

# Student Support Fund

Application for students commencing course from August 2018

## Part-Time Application Form 2020/21

Please read before completing the application.

### **What is the Student Support Fund (STU) 2020/2021?**

The Student Support Fund provides non-repayable discretionary awards to assist students in financial difficulty, who might otherwise be at risk of leaving their course because of financial hardship. The Student Support Fund may be available to provide help for students who are struggling with their living costs or to those students who have a sudden financial emergency (for example a burglary). The Fund can be used for course-related costs such as child-care, books/equipment, travel or general living costs such as rent. If you qualify for a payment from the Fund, it will not usually have to be repaid. The Fund cannot be used to assist with tuition fee payments. The fund is designed to support students whose expenses exceed their income. However, please note there is no automatic entitlement to an award.

### **Who can apply?**

All UK undergraduate and postgraduate students are eligible to apply. Overseas and EU students can apply to the Student Support Fund, but please be aware that support is limited and would only be offered in exceptional circumstances.

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

Applicants can apply to the fund **once** in an academic year. If exceptional additional circumstances occur during the year the team will consider a further application or re-assessment.

Students must be attending/actively engaged with their programme.

### **How will you assess my application?**

We will look at your household\* income and that of any partner/spouse and we will then compare this to your expected reasonable expenditure, including your partner/spouse's travel costs. If there is a deficit between these figures, we can make a payment *according to the intensity of your programme of study, pro rata, up to a maximum of £3,000*. This is known as a *Standard Award*. Please note, that in some circumstances, we may make payments in the form of shopping vouchers. If your application doesn't evidence a deficit, your application may result in further advice and guidance.

It is expected that students will also be able to supplement their income from a variety of routes, for example, part-time work, vacation work, student bank overdrafts at 0% charges, savings or additional parental support where appropriate. The standard assessment includes an 'assumed income' figure to cover these additional elements of income rather than taking into account the actual amount.

\* Student Finance ask for the income earned during the 2018-19 tax year. Students who find themselves in financial hardship because their parents are no longer able to meet the cost of the household contribution due to a drop in gross income (of 15% or more) should contact their relevant Student Funding Body for a [Current Year Income assessment](#). Please contact us if you wish to discuss parental support further.

If you are facing an unforeseeable financial emergency (such as an unexpected house move, essential household repairs or other emergency situations) we may be able to make a contribution towards these costs. However, please be advised this does not include home improvements. This is known as a *Non-Standard Award*.

Please note, that in some circumstances, we may make payments in the form of shopping vouchers.

### ***What do you mean by reasonable expenditure?***

We use a Composite Living Cost (CLC) to cover expenditure on basic costs such as food, utility bills, clothes, home contents insurance, TV licence, mobile phone costs, entertainment and clubs & societies which ensures that all applicants are treated fairly regardless of location of study and regardless of their individual lifestyle choices. The CLC figures are fixed and are used in all standard award assessments. We also include a set amount for course-related costs, including an element for internet use.

In addition to the costs covered in the CLC, and subject to maximum caps, we are also able to include your costs for the following items of expenditure:

- Rent/Mortgage Payments (capped monthly amounts: £550 no dependents, £600 with dependents)
- Council Tax
- Buildings Insurance & Life Insurance
- Childcare Costs
- Public-transport costs to university/placement
- Travel for any partner/spouse
- Car-related costs (to university/placement, car insurance, car loan, repairs) may be included only for eligible car users\*

*\*Eligible car users: For students with disabilities, or with children, or travelling to placements the costs of running and maintaining a car can be included as additional variable costs. Car running costs are capped at £150 per year for M.O.T. and servicing, and £100 per month for car loans and £100 per month for insurance (please be aware the expenditure included is pro rata per number of weeks on programme).*

### ***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 Student Support Fund open and close for my course?***

<b>Course you are studying:</b>	<b>Fund opens</b>	<b>Fund closes</b>
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
PGCE Students	28 <sup>th</sup> September 2020	23 <sup>rd</sup> May 2021
Nursing/Midwifery/ODP/Paramedic Practice	4 weeks after registration	6 weeks before the end of your academic year

### ***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](mailto: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,  
Edgehill University, St Helens Road,  
Ormskirk, L39 4UL**

### **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 purpose.

# Student Support Fund Application

## Part 1: Personal Details

Full Name:		Date:	
ID Number		Phone:	

