

student support fund application form

Name

Student ID



For office use only:

Date received

Data entry date

Standard award

Exceptional award

Total

Signature

Decision date

Review details

Comments

What is the Student Support Fund?

The Student Support Fund (SSF) is provided by the University to help students who have genuine and unavoidable financial difficulties and are struggling with their living costs despite having received all financial support available to them. As applications are means-tested and not all applications will be successful. **Learn more:** www.intranet.birmingham.ac.uk/ssf

Please note - The fund cannot be used to assist with tuition fee payments.

What is a 'Standard Award'?

Initially applications will be assessed for a Standard Award, where your expected income and that of any partner/spouse will be compared against your reasonable expenditure. If there is a clear deficit between the two, we will make a Standard Award to cover the deficit in full (up to a maximum of £3,000). The award will be made as a non-repayable grant into your nominated bank account (see part 6).

What are 'Exceptional Awards'?

A small number of students may be faced with unforeseen or exceptional circumstances (such as essential household repairs, emergency situations, court action, emergency flights home for International students, visa extensions for overseas students who have been ill, etc) for which we may make an Exceptional Award as a one-off contribution towards these costs. Awards are also available for University recommended diagnostic tests, and as a £200 top-up to any lack of DSA contribution from the Government.

How long does it take to process my application?

Once your application is complete it takes on average around 14 days to process but can take up to 28 days in certain circumstances. Significant delays may occur if any supporting documentation is missing from your original application.

What if I have other expenditure not listed?

Whilst we are not obliged to include any additional expenditure in your assessment, we urge you to include any such details in your Supporting Statement (Part 5).

Can I apply more than once?

You can only make one application per academic year. If your circumstances change during the year, you can request a review. The review will cover the period between the change in circumstances and the end of the initial period of assessment. As part of this review, any award already received during the academic year will be pro-rata included as income.

Can I make an appeal?

You may only appeal if you have new information that was not provided as part of your original application or if there was an administrative error when your application was processed. You should contact Funding, Graduation & Awards for an appeal form.

When is the closing date?

All undergraduate applications for the current academic year must be received by **Friday 21st June 2019**. Postgraduates may continue to submit applications after this date.

What if I claim benefits?

Any SSF award will usually not affect the benefits you receive. Students who only claim benefits during the summer vacation however will not receive any benefit payments in June or September, so should budget carefully to anticipate this.

Any questions?

Please email Funding, Graduation & Awards at ssf@contacts.bham.ac.uk with any questions or the welfare advisors from Guild Advice in the Student Guild on 0121 251 2400.

What happens next?

Please complete the application form and supply ALL the supporting evidence required. Applications should then be emailed to ssf@contacts.bham.ac.uk or handed in or posted to **Funding, Graduation & Awards, Aston Webb Student Hub, University of Birmingham, Edgbaston, Birmingham, B15 2TT**

You will be sent an e-mail confirming receipt direct to your student email account normally within 5 working days. If we require additional evidence or clarification, you will be contacted by one of our assessors.

SECTION ONE - EVIDENCE

In order to submit your application you **must** supply full evidence to verify all amounts stated in your application. Please supply **ALL** that apply to you and tick the relevant box to show which documents you have included. Please note that we cannot return any original documents so please only provide photocopies or scanned images.

Proof of Student Finance Entitlement (UK students only)

- Your 2018/19 notification from Student Finance (including Postgraduate Loans) to show the annual amount and all instalment dates.
- Your 2018/19 NHS/Social Work Bursary notification to show the annual amount and all instalment dates.
- Evidence of any Professional Career Development Loan (PCDL) showing the amount borrowed and all funds release dates.

Proof of Personal & Family Income

- Proof of your earnings*/your partner's earnings (i.e. last 3 months wage slips)
**Not required for students receiving means-tested SLC or NHS funding.*
- Evidence of any benefits/tax credits you are in receipt of. Please include **all pages** of your entitlement letter. Also any details of any child maintenance payments you receive.
- Evidence of any sponsorship/scholarship/bursary/trust or grant payments you are in receipt of or have applied for (e.g. letters/emails, etc) either from the University or externally.

Proof of Personal & Family Expenditure

- Evidence of your rent/mortgage payments (e.g. relevant pages of any tenancy agreement/accommodation contract, annual mortgage statement, rent book, etc).
- Evidence of any childcare payments (e.g. receipts, invoices, etc).
- Evidence of any priority debts (as listed in your expenditure) showing total amount outstanding at the time of your application and any ongoing repayment plans.

Proof of Financial Circumstances

- Your Bank/Building Society statements for the **last three complete months** for all accounts you/your partner hold (please include any joint and savings accounts/ISAs, etc). You must provide downloaded or physical bank statements (screenshots are not acceptable). **You must explain all credits and transfers clearly.** If any account has been closed in the last 3 months, please provide a closing statement as evidence.
- A copy of the bank statement(s) used to support your VISA application (**International students only**).

Please note that this is not an exhaustive list and if you stated income or expenditure from other sources you must supply evidence to support this.

SECTION TWO - DETAILS

Part 1: Your Personal Details

Full Name:

ID No:

Please answer the following questions by ticking all that apply:

- Are you living with parents/guardians?
- Are you living in halls of residence?
If yes, please give the property name:
- Are you renting or mortgaging a private property?
If yes, how many people (including you) live in this property:
- Are you married or living with a partner (and child/children, if applicable)?
- Are you a single parent living with child/children?

