



# **Student Support Fund Part-Time Application Form**

Application for students who commenced course prior to August 2018

## PLEASE READ BEFORE COMPLETING THE APPLICATION

### Who is this guidance and application form aimed at?

This application is for Students who commenced part-time study **prior** to August 2018.

Please note: New students starting a part-time course **on or after** 1 August 2018 should apply on the alternative application form.

### What is the Support Fund 2020/21?

The Student Support Fund enables Student Services to support part-time students who are from a low income household with certain course related expenses. Expenses can include childcare costs, essential travel into University, and, for lone parents, limited support with internet and mobile phone costs. If a student qualifies for a payment from the Fund, it will not usually have to be repaid. To be eligible for an award from the Fund, your household income must be lower than £28,066.

Please be aware that the Support Fund is only intended to provide a contribution towards your course-related costs so we are unable to cover costs in full.

### Can you help with the cost of Tuition Fees?

The Student Support Fund cannot be used to assist with tuition fee payments. Students should apply to their student funding body for support with this cost.

### Who can apply?

All UK undergraduate and postgraduate students are eligible to apply.

You must also meet the following criteria:

- Be studying at least 25% or more of a full-time course AND
- Receive tuition fee support from your student funding body
- Have a household income of less than £28,066

You must have applied and been fully assessed for your student funding BEFORE applying to the Student Support Fund, so if you are yet to receive notification of your student funding, and are struggling to obtain this, you should contact a member of the Money Advice Team for further advice.

### How will you assess my application?

We will calculate your household income and if it is below the given threshold, we will then assess you for assistance with certain course-related costs.

### How long will it take for my application to be processed?

Once your application is complete (including all required evidence being received), you should hear back from us by email within six working weeks at this time. If we request additional income evidence from you, you will have four working weeks to provide this. After this period, if we haven't received the requested information from you, we will be unable to process your application and your application will be closed down. If we request additional expenditure evidence from you, you will have four working weeks to provide this. After this period, if we haven't received the requested information from you, we will process your application using the evidence you have provided.

### Can I make an appeal?

The request for an appeal should be made in writing to the Money Advice team within 4 weeks (28 days) of the original decision. This is an opportunity to review the original decision, to check the accuracy of the calculations and ensure that all relevant information and evidence has been considered. The appeal can also consider any subsequent evidence you wish to provide with the appeal request. You will normally receive a response within 10 working days. It is important that you explain fully why you are requesting an appeal and submit any additional supporting evidence/information with your request(s). The Money Advice team may request additional information at this stage. You should email your appeal request to [moneyadvice@edgehill.ac.uk](mailto:moneyadvice@edgehill.ac.uk)

### When does the Support Fund close?

Course you are studying:	Fund opens	Fund closes
Final Year Undergraduate Students	12 <sup>th</sup> October 2020	23 <sup>rd</sup> May 2021
Undergraduate & Postgraduate Students	12 <sup>th</sup> October 2020	25 <sup>th</sup> June 2021

### How do I apply to the Student Support Fund?

Please complete this application form, gather together and scan the supporting evidence listed below, and e-mail to:

moneyadvice@edgehill.ac.uk

You will be notified of the outcome within 6 weeks of receipt of all required information, as per guidance above. Our assessors will contact you if we need to discuss your application further.

If you are unable to supply the application form and required evidence as clear attachments by email, please use the secure postal service and send to:

Money Advice Team, Student Services, Catalyst Building, Edge Hill University, St Helens Road, Ormskirk, L39 4QP

### Data Protection Statement

Edge Hill University is committed to respecting and protecting your personal data, all personal data will be processed in accordance with current Data Protection Legislation and the University Data Protection Policy. All data you provide to us on this form will be used for the purpose of your application and will not be shared with any unauthorised third party. This data may also be used for statistical analysis and audit purposes.

### Supporting Evidence Checklist:

**Please supply clear attachments or scanned documents of evidence of all of that apply to your circumstances. Please note not everything may apply to you.**

- Your Financial Notification Letter from Student Finance for academic year 2020/21
- Car/Bike Insurance Certificate (If you travel to University by car/bike)
- Public Transport Ticket (If you travel to University by public transport)
- Internet bill showing monthly payment (Lone Parents only)
- Mobile Phone bill showing monthly payment (Lone Parents only)
- Evidence of childcare costs. Part 10 should be completed for each child and each childcare provider you wish to include costs for
- Proof of any benefits received by you and your partner/spouse e.g. Universal Credit assessment
- Last three wage slips for you and your partner/spouse
- Proof of any private or state pension for you and your partner/spouse.
- Bank statements covering the last three months for any account held by you and your partner/spouse.
- All debit and credit transactions over £100 must be briefly explained in writing on the statements.

