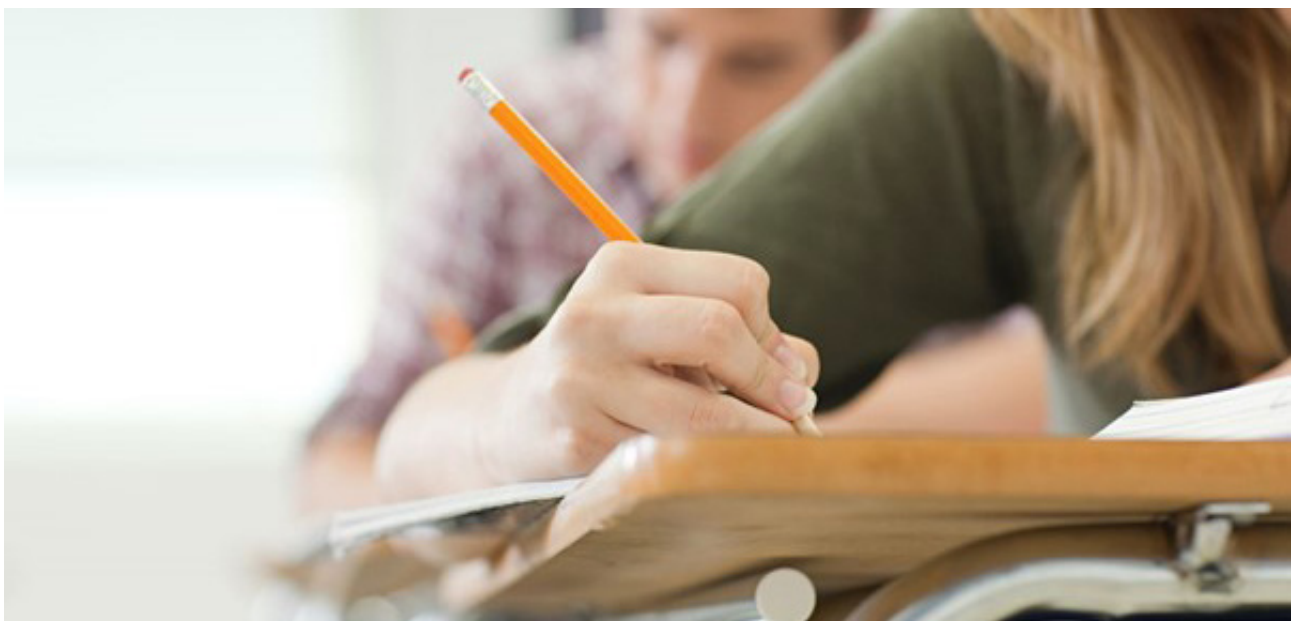




**UNIVERSITY *of*  
WORCESTER**

Student Services

# **Access to Learning Fund Change of Circumstances Guidance Notes**



**Step by Step Guide to completing your  
ALF Change of Circumstances Application Form**

**If you wish to discuss your finances or need help  
completing your application please**

**BOOK AN APPOINTMENT**

**with a University Money Adviser**

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# ACCESS TO LEARNING FUND

## CHANGE OF CIRCUMSTANCES

### Frequently Asked Questions

#### Eligibility

##### **Q. Who can apply?**

A. You should only complete this form if you have already applied to the Access to Learning Fund this academic year, and have since experienced a change of circumstances which you feel warrants a further award from the Fund.

##### **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.

# ACCESS TO LEARNING FUND

## Frequently Asked Questions

### About the Fund

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

A. Applications may take up to 4 working weeks to process, from the date that the completed application is received and all necessary evidence/information. At peak times, processing may take longer.

#### **Q. What if I urgently need financial help?**

A. If your situation is urgent you can get further advice from [firstpoint](#). They may refer you to a Money Adviser, but you should not delay in submitting this application. In certain urgent situations a Money Adviser may be able to arrange a small advance from the Fund.

#### **Q. What evidence will I need to provide?**

A. You will need to provide bank statements for all accounts in your name (and in your partner's name, if living together), plus evidence of your change of circumstances since your previous Access to Learning Fund application - see page 7 for details.

#### **Q. How will you let me know if I will get an award?**

A. You will receive a letter by email to your University of Worcester email address.

# FILLING IN YOUR ONLINE APPLICATION FORM

## Guidance Notes

### Section 1: About You

#### UW Student Number

You can find this on your ID card, or on your SOLE page.

#### Email address

Please provide your university email address, as this is the one we use for official university communications. You can arrange for the emails to be forwarded to another email account if you prefer.

#### Term-time address

Where you live while you are studying.

#### Home address

Your permanent address if this is different from where you live during term-time.

### Section 2: About Your Course

#### Course Title

Please give the full name of your course, e.g. 'Ecology BSc (Hons)' or 'Drama MA'.

#### Length of Course

How many years your course is over.

# FILLING IN YOUR ONLINE APPLICATION FORM

## Guidance Notes

### Section 3: Change of Circumstances

Tick main reason for your change of circumstances.

### Section 4: Supporting Statement

- In this section, you should explain how your circumstances have changed since your award (or nil award) from the Access to Learning Fund this academic year. You should tell us the financial impact that this had had on you and how it has, or will, affect your studies.
- If you have any additional costs not mentioned in your Access to Learning Fund application, you should give details and provide evidence where possible.
- If you need help completing this supporting statement, please [book an appointment with a Money Adviser](#)
- If you need urgent financial assistance while your application is being considered, please [book an appointment with a Money Adviser](#)

### Section 5: Evidence

**What evidence will you be submitting?**

Tick all relevant evidence. If not listed, tick “Other” and include description.

# UPLOADING SUPPORTING EVIDENCE

## Guidance Notes

### Section 6: Upload Supporting Evidence

- You must include copies of all documents relevant to your situation to avoid your application being delayed.
- Upload the documents in the relevant section preferably in a pdf format.
- If you need any advice or support on what evidence is required, please [book an appointment with a Money Adviser](#)

| Section 6 - Please upload documents in relevant section |                                                                                                                                                                                                            |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank Statements</b>                                  | Last 3 months for all bank / building society accounts in your name (and your partner's name, if living together) - this includes current, savings, empty accounts, ISAs etc) showing up to a current date |
| <b>Other Supporting Documents</b>                       | Evidence of any additional costs mentioned in your Supporting Statement (if you have them), and/or evidence of change in circumstances eg. drop in income                                                  |

# FILLING IN YOUR ONLINE APPLICATION FORM

## Guidance Notes

### Section 7: Declarations & Signature

- Please read the Declaration and Privacy Consent sections, and tick to confirm you agree.
- **Your consent is needed so your personal information can be processed in accordance with the purpose identified on the data collection form.**
- Sign and date your application
- Then submit your application