

Guidance notes Professionals Aid Guild Application form for financial assistance - **Further Education**

Eligibility criteria

You should only complete this form if you fulfil the following eligibility criteria;

General

1. Are aged over 18 years
2. Are resident in the UK
3. Have a degree level qualification or the equivalent level qualification (level 6 on the education framework). You may also be eligible through your spouse or partner, if living together in the same household.
4. Have applied to your own occupational fund for assistance in the first instance (if applicable)
5. Have less than £6,000 in savings if you are under pension credit age and less than £10,000 if over pension credit age.
6. Have claimed, or be in the process of claiming, all benefits to which you are entitled.
7. You must have funding in place. We may be able to assist if your planned funding has broken down due to circumstances beyond your control after your course has started. Our grants are usually between £300 - £500. We advise students to seek additional funding.
8. You **MUST** already be on the course for which you are applying for assistance and have completed at least ONE term or you will not be able to provide us with an up to date academic reference, (see section 6 of the application form).

Please read these notes before completing your application form for assistance towards education from the Professionals Aid Guild (PAG). The notes will help you to complete your application form accurately. Please complete the application form in full, and provide COPIES of supporting documentation where necessary as we cannot return original documents (see section 6 'Academic reference' for exception). You must download and read the privacy policy and complete section 12 to demonstrate that you have read and understood how we process your data. You can download our privacy policy from our website www.professionalsaid.org.uk.

Please note that we are unable to help with the following;

- Student sponsorships
- Study abroad
- Ordination courses
- Conversion courses
- Intercalated years or medical elective periods
- IELTS (International English Language Testing System) for university entrants, ORE (Overseas Registration Exam) for dental practitioners, or PLAB test (Professional and Linguistic Assessments Board) for overseas doctors.

We have provided a checklist to make sure you have included all necessary documents (see section 14 of the application form). Go through this checklist carefully and tick all the documentation that applies to you. The form should be completed in black or blue pen and should be written clearly and legibly. All copies of supporting documentation should be returned with the original signed copy of your application form. Please do not send separate pieces of documentation. You must post your application to us at the address given at the end of the application form - **we do not accept emailed applications.**

Failure to provide all the correct information/documentation will delay your application. Please make sure that you complete all sections. We will not consider incomplete forms or forms without necessary documents. All applications are discussed by the PAG Committee so please note that the process takes several weeks to complete. We deal with each complete application in the order received. You will be notified of their decision as soon as possible.

Section 1 - Main details of applicants

- Make sure all your contact details are accurate to enable us to contact you when necessary. This is especially important if we require further information.
- Where options are listed please circle the appropriate choice for you.
- You must provide a copy of photographic identification (e.g. passport, driver's license) and be able to demonstrate your residency status in the UK.

Section 2 - Others living in household

- Include details of anyone else who lives with you regardless of whether they contribute to your household income e.g. children, parents, partners, flatmates.
- If they DO contribute to the household income, they must also be listed in section 9. You must provide copies of documents to show their income.

Section 3 - Professional and educational background

- Give details of ALL employment, both paid and voluntary, for at least the last FIVE years. Give these details even if you are now retired.
- Start with your most recent post covering all periods including any when you were unemployed. You may continue on a separate sheet of paper if necessary. Do not send a CV. We need employment dates and details for at least the last FIVE years (if applicable).
- You must provide a copy of your certificate showing your qualifying degree or equivalent professional qualification at Level 6 or above on the education framework.
- If your qualification is gained abroad, please contact NARIC for a statement to confirm that your overseas qualification is comparable to the UK systems at www.naric.org.uk.
- Include all details of your secondary school and further education in section 3.2.
- Include the name of your secondary school and specify the type of school i.e. state school, academy, grammar school, independent or public school as well as any qualifications gained along with the country where the school is located.
- Provide information on the education and occupation of your spouse/partner in section 3.3. Please provide as much detail as possible in this section as you may be eligible through one of their qualifications.

Section 4 - Children

- Complete this section for all children in full-time education living in your household. State the type of school that your child attends e.g. state school, academy, grammar school, independent or public school.
- Include information on any awards you have already received towards your children's education per term.

Section 5 - Other charitable help

- You MUST approach your own occupational charity/benevolent fund (if applicable) before applying to us.
- List the names of all charities/grant giving bodies that you have applied to during the past year.
- Please include details of the charities' decisions.

