

## **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@gla.ac.uk](mailto:dp@gla.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](mailto: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 SAAS/SFE/SFNI/SFW with details of your parents'/partner's income? (if applicable) YES [ ] NO [ ]

If you have answered NO, is this because:

You do not want to take more than the minimum loan 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. Please select only ONE of the following: Short Term Assistance [ ] Long Term Assistance [ ]

Choose Short Term Assistance if your financial difficulty is temporary; perhaps not demonstrating regular monthly financial shortfall but requiring help with one/two months only. For example: financial difficulty due to reduction/loss of earnings, unable to budget for unexpected expense.

Choose Long Term Assistance if you have a financial plan in place but 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 etc.

If you are unsure what type of assistance you require please get in touch with the Financial Aid Team.

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 10.09.2018 ..... Date of birth ...../...../.....

2. Surname ..... First Name(s) .....

3. Term Time Address .....

.....

Postcode ..... Telephone .....

4. Type of Accommodation:-

University Hall of Residence/Student House  University sub-leased flat

Private Rented/Leased Accommodation  Homeowner (i.e. mortgage)

Living in Parental/Guardian's Home  Rented from Council/  
Housing Association

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. Number of financially dependent children you have (for whom you still receive child benefit for)

Age of each financially dependent child (list) .....

8. Is your partner/ex-partner currently studying at the University of Glasgow? \*YES/NO

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

9. 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**

10. a) Degree for which you are registered e.g. MA, PhD .....

b) College e.g. Arts, Social Sciences .....

11. a) Year of study e.g. 1<sup>st</sup>, 2<sup>nd</sup> ..... b) When do you expect to graduate e.g. July 2019 .....

**C. APPLICANTS STATEMENT**

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

**SHORT TERM ASSISTANCE:**

- 1. **What period do you require assistance with?** .....  
e.g. 1<sup>st</sup> to 31<sup>st</sup> October 2018
- 2. **Specify the amount of shortfall in specified period above £**.....  
(please note the fund may not cover your full shortfall amount)
- 3. **Explain reason for your short term hardship:**

**LONG TERM ASSISTANCE:**

**1.Explain reasons for long term hardship:**

**2.Explain how you have been managing your financial shortfall e.g. credit card, overdraft, loans**

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 have been made on a fraudulent basis will be referred to 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**

**\*THERE IS AN ONLINE INCOME AND EXPENDITURE CALCULATOR WHICH YOU CAN COMPLETE, PRINT AND SUBMIT IN PLACE OF THE SECTION BELOW\***

[www.gla.ac.uk/services/registry/finance/funds/](http://www.gla.ac.uk/services/registry/finance/funds/)

**E. MONTHLY INCOME & EXPENDITURE (from all sources for 2018/19)**

Divide your student loan income by 9 months for UG (unless your academic year is longer), 12 months for PG & 10 months for PGDE. If you are unsure please check here for the published term dates <https://www.gla.ac.uk/myglasgow/senateoffice/sessiondates/>

