

Privacy Notice for Student Financial Aid (Nursing & Midwifery Discretionary Fund)

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to applications for student financial aid. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it

We are collecting your basic personal data such as email address/contact details and, where relevant, limited special categories data (such as financial data and documentary evidence of your income and expenditure) in order to assess your eligibility for financial aid. We will only collect data that we need in order to provide and oversee this service to you.

In addition, you may choose to include special categories data in the Applicant's Statement section of your application form to explain your request for financial aid. Special categories data is defined as:

- *Racial or ethnic origin*
- *Political opinions*
- *Religious or philosophical beliefs*
- *Trade union membership*
- *Genetic data, biometric data for the purpose of uniquely identifying an individual*
- *Health data*
- *Sex life or sexual orientation*

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis for processing the personal data contained in your application is contract. The legal basis for processing special categories data included in your application form is explicit consent.

In addition the legal basis for sharing your data with SAAS for fraud investigations and for the annual audit will be public task/official authority.

What we do with it and who we share it with

- *All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. We may also contact the providers of the documentary evidence that you submit with your application in order to verify the content or authenticity of these documents.*
- *Information included in the application may be used to identify you for additional financial support offered via various charitable trusts which the*

Financial Aid team administers. Therefore your personal data may be shared with external charitable trusts if you are given an additional award.

- *Information on your application and any subsequent award from the funds may be shared with Student Awards Agency Scotland (SAAS), who distribute the funds to Universities each year. This includes external auditors, who will examine a sample of applications each year to comply with SAAS guidelines.*

How long do we keep it for

*Your data will be retained by the University for **3 years**. After this time, data will be securely deleted.*

What are your rights?*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.]

If you wish to exercise any of these rights, please contact dp@qja.ac.uk

*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>

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I give my explicit consent for the University to process any special categories data that I include in my application form.

I have read and understand how my personal data will be used.

Signed:

.....

Date:

.....



PLEASE ENSURE THAT YOU ANSWER ALL QUESTIONS FULLY AND CORRECTLY AND ATTACH ALL RELEVANT DOCUMENTARY EVIDENCE

NAME:

GUID:

Are you applying for: Discretionary Childcare/Children Both

A. ELIGIBILITY

1. What is your fees status? (tick relevant box) Home/RUK International EU

2. Have you provided the NHS with details of your household income details? (if applicable) YES NO

If NO if this because:

You do not want to take more than the minimum bursary available to you YES NO

You are not eligible for more than the minimum because of household income YES NO

Other reason (please state)

3. Do you stay in the parental home during term-time? YES NO

4. If you stay in rented/leased accommodation, is your landlord related to you? YES NO

If YES, please state relationship

If you have answered yes to questions 3 or 4 above you are not eligible to apply for assistance with accommodation costs (you may be eligible for assistance under another category. Please see guidance notes.

5. Are you applying to the fund for: Short term assistance Long term assistance

You would apply for short term assistance if your financial difficulty is temporary; perhaps not demonstrating regular financial shortfall in Section G, but requiring help with one/two months only. For example: financial difficulty due to reduction/loss of earnings, unable to budget for unexpected expense.

You would apply for long term assistance if you have a financial plan and you know you have a monthly shortfall throughout the academic year. For example: unable to secure enough income to cover high registered childcare, rent/mortgage costs.

6. Are you a **Student Carer** who is currently experiencing financial difficulty due to caring for a family member. YES NO

If yes please clarify **your** additional costs on your personal statement.

B. PERSONAL AND COURSE OF STUDY DETAILS

1. Student Number Age at 11.09.2018 Date of birth...../...../.....

2. Surname First Name

3. Term Time Address

.....

Postcode Telephone

4. Type of Accommodation:-

University Hall of Residence/Student House	<input type="checkbox"/>	University sub-leased flat	<input type="checkbox"/>
Private Rented/Leased Accommodation	<input type="checkbox"/>	Homeowner (ie mortgage)	<input type="checkbox"/>
Living in Parental/Guardian's Home	<input type="checkbox"/>	Rented from Council/ Housing Association	<input type="checkbox"/>

Other (please give details)

4a. Do you receive Housing Benefit YES NO

5. Male Female

6. Marital Status: Single / Widowed /Divorced / Separated / Married / Civil Partnership/ Living with partner
(Circle as appropriate)

7. Is your partner/ex-partner currently studying at Glasgow University? *YES/NO

*If yes please give his/her full name and GUID number

8. Tick as applicable Full time Student Part time student

 Thesis Pending student *Exams/Dissertation only

***Exams and dissertation only students are not eligible to apply to this fund**

9. a) Degree for which you are registered eg (MA, PhD)

 b) College (eg Arts, Social Science)

10. a) Year of study (eg 1st, 2nd) b) When do you expect to graduate (eg July 2019)

C. APPLICANTS STATEMENT

Please complete the **relevant** section below supporting your reason for applying to the fund. This section is mandatory and must be completed by all students.

SHORT TERM ASSISTANCE:

*Statement to include: reason for short term hardship/period assistance required/amount of shortfall in specified period.

LONG TERM ASSISTANCE:

*Statement to include: reason for long term hardship/how you have been managing your financial shortfall E.g. credit card, overdraft (clearly demonstrated in sections E/F/ G)

The University reserves the right to check all information and documentation supplied with application forms. The information provided on forms, and all documentary evidence, will be thoroughly checked and investigated by the University for auditing purposes. Any application found to be made on a fraudulent basis will be referred to the Senate Assessors for discipline

D.DECLARATION

I will inform Financial Aid Staff immediately of any change of circumstances affecting this application and undertake to collect any award made to me within 4 weeks of notification. I confirm that I have provided a truthful account of my situation and have provided evidence of ALL bank accounts held by me. (I understand that if I fail to comply, the University reserves the right to cancel any award made to me).