Please tick all that apply to you:

	Yes	No
I am living in Halls of residence		
I am living on my own		
I am living in a shared house		
I am living with my parents/guardians		
I am living with my partner/spouse		
I am a single parent living with my child/ren		
I have a disability/chronic medical condition		
I am estranged – if unsure discuss with advisor		
I am an adult carer		

## Part 2: Course details

Course Title:		Current year of course:	
Start date of current year:		End date of current year:	

## Part 3: Bank Details

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

Bank Name:		Overdraft limit:		Current Balance:	
Bank Name:		Overdraft limit:		Current Balance:	
Bank Name:		Overdraft limit:		Current Balance:	

**Part 4: Dependents**

Do you have any children who are financially dependent on you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes, please provide details:

Full Name	Date of Birth:	Age of child at date of application:

**Part 5: Travel**

How do you usually travel to University?

Please tick the box below

Car	<input type="checkbox"/>	Train	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Cycle	<input type="checkbox"/>
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Please enter your postcode:

If you mainly travel by public transport, please provide evidence of the cost of a return journey (receipts/tickets)

How many times a week do you usually attend University/placement?		
Do you return to a parental home for the holidays?	YES	NO
If you mainly travel by car, please provide the postcode of your parental home		
If you mainly travel by train, please provide the station closest to your parental home		
If you mainly travel by bus, please provide the cost of a return trip to your parental home.		
If you travel by plane, please provide tickets or printout of your journey costs		



**Part 7: Income – please complete relevant sections**

**STUDENT FINANCE**

Please tick and supply evidence for any of the following you receive.

Maintenance Loan	<input type="checkbox"/>	Maintenance Grant	<input type="checkbox"/>	Child Care Grant	<input type="checkbox"/>	Parent Learning Allowance	<input type="checkbox"/>	Adult Dependents Grant	<input type="checkbox"/>
Social Work Bursary	<input type="checkbox"/>	Teacher Training Bursary	<input type="checkbox"/>						

**WELFARE BENEFITS**

Please tick and supply evidence for any of the following you receive

Housing Benefit	<input type="checkbox"/>	Child Tax Credit	<input type="checkbox"/>	Working Tax Credit	<input type="checkbox"/>	Income Support/Job Seekers Allowance	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>	Employment Support Allowance	<input type="checkbox"/>	Council Tax Reduction	<input type="checkbox"/>	Other Benefits	<input type="checkbox"/>

**SCHOLARSHIPS AND BURSARIES**

Do you receive a scholarship or bursary from Edge Hill University?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide details including annual amount payable	
Do you receive a scholarship or bursary from any other source?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide details including annual amount payable	

**OTHER INCOME**

Please tick and supply evidence for any of the following you receive.

Child Maintenance payments	<input type="checkbox"/>	Parental Contribution	<input type="checkbox"/>	Any other income, including a partner's/spouse's wages	<input type="checkbox"/>
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## Part 8: Expenditure – please complete relevant sections

**HOUSING** Please tick and supply evidence;

Mortgage	<input type="checkbox"/>	Rent	<input type="checkbox"/>	Rent (bills included)	<input type="checkbox"/>
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**CAR COSTS** for eligible car users only. Please refer to p1 for further details

Please tick and supply evidence.

Car Loan	<input type="checkbox"/>	Car Insurance	<input type="checkbox"/>	Car Tax	<input type="checkbox"/>	Car Repairs	<input type="checkbox"/>
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If you have any payment agreements for any of the above, please state the start and end dates of these agreements:

Payment Agreement	Start Date	End Date	Payment Agreement	Start Date	End Date
Car Loan			Car Tax		
Car Insurance			Car MOT/Service		

**OTHER COSTS**

Please tick and supply evidence;

Life Insurance	<input type="checkbox"/>	Buildings Insurance	<input type="checkbox"/>	School Bus Journeys	<input type="checkbox"/>	Council Tax	<input type="checkbox"/>
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If you have any payment agreements for life or buildings insurance, please state the start and end dates of these agreements:

Insurance Type	Start Date	End Date	Insurance Type	Start Date	End Date
Life Insurance			Buildings Insurance		

If you live with a spouse/partner, do they incur travel costs for their journey to work?	YES	NO	If they use a car, please provide the postcode of their place of work
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**DEBTS**

Please provide details of any debts that you currently have:

Type of Debt	Amount owed	Reason for taking out debt	Do you have a repayment plan?	Payment plan amount	Per week/month/year	Payment plan end date

**OTHER COSTS** Please provide details here of any other costs.

Please note that we will automatically include a Composite Living Costs Figure for: food, utility bills, clothing, socializing, TV licence and other media packages, so there is no need for you to make a note of these here.