INCOME	£	EXPENDITURE	£
SLC Student Loan/Grant		Monthly Rent/Mortgage ( <b>including Endowment, PEP or ISA if applicable</b> )	
SAAS Grant for Young /Independent/Dependent Persons/Care Leavers Grant		Council Tax	
SAAS Lone Parent Grant		Food ( <b>including toiletries &amp; non-food groceries</b> ). Based on average <b>£200</b> per month per single person plus <b>£100</b> per additional household member.	<b>£200pp</b>
Parental/Family Contribution		Gas and Electricity ( <b>if you have a pre-paid meter please provide one week's receipts</b> )	
Stipend		Mobile Phone(s) Please specify how many phones .....	
Earnings ( <b>net amount</b> )		Home Telephone/Internet/TV packages	
Partner's Earnings ( <b>net amount</b> )		Petrol/Travel Costs ( <b>please specify</b> )	
Universal Credits/Tax credits ( <b>including working tax &amp; childcare</b> )		Total Monthly Debt Repayments ( <b>as per section F on page 7</b> )	
Child Benefit		Book/Printing/Stationery/Compulsory course related costs ( <b>please specify</b> )	
Child Maintenance		Personal Costs, incl Socialising/Clothes/ Clubs/Gym/Netflix/ Xmas/ Birthdays etc.	<b>£150pp</b>
Talent Scholarships		Insurance	
RUK Access Bursary		Compulsory Field Trips/Electives/EMS ( <b>documentary evidence of cost required</b> )	
Other University Funding ( <b>please specify</b> )		Registered Childcare Costs	
Other ( <b>please specify</b> )		*Other ( <b>please specify</b> )	
<b>TOTAL MONTHLY INCOME</b> Please highlight all income on your bank statements.	£	<b>TOTAL MONTHLY EXPENDITURE</b> Please highlight all expenditure on your bank statements.	£
<b>Deduct total expenditure from total income to show shortfall amount. If you do not calculate a shortfall, check that all expenditure is included. Speak to the Financial Aid Team if in doubt.</b>			£
<i>*If you have any large one-off costs e.g. flat deposit, divide cost by number of months in your academic year and add this as expenditure in the "Other" category. Please specify what the amount is for.</i>			

<b>F. OUTSTANDING DEBTS</b> Please provide documentary evidence of <u>all</u> outstanding debt.	<b>Total balance outstanding</b> £	<b>Amount you pay monthly</b> £	<b>Minimum monthly repayment</b> £
Bank Overdraft			
Personal Loans (not SLC Loan)			
Rent/Mortgage Arrears			
Car Finance/Loan(s)			
Catalogue			
Credit Card(s) please list each card separately			
OTHER (please give details)			
OTHER (please give details)			
OTHER (please give details)			
OTHER (please give details)			
OTHER (please give details)			
OTHER (please give details)			
<b>TOTAL</b>			

<b>G. *SAVINGS AVAILABLE AT START OF TERM</b> (please specify each individual account name and provide evidence) Please note that your student loan does not count as savings.	<b>TOTAL AMOUNT</b> (this should be the amount you had at start of term)	<b>AMOUNT AVAILABLE AT THE TIME OF SUBMITTING APPLICATION</b>
Account:	£	£
Account:	£	£

**\*Please note you should only submit your application for assistance when your savings have been used. Please clarify below how you have used your savings and provide documentary evidence to support this i.e. receipts for purchase(s) and your bank statement(s) to show savings being used.**

## **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). Please log in to your SAAS account and download a copy of this letter.
- SLC Payment Schedule Letter 2018/19. If you cannot locate the original you can request a duplicate by contacting SLC on 0845 026 2019 or [www.slc.co.uk](http://www.slc.co.uk)
- Award Notification Letter from Student Finance England/Wales/N.I. (full document) 2018/19. Make sure to include the payment schedule for the loan/grant. If you cannot locate the original you download a copy from your student finance account.
- Most recent monthly payslip of you/partners earnings/benefit. If you are paid weekly please provide consecutive payslips covering income earned over one month. If your employment has ceased during the academic year please submit a copy of your P45.
- Universal/Tax Credit Award Notification 2018/19 (all pages). We can accept the annual review statement as long as the amounts showing on the form matches the values showing on your bank statement.
- Housing benefit statement

### **EVIDENCE OF RENT /MORTGAGE COST**

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

### **CHILDCARE/CHILDREN**

- Birth certificate(s) of Dependent Children (children for whom you are still in receipt of child benefit)
- Evidence of Registered Childcare costs. Please download the Childcare Proforma for completion by your childcare provider and include along with the application. <https://www.gla.ac.uk/myglasgow/registry/finance/funds/#/discretionary&childcarefunds>  
**Applications cannot be accepted without this fully completed proforma.**

### **BANK STATEMENTS**

- Two months **most recent** bank statements for **all accounts** held by you and your partner.

**Please highlight and itemise ALL income and expenditure listed on page 6 of this application on your bank statement(s).**

### **DEBT/SAVINGS**

- Evidence of debt, you must provide the most recent statement(s) for all debt listed on page 7 of this application. For credit cards, please provide the most recent full statement including transactions page. **Please also highlight your repayments on your bank statement.**
- Evidence of Savings – Please provide evidence of your savings at the start of term and evidence of your savings being used. (please note your first student loan instalment does not count as savings)

### **OTHER**

- 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). Evidence of travel costs is also required ie: bus/train ticket for one return journey.
- Letter detailing weekly/monthly costs incurred by a Disability/special needs (if applicable)



**Please ensure you have included all required documentary evidence. Failure to do so will delay your application.**

**Additional information: please read carefully.**

1. Ensure you have read through the guidance notes on pages 1 & 2 of the application form. Further information can be found at <https://www.gla.ac.uk/myglasgow/registry/finance/funds/>
2. The application form should be completed in pen and the information you have provided should be clear.
3. The income and expenditure you have added on page 6 should be highlighted clearly on your bank statement(s) and match the amounts you have added to your form.
4. We cannot process applications for assistance with registered childcare costs unless you have provided a completed childcare proforma, which must be completed by your childcare provider only.

The proforma must be officially stamped or if no stamp is available a covering letter must be provided. See the financial aid webpages for a copy of the proforma.

<https://www.gla.ac.uk/myglasgow/registry/finance/funds/#/discretionary&childcarefunds>

5. If there are any irregular, one off or large payments on your bank statement(s) that have occurred during the academic year, these should be added as an expenditure on page 6 of the form. Please see the example on the bottom of page 6 on how to calculate.  
Documentary evidence should be provided where possible.
6. Before applying to the fund you should make reasonable adjustments to your expenditure before submitting an application form e.g. if you have booked a holiday, would like to take driving lessons or want help to pay debt a Discretionary & Childcare fund application is not appropriate. The fund is not able to provide assistance to students who have made poor lifestyle choices. Students who are able to go on holiday etc. would not be considered to be in financial hardship.
7. Where students have additional weeks in their degree programme due to compulsory field trips/electives, the fund cannot provide financial assistance directly for these costs however we will take into consideration additional weeks for your programme of study during the academic year. Any financial assistance provided will not cover field trip/elective costs but may cover extra weeks rent or loss of income.
8. Application forms that are received from March 2019 onwards until the fund closes will only be considered for short term financial support. If you feel that your situation requires longer term support, please speak to a member of the Financial Aid Team before you submit your application.  
Email [reg.finaid@admin.gla.ac.uk](mailto:reg.finaid@admin.gla.ac.uk) or drop in Monday to Friday, 10am – 4pm. We are located on Level 2 of the Fraser Building.

**FOR OFFICE USE ONLY**

**ANNUAL INCOME**

<b>STUDENT</b>	<b>PARTNER</b>
£	£

**WEEKLY EXPENDITURE**

<b>RENT/MORTGAGE</b>	£
<b>REGISTERED CHILDCARE COSTS</b>	£
<b>OTHER COSTS</b>	£
<b>TOTAL WEEKLY</b>	£

<b>CATEGORIES</b>	<b>No weeks assistance:</b>
<b>MATURE</b>	
<b>LPCG</b>	£
<b>No of Children for registered childcare</b>	
<b>Number of Children no childcare</b>	
<b>BOOKS ug part time</b>	£
<b>TRAVEL ug part time</b>	£
<b>SPECIAL NEEDS please state reason</b>	£
<b>CARER</b>	£
<b>CARE LEAVER</b>	£
<b>ADDITIONAL please state reason</b>	£
<b>SHORT TERM please state reason</b>	£

**REGISTERED CHILDCARE CALCULATION**

Please use the space below to show how you calculated non-standard childcare costs

**SHORT TERM ASSISTANCE**

Please use the space below to specify what you have awarded short term assistance for ie: rent for one month

**USE THE SPACE BELOW FOR ADDITIONAL INFO**