- If you have obtained an award, include the amount, the date it was awarded, and how you used, or intend to use the funds.
- Provide copies of award letters where applicable.
- You should also give information on any bursaries, studentships, student loans and grants you have been awarded in section 9.
- Indicate in section 5.2 where you heard about our charity.
- In section 5.3, indicate if you have applied to our charity previously and if you have received any financial assistance from our charity. If you have obtained an award, include the amount and the date it was awarded.

Section 6 - References

- You **MUST** attach an **original signed** academic reference with your application. This should:
 - Be from an academic tutor or course leader for your current course.
 - Be on college/university headed paper.
 - Give the full title of the course you are currently on, the date you started and are due to complete and a full academic progress report.
 - We cannot process your application without a reference

Section 7 - Course details

- Provide details of your current course, including the title of your course and the name of your university/college.
- Give the dates (day/month/year) of when the course commenced and when it will end. Indicate whether you are studying part time, full time or whether you are on a distance learning course (this includes online courses such as The Open University) by circling the appropriate choice.
- Give details of your accommodation during term time and the address if it is different to your accommodation in the vacation. If you have a different address in term-time and during the vacation, please indicate which one you would prefer us to contact you on.
- You must provide a copy of your enrolment registration letter.

Section 8 - Request for funding

- Clearly outline your current circumstances and what assistance you are requesting. Please provide as much detail as possible. For example, information could include details of your health, family circumstances, and the reason for your present difficulties.
- You must provide information on the reason for the shortfall in your expected funding after you had started your course. You should explain how you intend to pay for the remainder of your course.

Section 9 - Income and expenditure

- Complete all this information in the sections provided on the application form. **Do not** use a separate page.
- Provide as accurate a figure as possible. If you do not have a standard figure or your income/expenditure fluctuates every week, then please estimate an average weekly figure.
- If you are only contribute a portion of the household income (e.g. living with parents, flat share etc.) then please indicate the amounts you contribute and the relevant expenditure.
- Provide a copy of evidence for all applicable income and expenditure; e.g. annual notification of pension(s), benefits and salary/wage slips. For the full list of documents we require, please see the checklist in section 14.
- You must provide evidence of your rent agreement or your mortgage repayments. You must also provide your annual council tax notice to show the amount payable and any reduction for the year.
- Do not include cost of TV viewing packages (e.g. SKY, Virgin) in the telephone/internet/mobile expenditure.

- Provide details of any education grants that you have been awarded in this section. These include bursaries, scholarships, student loans and career development loans. Please provide the name of the financial provider, the date and amount awarded and whether the grant was awarded per term or for the year. You must provide copies of documents as evidence of these awards.
- Provide information on any charitable grants /awards made in the year in section 5 of the form.
- Please note that children’s education figures are per term and not per week.
- Further education expenditure figures are per annum.

Section 10 - Capital/Savings

- Give details of all bank accounts. Bank accounts must be supported by copies of statements from the last THREE full calendar months.
- You must also include the bank accounts of your spouse/partner if applicable.
- If you own your property, give the approximate current value of your home, the term of the mortgage, and any mortgage outstanding. Please provide copies of documentation to support this.

Section 11 - Debts

- Outline all loans and debts that you currently have, what they are for, how much you repay per month, the balance outstanding, and the number of years remaining on the debt or loan.
- If you have a debt repayment plan, please give details and provide copies of the agreement. You could also include the information in Section 8.

Section 12 - General Data Protection Regulations (2018)

- You must download and read the Privacy Policy carefully to make sure that you are fully aware of how we process your data. You can download the Privacy Policy from our website www.professionalsaid.org.uk. You must sign and date this section to confirm that you have read and understood the policy.
- If you have included information on a spouse/partner then they must also read the Privacy Policy and sign this section.
- You must ensure that you read the statement on explicit consent for us to process any possible special category of data. You and your spouse/partner (if applicable) must sign and date this section also.
- You may withdraw your consent for us to use your data at any time and details on how to do this are included on the Privacy Policy.

Section 13 - Agreement and declaration

- You must read, sign and date the declaration section of the form. We cannot accept unsigned applications.
- If you have provided information on your spouse/partner then he/she must also sign this section.

Section 14 - Checklist - Documents required

- You must send copies of all documents, **with** the original signed application, as we cannot return originals.
- Use this section to ensure that you have included all copies of supporting documentation that we require. Please check this thoroughly before returning the form to us, ticking all that apply.
- Do not send your application form and supporting documents by email.
- Ensure that you send the form and ALL documents to us with the correct postage to: The Professionals Aid Guild, 10 St Christopher’s Place, London W1U 1HZ.

If you need further assistance completing the form please call 0207 935 0641 or email admin@professionalsaid.org.uk