### Budgeting is the Key

As part of the Money Advice Team's commitment to supporting students to manage their finances, we require you to produce a personal budget to help you plan ahead for the term or next 12 months. Please feel free to use your own or select one featured on [www.edgehill.ac.uk/studentservices/managing-your-money/](http://www.edgehill.ac.uk/studentservices/managing-your-money/). We also have course specific Excel templates available under Blackboard > Organisations > search Money Advice.

### Can I submit my application by post?

In exceptional cases, it may be possible to submit your application by post but you should contact us on 01695 657250 or by email at moneyadvice@edgehill.ac.uk to discuss this.

### I have a question about my application.

If you have any questions regarding the Student Support Fund, please contact the Money Advice Team on 01695 657250 or by email at moneyadvice@edgehill.ac.uk.



### Part 4: Travel

How do you usually travel to University?	Car	Train	Walk	Bus	Cycle
If you travel by public transport, please give the cost of a return journey to University.					
How many times a week do you usually attend University?					
Do you have to attend a placement during this academic year?					
If you answered yes to the above question, please use the space below to provide the dates of this placement and, if known, the placement address. If you will be using public transport, please also provide an estimate of the cost.					

### Part 5: Childcare

Do you incur childcare costs for the day(s) that you are required to attend University?	Yes		No	
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**Section 11 must be completed by the childcare provider for each child.**

### Part 6: Other Expenditure (this section should only be completed by Lone Parents)

Do you own a mobile phone?	Yes		No	
If you answered yes to the above question, please use this space to provide your average monthly bill amount.				
Do you use the internet at home?	Yes		No	
If you answered yes to the above question, please use this space to provide your average monthly bill amount.				

## Part 7: Income

Your Earnings					
Gross Earnings per year					
Partner's Earnings					
Gross Earnings per year					
Welfare Benefits					
Housing Benefit	£	per week	Carers Allowance	£	per week
Child Tax Credit	£	per year	Employment Support Allowance	£	per week
Working Tax Credit	£	per year	Universal Credit	£	per week
Income Support/Job Seekers Allowance	£	per week	Please give details of any other benefits you receive		

## Part 8: Confirmation of Course Details

Before we can process your application, we require confirmation from a Personal Tutor / Course Leader of the number of days you are required to be in University/placement. Please use the space below to provide the name and contact details of a member of staff who is able to do this. If you can ask this member of staff to provide proof of this before you submit your application (in the form of an email/letter) this will help us to deal with your application as quickly as possible.

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## Part 9: Bank Details

Please give details of all your Bank or Building Society accounts. Please include any savings accounts.

Name of Bank	Current Balance	Overdraft Limit

Please complete the boxes below with the account details for the account into which you wish any payment to be made

Sort Code	Account Number
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## Part 10: Declarations

*I certify, that to the best of my knowledge, I meet the following conditions.*

*Please tick relevant boxes;*

I am a UK National/British Citizen ☐

or I am an EU Student ☐

or I am an International Student ☐

**AND**

I declare that the information given on this form is current and complete to the best of my knowledge ☐

**AND**

I can confirm that I am fully registered and in attendance on the course described on this form ☐

*I understand that giving false information will automatically default my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any loans/grants obtained by me as a result.*

**Name**

**Signature**

**Date**

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### Confidentiality

Applications are seen only by the members of The Student Support Fund Committee and Student Services staff. 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 Statement

Edge Hill University is committed to respecting and protecting your personal data, all personal data will be processed in accordance with current Data Protection Legislation and the University Data Protection Policy. All data you provide to us on this form will be used for the purpose of your application and will not be shared with any unauthorised third party. This data may also be used for statistical analysis and audit purposes.

### Got any questions?

If you have any questions regarding the Student Support Fund, please by email at  
**moneyadvice@edgehill.ac.uk.**

**Money Advice Team, Student Services,  
Catalyst Building,  
Edge Hill University, St Helens Road,  
Ormskirk, L39 4QP**



## Part 11: Childcare Details

*One copy of this page is to be completed per child by the childcare provider (nursery/crèche /childminder)*

### CHILDCARE COSTS

Name of the childcare provider		Ofsted number	
Address		Telephone	

*If you are a relative, please state:*

Relationship:	Where childcare takes place:
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### DETAILS OF CHILDCARE FOR THE CHILD

Name of child	
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Do you receive any free education or childcare support through the government for this child?	<b>YES / NO</b>
If Yes, please DO NOT include the hours that you receive funding for below	

Day	Hours per day
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Hours per week	
Cost per hour £	
Weekly cost £ - (hours per week x cost per hour)	
Number of weeks this cost applies	

*Please inform of any childcare exceptions to the normal weekly amount e.g. holidays, placements (Saturdays/Sundays)*

Hours per week	Cost per week £	Number of weeks this applies	TOTAL COST

*Form Completed by Childcare Provider:*

Name (please print)		Signature	
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