

ESD:

Date of Receipt:



Short Term Loan Form & Food Voucher Support

- Maximum Loan of up to £300 for single students and up to £500 for students with dependants
- £20 Food Voucher as interim support for acute financial hardship
- Incomplete applications will not be considered
- Attach copies of all relevant supporting documents / evidence (see checklist)
- Answer all questions, by printing clearly and by ticking the appropriate boxes
- For more information please visit: www.bath.ac.uk/groups/student-money-advice/
- Please return your completed form to:

Student Services Centre, 4 West, University of Bath, Claverton Down, Bath, BA2 7AY Tel: +44 (0)1225 383838

APPLICATION FOR (please select one of the following options):

Home UK Student

Overseas Fee Payer/EU student

Section A: YOUR PERSONAL DETAILS

1. Student ID Number:

2. Your Gender

3. Your first names:

4. Your surname:

5. Your date of birth:

Age:

6. Your contact telephone number(s):

(Mobile)

(Home)

7. Your term time address:

8. Your University email address:

Note: this email is the one used by the University to communicate with you, please check regularly

9. Other email address:

10. Do you live?

Alone

In Halls

With partner

With parents / guardian / carer

In shared accommodation

Do you share all the household bills?

Yes

No

11. Are you a?

Care Leaver

Young Adult Carer

Estranged Student

Disabled

Lone/Co-parent

Mature 25+

Section B: YOUR COURSE DETAILS

12. Course title:	<input type="text"/>		
13. Faculty / Department	<input type="text"/>		
14. Course type:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Foundation Degree
15. Are you studying:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Distance Learning
16. Year of study:	<input type="text"/>		
17. Is this a placement year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
18. Is this a repeat year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
19. Is this your final year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

*If you are unsure whether or not you fall into one of these categories for Q11 please visit the full guidance notes at www.bath.ac.uk/students/finance/funding-advice/hardship-fund

Section C: YOUR FUNDING & FINANCE

20. How do you fund your studies (fees & living)?	<input type="checkbox"/> Student Loans	<input type="checkbox"/> Self Financing	<input type="checkbox"/> Family	<input type="checkbox"/> Research Council / URS
	<input type="checkbox"/> Other (specify)	<input type="text"/>		
21. If eligible, have you applied for your <u>full</u> student loan/grants entitlement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If no, why?)	<input type="text"/>	
22. Do you have tuition fees still to pay which are not covered by student loans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/>	
23. Do you have a student account with an interest free overdraft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If no, please write why in the supporting statement and include any evidence if you have been refused one. Before any help from the fund can be given we would expect students to have made full use of / applied for any available funds to which they are eligible.				
24. Do you have credit cards in your name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
25. How many bank accounts do you (& your partner) have? (ISA, savings, student & current accounts)	<input type="text"/>			

Section D: EMPLOYMENT

26. Do you work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
On average, how much do you earn per week?	£ <input type="text"/>			

27. How many hours per week do you work?		
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Section E: OTHER SOURCES of INCOME.	Total £
Savings	£
ISA's / Bonds	£
Other	£

Section F: SUPPORTING STATEMENT OUTLINING WHY YOUR CIRCUMSTANCES REQUIRE ASSISTANCE FROM THE FUND (please use additional sheets if necessary or attach a typed statement)

Section G How Much Would you like to Borrow? (Up to £300 for students without dependents and up to £500 for students with dependents)

£

Section H: CHECKLIST OF EVIDENCE ITEMS

Please ensure you include with your application all evidence relating to your application.

If any items are missing this will delay any help from the fund. **Photocopies only please.**

If you reside with your partner/husband/wife then you must include financial evidence for their income and expenditure.

You **must** include with your application **all** documents that are relevant to you (and your partner) from the list below:

	Tick
• Copy of Student Loans / Grant Award Letter & Payment Schedule	<input type="checkbox"/>
• Most recent months Bank Statements for all account types held (ISA, savings, student & current accounts)	<input type="checkbox"/>
• I have annotated my bank statements for any amounts over £100 to explain the reason for the debit/credit – all students must do this	<input type="checkbox"/>
• Copies of Studentships / Research Council Grants Award Letters (postgraduates)	<input type="checkbox"/>
• Copies of any award(s) from Scholarships or Bursaries received	<input type="checkbox"/>
• ATM (Cash Point) receipt printed on date of application	<input type="checkbox"/>
• Copies of any Arrears, Loans, Higher Purchase, Debt, Payment Plan letters / agreements	<input type="checkbox"/>

Section I: BACs payment banking form

If you are successful in your application for a Short Term Loan we would normally pay by BACs. Complete this page in full to receive payment directly into your bank account. Please be aware that these payments may take up to 10 working days to process.

Bank / Building Society name

Address

Branch sort code

		-			-		
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Account number

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

Roll number (building society only)

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Section K: DECLARATION

I certify that to the best of my knowledge, I fulfil the following criteria: (please tick the relevant boxes)

PART A – tick one that applies

<input type="checkbox"/>	i) I am a UK national/British citizen; or
<input type="checkbox"/>	ii) I am an EU national, or
<input type="checkbox"/>	iii) I am an Overseas Fee Payer

PART B Declaration

I confirm that I am registered and in attendance on the course.

I have applied for my full entitlement to Student Loans and Grants for this academic year.

I declare that the information that I have given on this form is correct and complete to the best of my knowledge and I will inform the Student Money Advice Team of any change to my financial circumstances which may affect this application, or if I withdraw from the course before a decision is made.

I understand that giving false 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 understand that any loans which are not repaid as agreed, will be referred to the University's Credit Control Office and be subject to University Regulations regarding outstanding debt.

I agree for the University of Bath to pay any award via BACs to my nominated account on page 4.

I agree to repay the loan within 60 days or when my next instalment of funding is paid whichever is sooner.

Name	Signature	Date

For Office Use only

WP-Eligible	Yes	No
Household Income		