X Signed..... Date..... **X**

E. OUTSTANDING DEBTS Please provide evidence where possible of outstanding debt.	Total Outstanding Amount £	Monthly Repayment £
Bank Overdraft		
Credit Cards		
Personal Loans (not SLC Loan)		
OTHER (please give details)		
OTHER (please give details)		
OTHER (please give details)		
TOTAL Please ensure you include your actual debt repayments (not the amount you would like to pay) on your monthly expenditure on page 5, Section G		

F. *SAVINGS AVAILABLE AT START OF TERM (please specify each individual account name and provide evidence)	TOTAL VALUE £ (this should be the amount you had at start of term)	AMOUNT AVAILABLE AT THE TIME OF SUBMITTING APPLICATION £
Account:		
Account:		

***Please note you should only submit your application for assistance when your savings have been used, you will also need to demonstrate how you have used your savings ie please provide bank statements to show savings expenditure and include explanation in applicant statement Section C.**

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WEEKLY EXPENDITURE

RENT/ MORTGAGE	£
REGISTERED CHILDCARE	£
OTHER COSTS	£
TOTAL WEEKLY	£

CATEGORIES	Weeks Assistance:
MATURE	
LPCG	
No. of Children for Registered Childcare	
CHILDREN	
BOOKS ug part time	
TRAVEL ug part time	
SPECIAL NEEDS	
ADDITIONAL	
OTHER (specify)	

THERE IS AN ONLINE OPTION AVAILABLE FOR INCOME AND EXPENDITURE WHICH YOU CAN COMPLETE, PRINT AND SUBMIT IN PLACE OF BELOW

www.gla.ac.uk/services/registry/finance/funds/

G. MONTHLY INCOME & EXPENDITURE (from all sources for 2018/19)			
INCOME	£	EXPENDITURE	£
NHS Bursary		Monthly Rent	
NHS Dependants' Allowance		MORTGAGE (including Endowment, PEP or ISA if applicable) *	
SAAS Grant		Council Tax	
SFE/SFW/SFNI Maintenance Grant		Food (including toiletries & non food groceries) (based on average £200 per month single person plus £100 per additional household member. **	200pp
Care Leavers Grant		Gas and Electricity	
Stipend		Mobile Phone(s) Please specify how many phones	
Parental/Family Contribution		Home Telephone/Internet/TV packages	
Earnings (net amount)		Total Monthly Debt Repayments (as per section E on page 4)	
Partner's Earnings (net amount)		Petrol Costs	
Child Maintenance		Travel Costs	
Child Benefit		Insurance	
Child Tax Credits		Book/Printing/Stationary Costs	30
Working Tax Credits (Childcare Element)		Personal Costs for Socialising/Clothes/Clubs etc	150pp
Working Tax Credit		Compulsory Field Trips/Electives/EMS (documentary evidence required of costs)	
University Funding (Scholarships, Bursaries etc.)		Registered Childcare Costs	
Other (please specify)		Other (please specify)	
Other (please specify)		Other (please specify)	
Other (please specify)		Other (please specify)	
Other (please specify)		Other (please specify)	
TOTAL MONTHLY INCOME	£	TOTAL MONTHLY EXPENDITURE	£

*Mortgage evidence required; an amount on a bank statement is not acceptable.

** This also includes costs for take out food, restaurants etc.

If food costs are higher please provide an explanation on your statement and documentary evidence of these costs.

Please deduct Expenditure from Income to show shortfall amount	£
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CHECKLIST

Please tick where applicable that you have enclosed the relevant documentary evidence for your application to be processed. **PHOTOCOPIES ONLY** originals will not be returned.
All documentation should be relevant to the current academic year.

PROOF OF INCOME

- SAAS Award Notice 2018/19 (both sides)
- SLC Payment Schedule Letter 2018/19
- Award Notification Letter from Student Finance England/Wales/N.I. (full document) 2018/19
- Most recent salary slip of you/partners earnings/benefit
- Tax Credit award Notification 2018/19 all pages
- Housing benefit statement

EVIDENCE OF RENT /MORTGAGE COST

- Rent/Mortgage Costs (amount on bank statement Not sufficient) lease or annual statement required. Document should include your name, property address Dates of agreement, weekly/monthly costs

CHILDCARE/CHILDREN

- Birth certificate(s) of Dependant Children (children for whom you are still in receipt of child benefit)
- Evidence of Registered childcare costs. This should take the form of a recent letter (letter must be dated no earlier than the start of term) from your childcare provider on headed paper and contain the following information: (copies and emails are not acceptable)
 1. Local Authority Registration Number (if formal/registered childcare)
 2. Name of your child/children
 3. Overall Weekly Amount
 4. Date of Childcare Provision (ie: Sept 2018 to May 2019).
 5. Must be signed by the manager of the childcare organisation

OTHER

- Two months **most recent** bank statements for **ALL** accounts held in your name
- Evidence of books and travel costs for UG part time students only, must include a receipt showing at least one book purchased and a copy of your book list showing books required for your programme. (must be studying 60credits or more)
- Letter detailing weekly/monthly costs incurred by a Disability/special needs (if applicable)
- Evidence of Debt/Savings

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Failure to provide all required documentary evidence will result in your application form being returned to you.