

Student Support Fund

Full-Time Application Form

Please read before completing the application.

What is the Student Support Fund (STU) 2022/23?

The Student Support Fund provides non-repayable discretionary awards to assist students in financial difficulty, who might otherwise be at risk of leaving their courses 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 one further application or re-assessment.

Students must be attending/actively engaged with their course of study.

How will you assess my application?

The Support Fund will look at your household* income and that of any partner/spouse and will then compare this to the expected reasonable expenditure, including your partner/spouse's travel costs. If there is a deficit between these figures, we can pay a percentage of this to a maximum of £4,000. This is known as a *Standard Award*. The application process requires you to submit financial evidence, as on page 9 of this form and reserves the right to request reasonable, additional evidence (such as evidence for single or coupled status and additional bank accounts etc.) to assist in the completion of the assessment.

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.

*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 income (of 15% or more) should contact their relevant Student Funding Body for a re-assessment.

If you are facing an unforeseeable financial emergency (such as an unexpected and essential house move 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 or payments direct to third parties on your behalf e.g Childcare providers.

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) may be included only for eligible motor vehicle users*

**Eligible vehicle users: For students with disabilities, or with children, or travelling to placements the costs of running and maintaining a vehicle can be included as additional expenditure costs. Vehicle running costs are calculated as below:*

Vehicle insurance + MOT + Servicing + Tax = a weekly flat rate of £25 is applied, Vehicle repairs (essential repairs only) and Vehicle loans (capped at £100 per month) can be considered if receipts/loan finance documents are provided. Please be aware the expenditure included is pro rata per number of weeks on the course of study. Fuel mileage is calculated at 0.22 per mile

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 **four** 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

When does the Student Support Fund open and close for my course?

Course you are studying:	Fund opens	Fund closes
PGCE & QTS	19 th Sept 2022	30 th June 2023
Undergraduate & PostGraduate	10 th October 2022	2 nd June 2023
Nursing/Midwifery/ODP/Paramedic Practice (Except Final Year)	10 th October 2022 (** or 2 weeks post academic year start date of course)	Academic year end date of course

Final Year Students (excluding Nursing/Midwifery/ODP/Paramedic Practice final year)	10 th October 2022	28 th April 2023
Final Year Nursing/Midwifery/ODP/Paramedic Students	10 th October 22 (**or 2 weeks post academic year start date of course)	5 Weeks Prior to Academic Year end date

** There are several start and end dates for these programmes. If you are a Nursing/Midwifery/ODP/Paramedic student, please click [HERE](#) and search under Faculty of Health, Social Care and Medicine to check the start and end dates for your programme **BEFORE** making an application.

If your official course end date is not as shown above (non-standard term dates), you may apply up to the last day of your course - if you are not in your final year.

Any applications to the Student Support Fund outside of the dates above must be approved by the Money Advice Team Manager

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

Please email your application and supporting evidence as 1 email to avoid multiple cases being created.

You will be notified of the outcome within 4 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:	
------------	--	-----------------	--

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"/>
--	---------------------------------	--------------------------------

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?

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

Please tick the box below

Car	<input type="checkbox"/>	Train	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Cycle	<input type="checkbox"/>
-----	--------------------------	-------	--------------------------	------	--------------------------	-------	--------------------------

Please enter your postcode:

How many times a week do you usually attend the University campus?		<ul style="list-style-type: none"> How many weeks will you be on a placement? How many days will you be on placement? 	
--	--	---	--

Travel to Parental Home for Holiday Periods

Do you return to a parental home for the holidays?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please answer the relevant question below:		
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 6: Supporting Statement

Please state why you are applying for additional financial support. Please include any circumstances which are not covered elsewhere in this application form. Include anything that's created a financial challenge for you or anything you're struggling to meet the cost of. **You can be as brief or as detailed as you wish. Please continue on a separate sheet if necessary.**

Please state if you are experiencing any issues with IT equipment and or connectivity-access to the internet.

