

**UNNC Student Financial Aid**

**Guidance Notes**

The UNNC Student Financial Aid was established by the University to The The UNNC Student Financial Aid was established by the University to students who are experiencing financial difficulties because of **a substantial change in their circumstances after admission to the University**. Aids are discretionary and made on an individual basis.

Before applying for this fund, please discuss on campus work opportunities with your Student Support Advisor.

Please submit your completed application form with supporting documentation to Financial.Aid@nottingham.edu.cn. In some instances, you may be asked to provide further written information and documentary evidence.

**Your application will only be considered when all the required documents are complete. You will be contacted once a decision has been made.** Please refrain from excessive contact, noting that any persistent contact may result in your application being rejected.

**Data Protection and Confidentiality**: All information and supporting documents supplied by you with this application will be used for the sole purpose of assessing your application for financial help. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with data protection policy for China. Please note we will not disclose your data to third parties outside the University of Nottingham. You can also view our data protection policies for the [United Kingdom](http://www.nottingham.ac.uk/utilities/privacy.aspx), [China](http://www.nottingham.edu.cn/en/usage/privacy.aspx) and [Malaysia](http://www.nottingham.edu.my/Utilities/DataProtection.aspx).

**This Guidance notes MUST be read in conjunction with the UNNC Financial Aid Policy.**



**UNNC Student Financial Aid Application Form**

**Eligibility and Restrictions**

* Applicants must be full-time UNNC registered students and are attending courses.
* Newly enrolled (first year of study) UG/PGT/PGR students are not eligible for Tuition Fee Instalment Plan or Late Payment Plan.
* Applicants must have no outstanding balance or fees and have not defaulted on instalment/late payment agreements made in previous academic year at UNNC.
* Applicants who are currently in financial debt to the University are not eligible for new applications if current instalment/late payment have not been settled.
* Regulation of semester and date information in this policy is set in accordance with the university academic calendar.

**Important**

* Your application will only be considered when you answered all appropriate sections and attached copies of all relevant documents.
* Please submit your completed application form with supporting documentation to Financial.Aid@nottingham.edu.cn.

**Part 1: Your eligibility**

* **Your current registration status**
1. Registered
2. Suspended/Resit/others

**Please be noted that applicants must be full-time UNNC registered students and are attending courses.**

* **Student type**
1. Newly enrolled student
2. Returning student

**Please be noted that newly enrolled (first year of study) UG/PGT/PGR students are not eligible for Tuition Fee Instalment Plan or Late Payment Plan.**

* **Your financial status**
1. In financial debt to the University in a previous academic year

**Applicants must have not defaulted on instalment/late payment agreements made in previous academic year at UNNC.**

1. Currently in financial debt to the University
2. Current in instalment/late payment agreement

**Applicants would not be eligible for new application if current instalment/late payment agreement has not been settled.**

1. Not in financial debt to the University

**Part 2: Your financial choice**

**You are applying for (SELECT ONLY ONE)**

1. Crisis Fund
* **A grant of 1500 RMB per month and no more than 3 months will be accepted at one application. No more than two applications will be approved within one academic year.**
1. Tuition Fee Instalment Plan
* **Payment must be made in two instalments. 50% of tuition fee must be paid within 7 days of application approval. The remaining balance must be paid before the university registration date of second semester.**
1. Tuition Fee Late Payment Plan
* **20% of tuition fee must be paid within 7 days of application approval. The remaining balance must be paid before sixth teaching week of First Semester.**

**Part 3: Your personal details**

1. Student identification number

 (as on your Student ID Card)

1. Title Mr Mrs Miss Ms Other
2. First names (in full)
3. Surname (in full)
4. Date of birth (DD/MM/YYYY) Age
5. Full correspondence address
6. Telephone number
7. E-mail address (university)
8. Course of study
9. School
10. Do you live:

On-campus? Off-campus?

1. Do you have a car?

Yes No

If yes, explain why you need it

**Part 4: Your change in circumstances**

Have you applied for (or are you in the process of applying for) any other financial assistance from the University? Yes No If yes, please give details:

Are you currently in financial debt to the University?

Yes No If yes, please give details:

Please give details of the change in circumstances which have led to your current financial difficulties (continue a separate sheet if necessary).

Describe your effort to overcome your current financial difficulties (continue a separate sheet if necessary).

**Part 5: Your financial income / expenditure**

***Part 5a: Your income (in China)***

Please give details of all sources of income for this academic year. Please give **all amounts as monthly figures**. If you have dependants or maintain a house with a partner please include their income and expenditure in your calculations. Amounts should normally be entered in Column 1 only, however if there has been a major change in your income level please also fill in Column 2 giving amended figures and indicating from which month the different figures apply.

|  |  |  |
| --- | --- | --- |
|  | **Column 1** | **Column 2****From ………….. onwards**  |
|  | You | You | Your spouse / partner |
| Student Loans |  |  |  |
| Education loans or bank loans |  |  |  |
| External scholarships |  |  |  |
| Internal scholarship |  |  |  |
| Non-University Grant/Scholarship/Stipend |  |  |  |
| Parental Contribution |  |  |  |
| Maintenance from spouse/partner  |  |  |  |
| Earnings from work (net- after deductions) |  |  |  |
| Partner income (net – after deductions) |  |  |  |
| Any charitable income |  |  |  |
| Other income (e.g., Rent from lodger, investment income, please specify) |  |  |  |
| **Total monthly income** |  |  |  |

#### *Part 5b: Your Expenditure (in China)*

Please provide your **monthly** household expenditure.

|  |  |
| --- | --- |
|  | RMB |
| Rent /Accommodation cost/Mortgage |  |
| Food |  |
| Utilities (gas, electricity, water, mobile phone, internet) |  |
| Clothing/Household/Laundry/Toiletries |  |
| Medical (e.g., prescriptions, optical, dental) |  |
| Tuition fees |  |
| Course related fees (please specify) |  |
| Field / Course related trips |  |
| Travel expenses (please specify) |  |
| Entertainment/Social/Sports activities |  |
| Car maintenance |  |
| Other (please specify) |  |
| **Total monthly expenses** |  |

**Part 6: Please check that you have answered each question fully and correctly and attached photocopies of relevant documentation. All the evidence listed below MUST be provided – please tick next to each category to indicate that you have submitted the documentation.**

|  |  |
| --- | --- |
| Evidence of employment (if applicable) |  |
| Evidence of major expenditures ( i.e. accommodation costs, loan agreements) |  |
| Photocopies of all bank statements / accounts for the last two months |  |
| Evidence of any sponsorship/scholarship/bursary/grants/benefits received |  |
| Documents relating to your current financial difficulties (e.g. medical report) |  |
| Evidence of parents income and bank statement |  |

**Please sign and date the following declaration:**

*I confirm that the information supplied is correct and agree that the University may seek further evidence necessary to substantiate my statements and may require me to attend an interview in relation to this application*. *I understand that giving false information, and/or withholding information, may constitute a fraudulent claim and could result in disciplinary action being taken against me. I am aware that failure to repay any loan could result in the inability to register or graduate.*

Signature Date

Please submit your completed application form with supporting documentation to Financial.Aid@nottingham.edu.cn. Failure to provide all the relevant documents may render your application invalid.

You will be contacted once a decision has been made.