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## Part 9: 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**

<ul style="list-style-type: none"> <li>Financial Notification letter with the page showing the full <b>break down of maintenance loans and grants</b> from your Student Funding Body such as Student Finance England or Student Finance Wales. Please ensure the maximum loan has been applied for with a <b>full household income check</b>. If you do not receive the full household contribution from your parents due to a drop in gross income (of 15% or more), you should request a Current Year Income assessment by your student funding body. Please contact us if you wish to discuss parental support further</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>NHS Bursary Notification letter</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>NHS Learning Support Fund Evidence showing the full break down of Training Grant, Parental Support, Specialist Subject Payment and Regional Payment where applicable</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Last <b>three</b> wage slips for partner/spouse showing name <b>and net pay</b>.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Evidence of Universal Credit showing the breakdown of all elements and having been fully assessed taking into consideration your maintenance loan, other benefits/and tax credits you or your spouse/partner are in receipt of.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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 or by including a list in your email The following costs must be circled/ clearly identified if not supplying the actual documents <ul style="list-style-type: none"> <li>Life and building insurance premium costs</li> <li>For eligible car users only - car insurance, car finance, tax and MOT</li> <li>Partner's car insurance, car finance, tax and mot -either identified on their own bank statements or on a joint bank account.</li> </ul> <p><b><i>We reserve the right to request the actual documents above at a later date to assess the application or for audit purposes</i></b></p> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Proof of housing costs, for example the sections of the tenancy agreement showing the tenants' name, address, dates of tenancy and rental costs, or a mortgage statement</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Council Tax Bill if living with an adult who is not a full time student</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Life Insurance and buildings insurance policies (see note above re Bank statements)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Public transport tickets for journey from term time home to University or if travelling by car the AA route planner mileage</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Partner's journey to work or child(rens)' journey to school</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Public transport/rail/air tickets for journey to parents' home (for students aged under 25 and living away from home)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Copies of Child(rens) Birth Certificates or Child benefit or Universal Credit /Tax Credit letter</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Evidence of any Child Maintenance payments received or paid out</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Evidence of childcare costs. <b><u>Part 11 should be completed for each child and each childcare provider</u></b> you wish to include costs for</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For eligible car user students only: <ul style="list-style-type: none"> <li>Car insurance certificate and payment schedule/official document showing annual premium</li> <li>Car loan agreement showing monthly payment</li> <li>Receipts for any essential car repairs in addition to MOT resting costs</li> </ul> <p>See note above re Bank statements</p> </li> </ul>	<input type="checkbox"/>
<p><b>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 termly or yearly personal budget spending target to help you plan ahead for the term or next 12 months. Please feel free to use your own or select one featured on <a href="http://www.edgehill.ac.uk/studentsservices/managing-your-money/">www.edgehill.ac.uk/studentsservices/managing-your-money/</a></b></p> <p><b><i>We also have student designed and course specific Excel templates available under Blackboard &gt; Organisations tab &gt; search Organisation Catalogue and type in 'Money Advice'.</i></b></p>	<input type="checkbox"/>

## Part 10: Declaration

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	<input type="checkbox"/>
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or I am an EU Student	<input type="checkbox"/>
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or I am an International Student	<input type="checkbox"/>
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**AND**

I declare that the information given on this form is current and complete to the best of my knowledge	<input type="checkbox"/>
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**AND**

I can confirm that I am fully registered and in attendance on the course described on this form	<input type="checkbox"/>
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*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 contact the Catalyst Helpdesk Team on 01695650800 or email the Money Advice Team at

**moneyadvice@edgehill.ac.uk.**

**Money Advice Team, Student Services,**

**Catalyst Building,**

**Edgehill University, St Helens Road,**

**Ormskirk, L39 4UL**

## 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? If Yes, please DO NOT include the hours that you receive funding for below	<b>YES / NO</b>
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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:*

<i>Name (please print)</i>		<i>Signature</i>	
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