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"/>
NHS Bursary	<input type="checkbox"/>	Social Work Bursary	<input type="checkbox"/>	Teacher Training Bursary	<input type="checkbox"/>	NHS Training Grant	<input type="checkbox"/>	NHS Specialist Subject Payment	<input type="checkbox"/>
NHS LSF Regional Incentive	<input type="checkbox"/>	NHS LSF Parental Support	<input type="checkbox"/>	Child Dependents Allowance	<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	NO	If yes, please provide details including annual amount payable	
	<input type="checkbox"/>	<input type="checkbox"/>		

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

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"/>
----------------------------	--------------------------	-----------------------	--------------------------	--	--------------------------

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"/>
----------	--------------------------	------	--------------------------	-----------------------	--------------------------

CAR COSTS for eligible car users only. Please refer to p2 for further details

Please tick and supply evidence:

Car Loan	<input type="checkbox"/>	Car Running costs	<input type="checkbox"/>	Car Repairs	<input type="checkbox"/>
----------	--------------------------	-------------------	--------------------------	-------------	--------------------------

If you have any payment agreements for a Car Loan, please state the start and end dates of these agreements:

Payment Agreement	Start Date	End Date
Car Loan		

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"/>
----------------	--------------------------	---------------------	--------------------------	---------------------	--------------------------	-------------	--------------------------

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	

TUITION FEES FOR POST GRADUATE COURSES ONLY - Please detail the total amount of your PG course fees below

--

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 details here 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.

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"> Financial Notification letter for undergraduate courses ,with the page showing the full break down of maintenance loans and grants 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 full household income check. If you do not receive the full household contribution from your parents due to a drop in 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> If relevant, Financial notification and the tuition fee for courses that are at postgraduate level. 	<input type="checkbox"/>
<ul style="list-style-type: none"> NHS Learning Support Fund Evidence showing the full break down of Training Grant, Parental Support, Specialist Subject Payment and Regional Payment where applicable 	<input type="checkbox"/>
<ul style="list-style-type: none"> Initial Teacher Training Bursary 	<input type="checkbox"/>
<ul style="list-style-type: none"> Last three wage slips for partner/spouse showing name and netpay. 	<input type="checkbox"/>
<ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
<ul style="list-style-type: none"> 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"> Life and building insurance premium costs For eligible car users only - car finance/loan payments, Partner's car finance/loan - either identified on their own bank statements or on a joint bank account. <p><i>We reserve the right to request the actual documents above at a later date to assess the application or for audit purposes</i></p> 	<input type="checkbox"/>
<ul style="list-style-type: none"> 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> Council Tax Bill if living with an adult who is not a full time student 	<input type="checkbox"/>
<ul style="list-style-type: none"> Life Insurance and buildings insurance policies (see note above re Bank statements) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Public transport tickets for journey from term time home to University or if travelling by car the AA route planner mileage 	<input type="checkbox"/>
<ul style="list-style-type: none"> Partner's journey to work or child(rens)' journey to school 	<input type="checkbox"/>
<ul style="list-style-type: none"> Public transport/rail/air tickets for journey to parents' home (for students aged under 25 and living away from home) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Copies of Child(rens) Birth Certificates or Child benefit or Universal Credit /Tax Credit letter 	<input type="checkbox"/>
<ul style="list-style-type: none"> Evidence of any Child Maintenance payments received or paid out 	<input type="checkbox"/>
<ul style="list-style-type: none"> Evidence of childcare costs. Part 11 should be completed for each child and each childcare provider you wish to include costs for 	<input type="checkbox"/>
<ul style="list-style-type: none"> For eligible Vehicle user students only: <ul style="list-style-type: none"> Vehicle loan agreement showing monthly payment Receipts for any essential vehicle repairs Please see note above re Bank statements 	<input type="checkbox"/>

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 www.edgehill.ac.uk/student-services/managing-your-money/ . We also have student designed and course specific Excel templates available under Blackboard > Organisations tab > search Organisation Catalogue and type in ‘Money Advice’.



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"/>
------------------------------------	--------------------------

or I am an EU Student	<input type="checkbox"/>
-----------------------	--------------------------

or I am an International Student	<input type="checkbox"/>
----------------------------------	--------------------------

AND

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

AND

I can confirm that I am fully registered and in attendance on the course described on this form	<input type="checkbox"/>
---	--------------------------

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

--	--	--

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,

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:
---------------	------------------------------

DETAILS OF CHILDCARE FOR THE CHILD

Name of child	
---------------	--

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	YES / NO
--	-----------------

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	
---------------------	--	-----------	--