supporting documentation with your application form. Student and Academic Services cannot usually accept original documents and you are therefore asked to supply legible photocopies. In certain circumstances we may contact you separately and ask for the relevant original documents. Applications that do not have supporting documents are **incomplete** and **cannot be processed**. We will return these forms to you, which will delay your application.

How to complete the application form

Answer all questions on the application form by **printing clearly in black ink** or by ticking the appropriate boxes. If you need help to complete the form please make an appointment to see the Administrative Officer or Secretary either by calling in person at the Student and Academic Services or by phoning 01 44 11 73 83 / 76.

Part 1: Personal Details

Complete all sections.

Age – as at 1st September 2008.

Address – please put the address (include the postcode) that is to be used for correspondence. **We will write to this address to let you know the outcome of your application.**

Telephone Number – please include the area code and include your mobile phone number if you have one.

Part 2: Course Details

Complete all sections.

Part 3: For part-time undergraduate students applying to the Additional fee Support Scheme (AFSS)

Complete if relevant.

Part 4 : Personal Status / Accommodation details

Complete all sections.

Part 5: Dependants

Give details of any children and/or adults who are financially dependent upon you.

Part 6: Disability/Special medical needs

Complete this section if relevant.

Part 7: Income/Expenditure

Complete both income and expenditure sections.

It is important that you fill in these sections as accurately as possible. Please state whether these figures are weekly, monthly or annual. Only put in a total amount if **all** figures are either weekly or monthly or annual.

Please estimate costs of essential items for which you are unable to make payments because of insufficient income.

Part 7A: Student's income

Please make sure that you include your income from **all** sources.

Maintenance Loan

Please put in the full amount of loan you are eligible to receive – you can check this on your final notification letter from Student Finance Direct.

You must have taken out the full amount of loan you are eligible for before receiving help from the Access to Learning Fund.

If your parents have refused to complete a financial assessment form and you are therefore only able to take out the non means-tested element of the loan, this does not make you ineligible for the Fund but we may need further information.

Part 8: Expenditure

Please include all expenditure that you (and your partner/children) have and state whether weekly, monthly or annual. When considering your application a set figure will be used for certain elements of your expenditure, this is known as composite living costs and the amount designated will depend on your circumstances.

Part 9: Supporting statement

Please detail as much as possible.

Part 10: Bank / Building Society Details

Complete all sections.

Part 11: Declaration

Please tick all the relevant boxes that apply to your circumstances and remember to sign and date your application form at the top of page 7.

Student Checklist

On page 8 of the form is a list of documents you will need to submit with your completed application form. If any evidence is missing we cannot assess your application. In addition to this, you may need to send in further photocopies of documents specific to your situation. For example, if you have to travel back to your parental home to care for an ill relative, you could supply evidence of travel tickets. If you have any questions on what documents you need to produce please contact:

Student and Academic Services 01 44 11 73 83 / 76