

Late Funding Loan 2017/2018

Please complete all sections of the form to enable us to process your application quickly.

Title: Mr / Mrs / Miss / Ms / Other **Student ID number:**

First Name/s:

Family Name:

Tel number: **Date of Birth:**

Term-time address:

Email:

(any correspondence will be sent to this address so please ensure that you check it regularly)

Course title:

Mode of study: Undergraduate / Postgraduate

Campus: Colchester Institute

Give details of any dependent children/adults* that live with you:

Full name/s	Date of birth

* for financially dependent adults, please also give details of why the adult is unable to provide for themselves.

If you make mortgage payments, what is your monthly payment?

If you make childcare payments, to a registered and approved provider childcare, what is your monthly payment?

Have you previously studied for a degree before starting this course? Yes / No

Have you received student finance for a previous degree? Yes / No

Declarations

I certify, to the best of my knowledge, that I fulfil the following criteria: (please tick the relevant statement in each of the following sections)

Section A

- I am a UK national/British citizen; **or** I am **settled*** within the United Kingdom (UK) (i.e. I have the Right of Abode in the UK or have been awarded Indefinite Leave to Remain [please provide the reference number from your UKBA award notice and submit a photocopy of that award notice]; **or** I am an EU national; **and** I have been ordinarily resident in the UK and Islands for the 3 years immediately before the first day of the first academic year of my course. None of this time was wholly or mainly for the purpose of receiving full-time education, or if it was, I was resident in the EEA immediately prior to this three-year period.
- I have been recognised by the UK Government as a Refugee [please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice]; **or** I have been granted Humanitarian Protection (HP) by the Home Office [please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice];
- I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker and I/my family member intend/s to continue working while I am studying **or** I am the child of a Swiss national, or a Turkish worker; **and** I have been ordinarily resident in the EEA, Switzerland and Turkey for the 3 years immediately before the first day of the first academic year of my course.

Section B

- I was **ordinarily resident**** in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course, and

Section C

- I confirm that I am registered and in attendance on the course described in this form, that the information that I have given on this form is correct and complete to the best of my knowledge, plus I am supporting the dependent children/adults named above (if applicable)

***'settled'** – on the first day of the first academic year of your course.

****'Ordinarily resident'** is interpreted to mean habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences. Such residence must also be lawful – that is, not in breach of any leave to remain in the UK. (Persons awarded refugee status or humanitarian protection must have been ordinarily resident in the UK from the date this status was granted.)

You must provide evidence that you have applied for your student funding when applying for this loan. Evidence can be in the form of a letter from your funding provider or a print-out/screen shot from your online account showing a current year application. If you are unable to provide this then please speak to a staff member to discuss other options.

To be completed and signed in the presence of a member of Student Support staff

I acknowledge receipt of £..... from Colchester Institute. I hereby promise to repay this amount in full. Repayment will be made **either**

- (i) within 10 days of receiving my first instalment of student funding, **or**
- (ii) by Tuesday 19th December 17 / Wednesday 28th March, 18 / Tuesday 26th May 18, **or**
- (iii) when I leave the course, **whichever is the earliest.**

I understand that should I make a successful application to the main Hardship Fund, my loan amount will be deducted from my eventual award.

I understand that failure to repay this loan will prevent me from re-registering on my course next year and/or prevent me from attending graduation and having my degree conferred.

Name: Student ID

Signature: Date:

Authorised signatory (staff):

Please provide bank details of the account you would like payment to be made into. Ensure that your writing and figures are clear to ensure that the money goes to the correct place.

Sort Code:

Account Number:

Account-holder Name:

Bank:

Confidentiality

Student Services take confidentiality very seriously – your application form will only be seen by members of staff involved in processing your application.

Colchester Institute is a data controller in terms of the 1998 legislation. Student Services follows College in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely for statistical purposes and electronic record keeping and may be made available to authorised Colchester Institute staff to allow statistical information to be analysed.

This data will not be passed to any other third party without your consent, except when Colchester Institute is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Vice Principal, Student Services and Support.

Repaying Your Loan

To pay by cash or cheque:

Repayments can be made in the College's Finance Department, Room B300, B Block in **cash** or by **cheque** (made payable to 'Colchester Institute'). When repaying please quote **Late Funding Loan**.

To pay by card:

Please ring **01206 712497** or **01206 712498** or **01206 712096** quoting your Student ID and state that you are making a "Late Funding Loan repayment".

To pay by bank transfer:

Our bank details are:

Sort code: **20-17-19**

Account number: **13324419**

Account name: **Colchester Institute**

Please quote your student ID number

To pay via the Online Store:

Please follow the link below and quote your Student ID in the "Invoice Number" box and state 'Late Funding Loan repayment' in the "Further Information"

box: http://onlinestore.colchester.ac.uk/browse/extra_info.asp?compid=1&modid=1&deptid=18&catid=47&prodid=44