**GCU Digital Inclusion Fund**

# Application Form

**You must be in receipt of a student loan which we will verify through your SAAS award letter or Local Education Authority award. However, all circumstances will be considered, such as sharing a laptop with other household members.**

**If you are given any IT equipment through this scheme it will be on a loan basis and must be returned to GCU at the end of your course of study.**

**All Applications must enclose:**

[ ]  Full SAAS or LEA award letter showing Bursary/Grant and Student Loan payments

[ ]  3 recent full monthly bank statements (all bank accounts) showing any Loan/bursary/benefit payments

We will not consider applications unless fully completed and with all relevant documentation included. Please send all completed forms with the required evidence to digitalinclusion@gcu.ac.uk

## Section 1: Personal Details

Rest of UK student [ ]  Home student [ ]

Full time [ ]  Part time [ ]  Undergraduate [ ]  Postgraduate [ ]

GCU Glasgow [ ]

Do you require: Laptop [ ]  Connectivity Wifi device [ ]  Both [ ]

Student ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_ /\_\_\_\_\_/\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_ Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you?

 Married/Living Lone Parent Living Flat Living with parent(s)

 with partner [ ]  with children [ ]  alone [ ]  sharing [ ]  /relative(s) [ ]

No of Children \_\_\_\_\_ Ages of children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which do you pay for your home? Mortgage [ ]  Rent [ ]  Digs/Other [ ]

Correspondence Address including Flat Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Student Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Funding Details**

Are you paying your own fees? YES [ ]  NO[ ]

Are you in receipt of any benefits YES [ ]  NO [ ]

If answered yes please state e.g Universal credit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been awarded Disability Student Allowance YES [ ]  NO [ ]

Do you have a disability that requires specialist equipment YES [ ]  NO [ ]

## Have you been awarded an amount from any Sponsorship/Charities or Trusts this academic year for your course fees or living costs?

NO [ ]

YES [ ] Please state amount awarded*:* £\_\_\_\_\_\_\_\_\_\_\_who from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Income and Expenditure**

**Available Monthly Income Monthly Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan and Bursary/Grant** |  | **Accommodation** |  |
| **Parental contribution** |  | **Gas/electricity/phone** |  |
| **Part-time wages** |  | **Food/household costs** |  |
| **Partner’s earnings** |  | **Travel** |  |
| **Sponsorship** |  | **Credit cards** |  |
| **Benefits**  |  | **Loans** |  |
| **Other (please specify)**  |  | **Other (please specify)** |  |
| **TOTAL** |  | **TOTAL** |  |

**Section 4: Circumstances**

|  |
| --- |
| **Details of circumstances and need:** |

**Section 5: Student Declaration**

*(This section must be signed before your application can be considered)*

I confirm that all details completed on this form are correct and that The Student Funding Team has the right to check the validity of this information.

GCU is the Data Controller for your funding application. In order to administer your application the university may obtain information from 3rd parties. Further information is available on the GCU Website at: <https://www.gcu.ac.uk/student/feesandfunding/privacynotice/>

**I acknowledge and agree that if I am loaned any IT equipment through this scheme it will be on a loan basis and must be returned to GCU at the end of your course of study.**

**I agree that I must maintain the condition of the IT equipment and arrange appropriate insurance.**

**If for any reason the equipment is not returned in suitable condition I will be liable for any repair or replacement costs.**

Electronic Signature:……………………………………………………. Date: …………………………

Print Name................................................................................

**To be completed by GCU staff**

|  |
| --- |
| Recommendation: YES [ ]  NO [ ]   Adviser............................................... Processed by.......................................Date……………………………………..Date emailed to Library ……………………………………… Notes: |