IT Access Hardship Scheme 2020/21

IMPORTANT, PLEASE READ…

1. Please check the accompanying guidance to see if this scheme is applicable for you. If you cannot meet the eligibility criteria then your application is unlikely to be to successful.
2. You must read the accompanying guidance notes carefully, to correctly complete the application form, plus it forms part of your declaration to say you have read it.
3. Please complete every section of the application form and return this to the IT Service Desk.
4. If you have not fully completed the application form, or further details or explanation are required then your form will be returned to you with a request for the required information, and your application held until all required information is provided
5. Should you not respond to requests for further information within 2 weeks (across all requests), then your application will be closed.

Closing date for applications: 19th March 2021 – however, we may have to withdraw the scheme at any point prior to the closing date if all funded equipment is allocated.

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| --- | --- | --- | --- |
| Surname |  | First Name |  |
| P Number |  | Date of Birth |  |

Part 1: Course Details

Course Title:

Full Time Part Time

What Year are you currently studying? (e.g. Year Zero, Year 1; 2; 3; 4)

What month does your academic year start? October January March

Is it your Final Year Yes No

Part 2: Contact Details

In case we need it, your phone number:

We will contact you via your DMU email so please ensure that you check your mailbox regularly including the Spam/Junk folders

Part 3: Personal Details

|  |  |  |
| --- | --- | --- |
| Living Arrangements | Term Time Postcode |  |
|  | Are you currently living away from your term time address? |  |
|  | If yes, what is the post code of where you are currently living? |  |
|  | If yes, when are you intending to return to your term time address? |  |
|  | Living at home with parent(s)/guardian(s) while studying |  |
|  | Living away from family home whilst studying/ or independent, mature student, living by yourself |  |

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| If you are unable to attend campus to use IT equipment on campus, please give a brief explanation why this is not possible  |  |
| How long are you unable to attend the campus? |  |

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| --- | --- |
| Please explain what IT equipment you have access to |  |

|  |  |
| --- | --- |
| Please explain any reasons why you are unable to obtain your own IT equipment to access remote learning |  |
| If you are requesting access to IT equipment on the basis of the financial inability to obtain your own, please explain your funding situation: | 1. **Funding explanation (use the notes below):**
2. **Any other income (employment etc)?**
3. **Any sponsorship, grants, savings or other financial resources**

**Undergraduate Student (EU and UK students):**You must have maximum funding entitlement approved to be eligible to apply.What is the value of you Entitlement from SFE, this can be found on your Notification of Entitlement Letter (first page). You will need to provide the following from your funding provider:* SFE: Notification of Entitlement Letter (first page) AND the University Payment Advice page
* SFE: Childcare Grant letter (if applicable)
* NHS funded: NHS Bursary letter AND SFE Loan letter

**Postgraduates (EU and UK students):**You must have maximum funding entitlement approved to be eligible to apply.You will need to provide the following:Photocopy/ printout from Student Finance England of:* Postgraduate Loan letter
* Postgraduate Doctoral Loan letter

Plus, information on other income including wages over the past 3 months, total savings prior to starting the course and any income-related benefits (JSA/ESA/Income Support/Universal Credit).All students may be asked to provide photocopies/printouts of at least 3 months bank statements for ALL accounts in your name, even if you’ve not used them lately. |

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| --- | --- |
| Please explain what IT equipment you are requesting, how long for, and why this is essential for your studies.Please note that any equipment provided will be loaned and must be returned to DMU on request. |  |

Part 4: Supporting Statement

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| --- | --- |
| Please provide any supporting information to supplement your application |  |

Part 5: Evidence required

If you are requesting equipment because you cannot obtain your own, you may be required to produce evidence about this. The failure to submit required evidence means your application won’t be assessed.

Part 6: Declaration

Data Protection Act 2018 and General Data Protection Regulation (GDPR)

The University collects information about students for various administration, academic and health and safety reasons. We will store this information confidentially for 3 years. The processing of your personal data is required to process this application. Because of the Data Protection Act, we need your consent to undertake this, and the failure to provide this means the University will be unable to process this application. The information contained on this form may be checked for accuracy with relevant staff within the University.

I agree to DMU processing personal data contained within this form or other data which the University may obtain from time to time from me or other people whilst I am a student. I agree to the processing of this data for this application and for the duration of any subsequent loans of IT equipment as a consequence of the application. Further information is available on DMU’s website at [www.dmu.ac.uk/data-protection](http://www.dmu.ac.uk/data-protection)

ANTI-FRAUD POLICY DMU is committed to protecting the funds with which it has been entrusted. We may use the information you have provided to detect and prevent fraud. Applicants to the DMU Support Fund should make themselves familiar with the University’s Anti-fraud Policy, alongside Disciplinary Code Part C 5.5, Student Regulations.

Before you have an appointment to get your form and evidence checked, you need to have completed the following, please tick: I have filled in all of the application form that is applicable to me

I am prepared to supply any required evidence required (as specified in Part 4) as photocopies/ printouts

You must certify that: I have read and fully understood the Data Protection Act 1998/GDPR and the Anti-fraud Policy (above)

I have read and fully understood the Application Guidance on separate sheet supplied/ available online

I declare that to the best of my knowledge the information I have given on this form is correct. I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to abide by the loan agreement for equipment that is provided as a result of this application.

Your Name

Your Signature

Date