

Application for the Student Assistance Fund

**Session 2020-2021**

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| **Purpose of the Student Assistance Fund**  The Student Assistance Fund is for emergency use and instances of financial hardship. The Fund is intended to provide financial help to students whose access to, or continuation in, education may be inhibited by financial considerations or where students for whatever reason, including physical or other disabilities, may face financial difficulties.  **Eligibility for the Student Assistance Fund**  Before applying you must have taken up your maximum entitlement to all other funding such as: bursary, student loan or other grants and meet the residency criteria for EMA/Bursary or student loan, to be eligible to apply.  **Types of circumstances where the Student Assistance Fund can be used**  The types of circumstances that can be considered include:  • Travel expenses  • Books and equipment  • Accommodation  • Emergency situations  • Disability related costs  • Living costs  • Holiday childcare costs  **The process for applying to the Student Assistance Fund throughout the academic year**  Once this application is completed please contact a member of student funding, or a learner advisor, to arrange to meet the Student Assistance Fund Committee. Please also attach 3 months bank statements, to support your application and any other additional evidence you think may support your application. |

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| **1 PERSONAL DETAILS** | | | |
| **Surname** | **Forename(s)** | **Title** | **Student ID No** |
|  |  |  |  |
| **Course Title** | | **Course Level** | |
|  | |  | |
| **Amount Requested** | | **£** | |
| **Reason for Application** | | | |
|  | | | |

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| --- | --- | --- | --- |
| **2 Income and Expenditure** | | | |
| **Please provide information, for one month, of your income and expenditure and please also provide 3 months bank statements, to support this information.** | | | |
| **Income** | **Amount** | **Expenditure** | **Amount** |
| Bursary |  | Rent/Mortgage |  |
| Student Loan |  | Food |  |
| Benefits |  | Clothing |  |
| Wages |  | Toiletries |  |
| Working Tax |  | Heating/Lighting |  |
| Other Income |  | Travel |  |
|  |  | Childcare |  |
|  |  | Books/Equipment |  |
|  |  | Insurance |  |
|  |  | Internet/Phone |  |
|  |  | TV Service/License |  |
|  |  | Other |  |
|  |  |  |  |
|  |  |  |  |
| **Total Income** |  | **Total Expenditure** |  |
|  | | | |
| **Signature** | | **Date** | |
|  | |  | |

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| **FOR STAFF USE ONLY** | | | |
| Details of meeting or discussion with student, including names of all staff involved. | | | |
|  | | | |
| **Date of Meeting** |  | | |
| **Outcome** | | | |
|  | | | |
| **Signed** | | | **Date** |
|  | | |  |
| **Signed** | | | **Date** |
|  | | |  |
| **Previous discretionary funding received** | | | |
|  | | | |
| **Amount awarded** | |  | |
| **Payment processed** | |  | |