

Support Funds

UNMC Student Hardship Fund

Guidance Notes

The UNMC Student Hardship Fund was established by the University to students who are experiencing unexpected financial difficulties because of a **substantial change in their circumstances after admission to the University**. Awards are discretionary and are made on an individual basis. All students registered at the University of Nottingham Malaysia Campus may apply to the fund.

Before applying for this fund, please discuss payment option plans with Finance Office and work opportunities with Careers Advisory Services.

Please submit your completed application form with supporting documentation to the Sponsorship Office, Student Services Centre, Level 1, Block H or via email to Hardship.Fund@nottingham.edu.my. In some instances, you may be asked to provide further written information and documentary evidence.

Your application will be considered at the next Hardship Fund Committee meeting. You will be contacted by the Sponsorship Office once a decision has been made.

Please note that NO COMMUNICATION will be entertained until the committee has reached a decision unless the Committee specifically request further clarification from you. Any persistent attempt to contact the Committee will result in your application being automatically rejected.

UNMC Student Hardship Fund

Important:

- Your application will **not** be considered if you do not answer **all** the appropriate sections and attach copies of **all** relevant documents.
- Please answer all the questions clearly and by ticking the appropriate boxes.
- Return your completed application with supporting documents to the **Sponsorship Office, Student Services Centre, Level 1, Block H, University of Nottingham Malaysia, Jalan Broga, 43500 Semenyih, Selangor Darul Ehsan, Malaysia** or via email to Hardship.Fund@nottingham.edu.my

Part 1 : Your personal details

1	Student Identification Number (as on your Student ID card)	<input type="text"/>
2	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
3	First Name (in full)	<input type="text"/>
4	Surname (in full)	<input type="text"/>
5	Your gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
6	Date of birth (DD/MM/YYYY)	<input type="text"/> Age <input type="text"/>
7	Full correspondence address	<input type="text"/>
8	Nationality	<input type="text"/>
9	Telephone Number	<input type="text"/>
10	E-mail address (University)	<input type="text"/>
11	Course of study	<input type="text"/>
12	Year of Study (e.g. Yr1, Yr2, etc)	<input type="text"/>
13	School	<input type="text"/>
14	Current Registration Status	<input type="checkbox"/> Registered <input type="checkbox"/> Suspended <input type="checkbox"/> External Resit <input type="checkbox"/> Other

15 Have you discussed with the Careers Advisory Services on work opportunities available?

Yes Please Explain

No Please Explain

16 Have you discussed with the Finance Office on payment plan options?

Yes Please Explain

No Please Explain

Part 2 : Applicant's Change in Circumstances

Please give details of change in Part 3a, 3b, 3c and 3d.

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 of exactly what has been paid and what is owed:

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

Part 3 : Applicant’s Financial Income/Expenditure

Part 3a: Applicant’s Income (in Malaysia)

Please give details of all sources of income for the current 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	
	You	From... .. onwards	Your spouse/partner
Student Loans (PTPTN or similar)			
Education Loans or other bank loans			
External Scholarships (eg. JPA, MARA, Tinggi Foundation, PTPTN)			
Internal Scholarship (eg. High Achievers Scholarship, Dean’s Excellence Scholarship, Faculty Scholarship, Hardship Fund)			
Parental Contribution			
Maintenance from spouse/partner			
Earnings from work (net – after tax deductions)			
Any charitable income			
Other income (e.g. Rent from lodger, Investment Income, Training Salary etc. please specify)			
Total Monthly Income			

Part 3b: Applicant's Expenditure (in Malaysia)

Please give **monthly** applicant's expenditure.

	RM
Rent/Accommodation cost/Mortgage Payments	
Insurance	
Electricity	
Gas	
Water Charges	
Taxes associated with housing	
Telephone	
Travel Expenses (please specify)	
Tuition Fees	
Course related expenses (please specify)	
Childcare	
Food	
Clothing/Household/Laundry/Toiletries	
Medical (e.g. prescriptions, optical, dental charges)	
Entertainment/Social/Sports activities	
Other (please specify)	
Total Monthly Expenditure	

Part 3c: Parents' Income (in Home Country)

Please provide details of all sources of income that your parents receive. Please give **all amounts as monthly figures in Ringgit Malaysia (RM)**. Amounts in column 1 should be the normal amount that your parents usually receive, however if there has been a major changes in your parents income level, please fill in the amount in column 2 by giving amended figures and indicating from which month the different figures apply.

Please indicate the exchange rate that you have used

Home Currency	Ringgit Malaysia

	Column 1 (in Ringgit Malaysia)		Column 2 (in Ringgit Malaysia) From.....onwards	
	Father	Mother	Father	Mother
Monthly earnings from work (net – after tax deductions)				
Monthly earnings from business owed				
Rental Income				
Investment Income				
Other Income (please specify)				
Total Monthly Income				

Part 3d: Parents' Expenditure (in Home Country)

Please give **monthly** expenditure in Ringgit Malaysia (RM).

	Amount in Ringgit Malaysia
Rent/Mortgage Payments/Housing Loan	
Insurance	
Electricity	
Gas	
Water Charges	
Telephone	
Children Education Expenses	
Childcare Expenses	
Food	
Clothing/Household/Laundry/Toiletries	
Medical (e.g. Prescriptions, Optical, Dental Charges)	
Entertainment/Social Expenses	
Other Expenses (please specify)	
Total Monthly Expenditure	

Do you have a car? Yes No If Yes, explain why you need it

Part 4: Declaration

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 financial instalment plans from Finance Office	
Evidence of major outgoings (i.e. accommodation costs, loan agreements)	
Photocopies of all bank, building society and savings accounts for the last two months	
Evidence of any sponsorship/scholarship/bursary/grants/benefits received	
Evidence relating to your current financial difficulties (eg. medical report, death certificate)	
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.

As the information in your application is of a confidential/sensitive nature, it cannot be used or processed in any way without your signed consent.

Signature

Date

The completed form and supporting documentation should be submitted to Sponsorship Office, Student Services Centre, Block H, University of Nottingham Malaysia, Jalan Broga, 43500 Semenyih, Selangor Darul Ehsan, Malaysia or via email Hardship.Fund@nottingham.edu.my. **Failure to provide all the relevant documentation may render your application invalid with no award being made.**

You will be contacted by the Sponsorship Office once a decision has been made – you may not enter in to communication regarding this application prior to the Committee meeting.