

University of Luxembourg

Application for Support Form - Laptop Request



SEVE - Student Services

Important!! Your application will only be considered if all applicable sections and supporting documentation are complete

Part 1: Personal Details

Student ID:

Family Name:

First Name:

Date of Birth:

Semester Address:

Telephone:

Email:

Please tick as appropriate:

Your Accommodation Information

Single Student (no children):

Student with Partner (no children):

Single Parent:

Student with Partner and Children:

if applicable number of children in fulltime education: _____

Student with Special Educational Needs:

Do you live:

Alone:

With Partner / Spouse:

With Parent / Guardian:

Shared accommodation/University Residence:

Private Residence:

Returned Home

Part 2: Your Course Information

Course Title: _____

Semester: _____

Undergraduate:

Master Student:

PhD:

Full-Time Student:

Part-time Student:

If part-time how many ECTS are you studying this academic year? _____

Is this a repeat year? Yes

No

Is this your final year of your program? Yes

No

Faculty: Faculty of Science, Technology and Medicine

Faculty of Law, Economics and Finance

Faculty of Humanities, Education and Social Sciences

Part 3: Income and Expenditure - Please complete all questions, if none please state 0

Your Income	€ per month
Student Grant	
Student Loan	
Other Financial Award	
Net Earnings	
Child Benefit	
Savings	
other income (please specify)	
Total Student Income	

Partner Income	€ Per Month
Net earnings	
Other (please specify)	
Total Partner's Income	

Total Household Income (Student's + Partner's Income)	
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Your (& partner's) Expenditure	€ per month
Rent / Mortgage / Contribution	
Gas	
Electric	
Internet	
Mobile Phone	
Food / Household	
Childcare	
Disability / Medical costs	
Books / Equipment / Course costs	
Private vehicle costs	
Other costs (please specify)	
Total Outgoings	

Debts - please list any debts you have	€ per Month
Total Debt	

Total Household Outgoings	
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Part 4: Your Bank Details

Awards made from the Financial Hardship Fund are paid directly to your bank account

Name of Bank: _____

IBAN: _____

Part 5: Declaration

I declare that the information I have provided on this application is correct and the documents provided are genuine. I confirm that I have regular attendance on my course. I understand that giving false, fraudulent or misleading information will result in my application becoming void and could result in disciplinary action and possible suspension from from the University. I understand that I will be required to repay any money paid to me as a result of this application being void.

Place: _____

Date: _____

Signature: _____

Part 6: Document Checklist

Please submit a photocopy or scan copy. Do not submit original documents as they will not be returned

Please tick the box(es) below next to the documentation you have included in your laptop scheme application form

Please ensure that all relevant documentation is included to allow an accurate and timely decision

Applications will only be accepted with all documents attached

All students must provide:

- Completed application form
- Copy of Student ID Card
- Enrolment certificate
- A typed personal statement to explain why you are applying to the hardship fund
- Evidence of CEDIES grant and loan award
- Evidence of all benefits, grants, funding, support payments received
- Evidence of your net earnings
- Partner's net earnings or benefit received (salary slips, benefit payments etc)
- Your bank statements and your partner's bank statements for **ALL** bank accounts for the last 3 months*
*(*1 week prior to submission of request) Explain all debits of €200 or more. Write the reason next to the debits/credit.*
- Your bank statements related to any savings accounts for the last 3 months
- RIB confirming bank details

For all students with children in full-time education:

- Child(ren's) full birth certificates
- Child support letter or bank statement showing child support payments received
- Proof of childcare costs

Debt and Emergency Awards:

- Proof of outstanding debt
- Proof of debt repayment plan
- Proof of emergency payment required (flight, illness etc)

Office Use only: To be completed before passing to the Committee

Enrolled: Not Enrolled

Full-Time

Part-Time

Repeat Year

Undergraduate

Master

PhD

Faculty: Faculty of Science, Technology and Medicine

Faculty of Law, Economics and Finance

Faculty of Humanities, Education and Social Sciences

Previous Awards made: € _____ € _____

Dates: _____

Satisfactory Attendance: Yes No

Committee Use Only

Award: Yes

No

Pending

€ _____

Reason _____

Application Incomplete - Review Date _____