



**UNIVERSITY *of*  
WORCESTER**

Student Services

# Access to Learning Fund

## CHANGE OF CIRCUMSTANCES

### APPLICATION FORM

## 2024-25

**You should only complete this form if you have already received an award from the Access to Learning Fund this academic year but have experienced a change of circumstances which you feel may warrant a further award**

**Completed application forms and copies of all the supporting evidence should be emailed to: [moneyadvice@worc.ac.uk](mailto:moneyadvice@worc.ac.uk)**

**PAPER COPIES WILL NOT BE ACCEPTED**

**You may book an appointment with a University Money Adviser to discuss your finances or to receive help in completing the form. Appointments can be booked via firstpoint on 01905 542551 or by emailing them at: [firstpoint@worc.ac.uk](mailto:firstpoint@worc.ac.uk)**

# Frequently Asked Questions

## **Q. How long will it take to process my application?**

A. Applications will take up to 4 working weeks to process, from the date that the application is received correctly completed and with all necessary evidence/information.

## **Q. What if my situation is urgent?**

A. If your situation is urgent you can get further advice from firstpoint but you should not delay submitting this application.

## **Q. What evidence should I supply with my application?**

A. You must provide all appropriate evidence as detailed on page 6 of the form, translated into English where appropriate.

## **Q. How will I know if my application has been successful?**

A. You will receive a letter, sent to your University email address, normally within 4 weeks of submitting the application with all the supporting evidence. Staff are unable to comment on the progress of an application within the first 4 weeks after it's receipt.

## **Q. What change in circumstances would mean I would get a further award from the Access to Learning Fund?**

A. It would need to be a significant change in circumstances which has occurred after your first award from the fund. For example:

- A new unexpected cost such as essential car repairs, replacement of essential household goods, unexpected bill etc.
- Loss of income – for example due to redundancy, reduction in working hours, illness, change to Welfare Benefits or a change to your student income.
- Financial pressure caused by relationship breakdown
- Increase in costs due to change in your studies, for example increased placement travel costs or increased childcare costs.

You should tell us as much as possible about your change in circumstances and be clear about the affect it has had on your circumstances and your studies.

**Section 1: About you** (to be completed by all applicants)

Surname

First Name

UW Student Number

Title (Mrs,Ms,Mr,etc)

Date of Birth

Age (on 1<sup>st</sup> Sept 2024)

Term-time Address

Home Address (if different from term-time)

Mobile Phone No.

UW Email

@uni.worc.ac.uk

**Section 2: About your course** (to be completed by all applicants)

Course title

Length of Course

Years

Date Course Started

**Section 3: Your Change of Circumstances**

Please tell us how your circumstances have changed since your previous award from the Access to Learning Fund this academic year. You should tell us the financial impact that this has had on you and how it has or will affect your studies.

You will need to provide evidence of these change in circumstances (see page 6).



## Section 4 – Bank / Building Society details

### IMPORTANT

- If you are awarded money from the Access to Learning Fund, the award will be paid into your bank / building society account detailed on SOLE.
- Before submitting your application, please check and ensure that your bank account details are correct on SOLE, and up-date if necessary.
- Please note, funds can only be paid into a UK bank / building society account.

Please complete:

I have checked my bank account details on SOLE and confirm that this is the account where I wish any monies awarded to me paid.

Signature (type full name)

Date

## Section 5: Evidence Checklist

- Use the checklist below to record the evidence you have supplied.
- You must submit any relevant paperwork as listed below in order for your application to be considered.
- Applicants are responsible for submitting supporting documentation in English. Translations must be completed by a verified source.

### You must provide:

Last 3 months itemised Bank/Building Society statements up to current date for all your household accounts

### Plus - evidence of your change in circumstances as applicable:

Loss of income e.g. redundancy notice, last 3 wage slips showing drop in income, new benefits award letter

Change in student income – New Student Finance Award letter showing change in award

Unexpected cost – Invoice/bill/receipts in your or your partners name

Relationship breakdown – New award letters for benefits such as Tax Credits etc.

Change in childcare costs – copies of invoices or confirmation of new costs from childcare provider

Other – Please tell us what you have supplied and what this is evidence for:

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# IMPORTANT

Your consent is needed (by ticking the check box below) so your personal information can be processed in accordance with the purpose identified on this data collection form. For further information see the “University of Worcester Money Advice Privacy Notice” below.

## IMPORTANT – PLEASE READ:

### University of Worcester Money Advice Privacy Notice

We are requesting this information from you in order to process your application for help from the Access to Learning Fund. We may also use the anonymised statistics to produce reports on the Fund and identify student need.

Applications are only seen by staff involved in the assessment and authorisation of applications. The University’s Finance Office staff see student names, numbers and bank details to enable them to make payments and it may sometimes be necessary to seek information from other University Departments such as Registry Records using your name and student number.

Please note that the University of Worcester is the Data Controller and details of how we process and retain your data including how long we retain it, and your rights are detailed on:

<https://www.worcester.ac.uk/informationassurance/student-privacy-notice.html>

The processing of this data is dependent upon your explicit consent (*Article 9(2)(a)*).

Please complete:

**I consent to my personal information being processed in accordance with the purpose identified on this data collection form.**

## Section 6 – Declaration

You **must sign** the declaration in order for the application to be valid.

By signing you are confirming that:

1. You are a student at the University of Worcester and pay tuition fees directly to the University of Worcester.
2. You understand that giving false information or misleading through the omission of information may lead to rejection of your application and / or steps being taken to recover any payment made to you.
3. You declare that the information that you have given on this form is correct and complete to the best of your knowledge.

Your signature:  
(type your full  
name)

Date: