# University Laptop Fund (ULF)

# Application 2024/25

This fund provides limited financial support for students who are experiencing financial difficulty and are unable to afford a laptop.

Awards are discretionary and paid directly to students so that they can purchase a laptop. These awards are non-repayable.

You can apply if you are a Bath Spa University student who is:

* Fully registered and in attendance for the 2024/25 academic year
* Studying at Bath Spa Newton Park, Locksbrook/Sion Hill, Corsham or Bath Spa London (Hoxton).

You cannot apply if you are studying at a partner institution.

**Your application will only be looked at once you have provided the following -**

**A completed application form.**

**Supporting evidence.**

Please complete **all** 6 sections of this form and supply **all** the evidence requested in Section 5. If the question states Yes/No please delete as applicable. Remember we will not look at any applications which are not complete, including all evidence.

If you have already received a [University Access Fund](https://www.bathspa.ac.uk/students/student-finance/scholarships-and-bursaries/bath-spa-university-access-fund/) award during the 2024/25 academic year you can also apply to the Laptop Fund, we only need an application form no evidence is required.

## Section 1: About you

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** |  | **Student Number** |  |
| **Bath Spa Email** |  | | |

Are you studying at:

Newton Park, Locksbrook/Sion Hill, Corsham or Bath Spa London (Hoxton) **Yes/No**

*If you are studying at a partner institution, then you can not apply to this fund*

## Section 2: Your income

1. Have you applied for a student loan? Yes/No.

If yes, how much is your maintenance loan: £

If no, tell us why:

1. List below ALL your current, savings, building society, ISA, and investments accounts including pots (even if not used and/or nil balances). Tell us the last 4 digits of your bank account number (not card number) they are different. Add additional rows if needed

| **Account name & last 4 number digits (Bank, Investment/Crypto, Bonds, Savings etc)** | **Current balance** | **Overdraft limit** *(if applicable)* |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3. Do you have a job? Yes/No

If yes, list your earnings below. If they vary tell us why.

|  |  |  |
| --- | --- | --- |
|  | **Weekly** | **Monthly** |
| **Earnings for the academic year** |  |  |
| My earnings may vary because: | | |

4. Will you receive any other income? Yes/No.

If yes, list your income below. Add additional rows if needed.

| **Income for the academic year** | **Weekly** | **Monthly** |
| --- | --- | --- |
| Parental/family support (state amount or zero) |  |  |
| Universal Credit |  |  |
| Other |  |  |

## Section 3: Your expenditure

1. List your expenditure for the academic year below.

Add additional rows if needed.

| **Expenditure** | **Weekly** | **Monthly** |
| --- | --- | --- |
| Rent |  |  |
| Travel |  |  |
| Food |  |  |
| Bills |  |  |
| Other |  |  |

## Section 4: Further Information

Tell us about your financial situation and why you are applying to the laptop fund.

| This box will expand. |
| --- |

## Section 5: Evidence

Send your evidence as PDFs (or similar document) and attach them to your email with your completed application form. Do not imbed documents into your email or send links to files.

### You must send us:

1. Your Student Finance full notification for 2024/25, showing your personal details and

* maintenance loan, tuition fee loan and any grants.
* payment schedule, including payment dates.
* All your bank, building society, savings, pots and ISA account statements, along with official statements for Investment, Crypto, Stocks/Shares, Bonds and anything else in a similar realm in your name. Include accounts that you may no longer be using or have zero balances, for
* the most recent month. We need to see your current financial situation therefore statements should be within 5 days of the date you signed your application e.g. you sign your form on 10th November, we need statements from 5th October to 5th November.
* the full month for when your course starts, e.g. if your term starts in September send us statements from 1st to 30th September.

Statements must include -

* all transactions and daily balances.
* Internet banking statements must show your name and account number (PDFs please, NOT spreadsheets)
* Using the “comment” or annotation feature of Adobe Acrobat PDF editor on your statements write an explanation for all transactions (both paid in and paid out) over £100 or you can send us a separate list.
* At least one rent/mortgage payment on one statement, if not tell us why and send us proof of the last rent/mortgage payment you made.

1. Proof of accommodation costs, such as tenancy or mortgage agreement.

* We need to see your name, tenancy/mortgage commencement date, amount, and frequency of payments.

1. Proof of income.

* We need to see evidence of your income showing amount and frequency. Send us a copy of your payslip or annotate on your bank statements.
* If you receive Universal Credit, send us your most recent 2 entitlement letters in full.
* Provide details of any other expected income from family, friends, or any other sources. You can mark this on your bank statements.

### Other evidence:

#### Childcare costs

* Send us advance invoices for the current academic period or receipts showing the amount and period covered. Eligible students must have applied for the childcare grant. Self-funding students not eligible for the childcare grant are expected to cover these expenses.

#### Priority debts

* Send us your creditor agreed repayment plan, for example Step Change. We will only consider priority debt repayments.

#### Car costs (Parents/PGCE ONLY) send us -

* Car insurance schedule showing amount (detailing extra cover if applicable)
* Car tax confirmation showing amount
* MOT certificate if renewed during the current academic year.

#### Medicine sent us

* Proof of prescription costs (you should consider an NHS prepayment certificate which may save you money if you have repeat prescriptions)

#### Other costs

* Please explain your costs and provide evidence, but we may not be able to include them.

Please note we complete a comprehensive financial assessment and **may** have queries about the evidence you have provided or may request further evidence if required.

Sign the declaration below -

## Section 6: Declaration

* The information on this form is correct and complete to the best of my knowledge.
* I have sent all evidence and understand my application will not be looked at if any evidence is missing.

I understand that:

I cannot submit an application until I have enrolled and am in attendance.

Once my application, with evidence is received by the funding team my application will go into a queue. It will be looked at within four weeks.

If further evidence is requested this could delay my assessment.

My application may not be successful.

If recommended I will see a Wellbeing Advisor in Student Wellbeing Services for further advice.

My Bank details on the AppHub [https://apphub.bathspa.ac.uk](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapphub.bathspa.ac.uk%2F&data=05%7C01%7Ca.arnold%40bathspa.ac.uk%7C347d221f1d8140fdf8ea08dba96bbeae%7C23706653cd5745049a590960251db4b0%7C0%7C0%7C638290052450973315%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=RSRzonQgdYsZMZ1yRPot5FtVtHrS4%2FZAuqYSm7oYeB0%3D&reserved=0) are correct.

If I receive a laptop fund award, I will use it to buy a laptop.

I can only receive one laptop award during my studies.

If I give false information my application will be disqualified and may lead to disciplinary proceedings. Further if I have received an award, I will repay it.

**Your name (block capitals please):**

**Your signature (or please print your name):**

**Date:**

Email your completed application together with your evidence to [studentawards@bathspa.ac.uk](mailto:studentawards@bathspa.ac.uk).

If you need help to complete an application, please contact Student Wellbeing via [MyWellbeing](mailto:MyWellbeing)

## Confidentiality

Only Student Finance and Student Wellbeing Services staff see applications.

## Data Protection

Bath Spa University (BSU) is a data controller in terms of the 1998 Data Protection Act (DPA) and the General Data Protection Regulations GDPR. The Student Finance Team and Student Wellbeing Services follow BSU policy in terms of data protection. The data requested in this form is covered by the privacy information provided by BSU under the DPA and GDPR. Personal data will be used to assess your eligibility for additional financial assistance, statistical purposes and electronic record keeping. We are Financial Conduct Authority regulated.

The data will not be passed to any other third party without your consent, except when BSU has a statutory obligation to do so. Any formal enquiries concerning the use of data noted here should be addressed to the Head of Finance.

## Notes

* You will be notified of the outcome of your application by email to your Bath Spa University address. Any award will be paid within 10 working days of notification.

## General Information

* You must be in receipt of your full entitlement to statutory funding and exemptions, including; state benefits, overdrafts and council tax discounts/exemptions (N.B. this list is not exhaustive). If you are eligible for support but are not in receipt of your full entitlement, we may not be able to assess your application. You will be informed if this applies to you. Only once you have claimed your full entitlement you can submit an application to the Laptop Fund.
* Part-time students are entitled to benefits which, in addition to student loans, must be claimed in full as explained above.
* If you are taking a break from your studies then you must contact studentawards@bathspa.ac.uk to discuss your situation.
* The fund may not be able to financially support every application received and may be unable to meet all the costs of a laptop. Awards are discretionary.
* Awards may have implications for your entitlement to income assessed Benefits. Students in this situation should speak to Student Wellbeing Services and can obtain a letter explaining their award for the DWP.
* If you believe your Benefits have been assessed incorrectly, then you should discuss any issues with Student Wellbeing Services. This assessment will use your final Benefit entitlement to assess you for a potential award.