Part 2: Dependants

Please list anyone financially dependent on you, e.g. child, partner

Dependant's Name	Age	Relationship to you
1		
2		
3		
4		

Part 3: Student (& Partner's) Income

All students are expected to have made provision for their basic living costs before commencing their studies, therefore when calculating your income for the SSF it will be assumed that you have the following amounts of funding available to you to support your day-to-day expenses:

Type of Student	Expected Provision per academic year
SLC/NHS funded undergraduates (Years 1 & 2) (including MSc Physiotherapy and all ITE courses)	£603 (from part-time work,etc), plus your Student Maintenance Loan and/or NHS Bursary
SLC/NHS funded undergraduates (Years 3 onwards) (including those with children or those unable to work due to a disability in any year of undergraduate study)	Student Maintenance Loan and/or NHS Bursary
All other students	You must show you have an average of at least £168 per week (plus £115 per week for every other member of their household) from sources such as savings, wages, loans, scholarships etc.

As part of your application you must complete the following section, filling in all relevant fields and supplying evidence to confirm each figure:

Annual income (£)

Student Finance – Annual figures, please supply evidence

Maintenance Loan and Maintenance Grant (if applicable)	£	NHS/Social Work Bursary	£
Postgraduate Loan (we will deduct your tuition fees from the total amount and use only the remainder available for living costs in our assessment)	£	Professional & Career Development Loan	£
Parents' Learning Allowance	£	Adult Dependents' Grant	£
Childcare Grant	£	Care Leavers' Grant	£

Personal & Family Income – Annual figures, please supply evidence

Wages - your net income (after tax)	£	Your spouse/partner's net income (after tax)	£
Parental support or contributions from family or friends:	£	Child maintenance	£
Any other income e.g. Savings/ pensions/lodgers, etc	£	--> Please specify what this other income is:	

Bursaries, Scholarships and Sponsorship – Annual figures please supply evidence

Chamberlain Award/Birmingham Grant & Scholarship/NSP	£	Department for Education (DfE) or SKE Teacher Training Bursary	£
Any other grants/bursaries/Trusts e.g. Welsh Assembly, ERASMUS	£	--> Please specify what this other grant/bursary is:	
Other Scholarships/Sponsorship	£	--> Please supply the name of the Scholarship/Sponsor:	

Government and Welfare Benefits – Annual figures please supply evidence

Job Seekers Allowance (JSA)/ Income Support/ESA	£	Housing/Council Tax Benefits	£
Tax Credits/Universal Credit	£	Carers' Allowance	£
Any other benefits (e.g. Child Benefit, etc.):	£	--> Please specify what this other benefit is:	

Part 4: Student (& Partner's) Expenditure

We recognise that all students have to pay for things such as rent, bills, clothes, leisure, course costs, food and travel. We follow national guidance by using the following reasonable/capped values in our assessment:

Rent/Mortgage Costs	Per week
Students living in parental/relatives home	£0 (bills will be covered by the RLC see below)
Students renting privately	Up to £100 (£110 if bills included)
1st year undergraduates living in halls and any students with a mortgage, living as a couple/family, or on a year abroad	Up to £172 (self-catered) or Up to £197 (catered)
Reasonable Living Costs (RLC) (this covers all your general living costs, eg food, bills, leisure, travel mobile phone, etc.)	Per week
Single students	£104
Students living with a partner/spouse	£202
Students with children	£98 per child
Course Costs	Per academic year
Clinical Medical/Dental students (3 rd , 4 th & 5 th years)	£1500 (full time)
All other medical-related courses (including Physiotherapy) and students on a year aboard	£1200 (full time) £600 (part time)
Students on programmes involving significant placements/field trips (e.g. Social Work, Geography/Geology, ITE, Golf, etc.)	£750 (full time) £375 (part time)
Students on any other programme not specified above	£500 (full time) or £250 (part time)

In addition to the figures above, you must now complete the following section, filling in all relevant fields and supplying evidence to confirm each figure:

Annual Expenditure (£)

Personal and Family Costs - Annual figures, please supply evidence

Mortgage/Rent	£	Childcare Costs:	£
Council Tax (where applicable)	£		

Priority Debts - Annual figures, please supply evidence

A priority debt is where non-payment may deprive you of your home, liberty or essential goods/services. Priority debts are not items such as general utility bills or credit card statements, etc. We can only consider a priority debt where action has been taken and a manageable payment plan is in place.

Detail:	Repayment plan	£
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Exceptional Costs - Annual figures, please supply evidence

Exceptional costs can be disability related expenses or items such as child maintenance payments but **not** items such as regular mobile phone bills, credit card statements, car insurance etc.

Detail:	Annual amount	£
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Part 5: Supporting Statement

You may provide a brief statement about why you are applying for financial help and outline any circumstances you think may impact on your assessment which are not covered elsewhere in this form.

Part 6: Account Details

If an award is granted from the Student Support Fund (SSF), we require your UK bank details in order to make payment promptly, please provide these details below:

Account Holder Name:

Name of Bank:

Sort Code*:

Account No^{\$}:

* this should be 6 digits only

^{\$} this should be 8 digits only

Part 7: Declaration

I certify to the best of my knowledge that I fulfil the following criteria:

- I have completed the SSF checklist and provided **ALL** required evidence in support of my application
- I understand that giving false information or non-disclosure of pertinent information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any grants obtained by me as a result.
- I declare the information given in this application form is true and complete to the best of my knowledge and I have personally completed the form and signed/e-signed the declaration below.

Signature:

Date: