

**Fee Reduction Scheme for students  
With Discretionary Leave to Remain,  
Limited Leave to Remain or Asylum Seeker Status  
2020/21**



Information provided on this form will be used by Birkbeck for the purposes of assessing eligibility and as the basis of selection for **The Fee Reduction Scheme for students with Discretionary Leave to Remain (DLR), Limited Leave to Remain (LLR) or Asylum Seeker Status**. All information will be treated in the strictest confidence and used for these purposes only. You will be informed of the outcome of your application by Friday 25<sup>th</sup> September.

**IMPORTANT INFORMATION**

It is essential that you read the Guidance Notes before completing this application form.

**THE DEADLINE FOR APPLICATIONS IS Monday 15<sup>th</sup> SEPTEMBER**

**What is Fee Reduction Scheme for students with DLR, LLR or Asylum Seeker Status?**

This scheme will provide 1 student who has DLR, LLR or Asylum Seeker Status and have an "Overseas" fee status at Birkbeck with a reduction in fees from Overseas to Home levels for the duration of their course.

**The Fee Reduction Scheme for students with DLR, LLR or Asylum Seeker Status** is available to new students starting in 2020/21 and to students who are continuing on an eligible course. It will not be retrospectively awarded so cannot be applied to previous years of study.

If successful in your application this reduction will be applied to all the forthcoming years of your course at Birkbeck; you only need to apply once. If you repeat a year or take a break in studies this may affect your eligibility for the scheme. **You must contact us immediately if you find yourself in this position.**

If you have a temporary status as a result of an asylum claim or are currently seeking asylum, you may be eligible to apply for the Compass Fund. Applications have closed for the 2020/21 academic year but will reopen in Summer 2021 for the 2021/22 academic year. Please see <http://www.bbk.ac.uk/student-services/financial-support/compass-project-fund> for more information.

**Eligibility**

**Eligible Courses**

You must have been accepted on to an eligible course.

Undergraduate: BA, BSc, LLB

Postgraduate: MA, MSc, LLM, MReS

**Eligibility Criteria**

**You must meet one of the following criteria**

- You must have/had Asylum Seeker status
- You must have Discretionary Leave to Remain (DLR)
- You must have Limited Leave to Remain (LLR)

You must also meet **all** of the following criteria:

*If you have DLR, the stated expiry date of the Discretionary Leave to Remain must not be before the first day of the first academic year of the course (5<sup>th</sup> October)*

- You must be resident in the UK
- You must be Overseas status for fees
- You must not already hold an equal or higher level qualification
- You must have made an application and been offered a place on a course at Birkbeck which starts in the 2020/21 Academic Year, or be continuing on a course starting in a previous academic year.
- You must have made realistic provision to cover your fees and course costs for the current academic year (e.g. income from permanent employment, savings or third party sponsor). **You must provide proof of this with your application.**
- You must be ineligible to receive student finance (find out more about eligibility requirements for student finance at <http://www.bbk.ac.uk/student-services/student-advice-service>)

Candidates must meet the eligibility criteria and be able to verify these circumstances when applying for The Fee Reduction Scheme for students with DLR, LLR or Asylum Seeker Status. If you have any questions about your eligibility for the fund, please contact [thecompassproject@bbk.ac.uk](mailto:thecompassproject@bbk.ac.uk)

#### **Assessment Criteria**

Your application for support will be assessed according to the following criteria:

- You must have a realistic plan for financing your studies and course costs
- Your reasons for wanting to study your chosen course and your reasons for choosing to study at Birkbeck.
- Applications from students who fall into a priority group (as outlined in part 9) may be prioritised.

**Part 1: YOUR PERSONAL DETAILS**

Your Birkbeck Student Number			
Your Full Name			
Your Title (e.g. Mr, Mrs)		Your Date Of Birth	
Your Contact Address, including postcode			
Your Contact Phone Number			
Your Email Address			

**Part 2: YOUR EDUCATION BACKGROUND**

What is the highest qualification that you hold?	
What year did you achieve this? (e.g. '2012')	
What grade did you achieve?	
Where did you study this?	

**Part 3: YOUR INTENDED COURSE(S) FOR 2017/2018**

Full Course Title

**Part 4: YOUR PERSONAL STATUS & ACCOMODATION DETAILS**

Are you ...	Single / Separated / Divorced/ Widowed?		Living as a couple / Married / In a Civil Partnership?	<i>Confirm your current marital status and living arrangements by circling the option that best applies to you.</i>
Do you live ...	alone?	alone, with children?	in a hall of residence?	
	with partner?	with partner & children?	with parents/guardian?	

<b>Part 5: YOUR DEPENDENTS</b>				
If you have any children who are financially dependent on you, provide their details below. If you do NOT have any children who are financially dependent on you go to the next Section.				
Child's full name	Date of birth	Living with you? ①		
		YES	NO	SOMETIMES
		YES	NO	SOMETIMES
		YES	NO	SOMETIMES
		YES	NO	SOMETIMES
<b>Part 6: YOUR INCOME DETAILS</b>				
If you are you in receipt of an <b>income-based</b> benefit circle the relevant benefit below:				
Income Support	Housing Benefit	Universal Credit		
Income-based JSA / ESA	Pension Credit Guarantee Credit			
If you are NOT in receipt of any of the above benefits:				
What was your total gross income for the 2019/20 tax year?				£
What was your partner's total gross income for the 2019/20 tax year?				£

*Provide details of your children who rely on you financially, continuing on a separate sheet of paper if necessary. For each child over 16 years old you must provide a brief explanation for their dependency using a separate sheet of paper.*

① *If your child only lives with you some of the time, please provide further details of this arrangement in your personal statement (part 11).*

**⚠ EVIDENCE REQUIRED**  
*You must provide a recent letter that confirms your benefits and/or a 2019/20 P60/Statement of Earnings for you (and your partner if you have one).*

<b>Part 7: LEAVE TO REMAIN</b>	
Please note we will need to see evidence of your immigration status- please see the guidance notes for more details .Please tick the box to which best describes your status in the UK:	
<input type="checkbox"/> I am/was an asylum seeker <input type="checkbox"/> I have Discretionary Leave to Remain (DLR) <input type="checkbox"/> I have Limited Leave to Remain (LLR)	
If applicable, when did your current leave start	□□ / □□□□
If applicable, when does your current leave expire?	□□ / □□□□
If you are waiting on a decision when did you apply?	□□ / □□□□

### Part 8: ELIGIBILITY FOR FUNDING

Please tick to confirm that you have checked your entitlement for a Government Student Loan. The eligibility criteria is detailed here: <http://www.bbk.ac.uk/student-services/financial-support>

If you require advice and assistance please contact Birkbeck Student Advice Service:  
<http://www.bbk.ac.uk/student-services/student-advice-service>

- I am eligible for a Government Student Loan.  
(Please note that if you are eligible for a Government Student Loan, we are unable to consider your application)
- I am not eligible for a Government Student Loan
- I do not know if I am entitled to a Government Student Loan

### Part 9: OTHER DETAILS

Please confirm if you also meet any of the following criteria:

- I am a care leaver (a care leaver is a young person, under the age of 25 who is currently or has been in public care for a minimum of three months. This would include foster care, semi-independent living, residential care homes)
- I am a carer (a carer is someone who, without payment, provides help and support to a friend, neighbour or relative who could not manage otherwise because of frailty, illness or disability)
- I am estranged from my family or came to the UK as an unaccompanied minor
- I am responsible for a child(ren) under 18
- I have a disability

### Part 10: YOUR SUPPORTING STATEMENT

Please type a statement on a separate page – it should be no longer than 600 words.

Your statement should answer the following questions:

- What barriers have you faced in accessing higher education in the UK?
  - How has your current immigration status affected this?
- Why do you want to study at university, and why is Birkbeck the right place for you?
- Please provide details of how studying at Birkbeck will fit into your future plans (e.g. further study/employment).
- How will you manage to pay your fees and course related costs while you are studying at Birkbeck?

### Part 11: SUPPORTING DOCUMENTS

Applicants will need to provide all of the below documents when applying for **The Fee Reduction Scheme for students with DLR, LLR or Asylum Seeker Status**, please tick to confirm that you have provided each of these documents.

I confirm that I have provided the following:

- Personal statement
- Proof of provision, such as an employment contract, proof of savings or letter confirming sponsorship
- A copy of your offer letter (unless you are continuing on a course which began in a previous academic year)

### Part 12: YOUR DECLARATION

Please read the following statement and sign below to indicate your agreement.

- I confirm that the information I have provided is correct to the best of my knowledge and I consent to my data being processed for the purposes of selection
- I agree that if my immigration status should change, I will inform Birkbeck.
- I have read the Guidance Notes and have enclosed all the relevant documentation
- I understand that the deadline for receipt of applications by e-mail is 14<sup>th</sup> September 2020.
- Should my application be successful I agree to assist Birkbeck with the promotion of the bursaries by attending occasions such as award ceremonies and donor recognition events
- I understand if information I have provided in support of my application is found to be incorrect, Birkbeck reserves the right to withdraw any bursary I may have been awarded and that this may also lead to disciplinary action by the College

Your name (in CAPITALS)

Your signature and the date

#### CONFIDENTIALITY

Applications are seen only by the Committee and donors who fund student financial support. It may be necessary for additional supporting information to be sought from other university staff in order for the Committee to reach a decision.

#### DATA PROTECTION ACT 1998

Birkbeck College is a data controller in terms of the 1998 legislation. The Committee, Academic Registrar and Funding Advice Service follow College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal data will be used solely in the College for statistical purposes and electronic records keeping.

The data will not be passed to any third party without your consent, except when the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Academic Registrar.