****

**BPP Students’ Association Crisis Fund**

The BPP Student Association Crisis Fund is a limited source of financial support for students who, due to circumstances beyond their control, are in severe financial difficulties.

The fund has very limited resources and any grant of award will be modest and with the sole aim of providing short-term emergency support.  The fund is not being offered to provide ongoing or regular support to any student. Additionally, it is not designed to enable students to start a course of study or to assist those who have not prepared themselves financially to begin their course. Therefore, applicants who seek funding to cover their course fees are ineligible. The maximum fund that will be given to full time students is £250, and £150 for part time students.

Applicants who have received funding from other sources are still eligible to apply (though this factor will be considered by the Association representatives in granting any award).

The Association will expect that applicants have taken all reasonable steps to ensure financial stability and have applied to secure funds through other means for example – via overdraft, family or loans (such as student / professional loans).

*For general funding advice please contact* [*independentadvice@bpp.com*](mailto:independentadvice@bpp.com)

**Who is not eligible to apply?**

* Those who are not currently registered students of BPP University.
* Those seeking to cover course fees.
* Those who are seeking to cover long term costs (examples include rent, utility bills, credit card bills, long term travel).
* Those who have already been awarded support via the Crisis Fund **in the same academic term.**
* Those who have not applied for their full entitlement of the Student Loan (if eligible).

Please note that for the basis of the Crisis Fund, an academic term is taken from the undergraduate calendar and as such, a student may apply once in the following terms (2017/18):

25th September 2017 – 26th January 2018

29th January 2018 – 25th May 2018

29th May 2018 - 7th September 2018

**How to apply?**

Complete the Crisis Fund Application Form, together with any supporting documentary evidence, and send it to our Student Association Advice team at [independentadvice@bpp.com](mailto:independentadvice@bpp.com)

Once your application is submitted, together with all supporting documentation, it will be considered by the Association Representatives. There may be circumstances where you will be asked for further information before a final decision is made.

We will endeavour to respond to all applications within 2 working days, however we aim to provide decisions within 1 working day.\*

***\*please note that if you do not follow the instructions, submit the correct evidence or fail to sign the form it is likely your application will be rejected.***

**Part 1: Your personal details**

1. Student identification number

(as on your Student ID Card)

2 Title Mr Mrs Miss Ms Other

1. First names (in full)
2. Surname (in full)
3. Full correspondence address

7 Postcode

1. Telephone number
2. E-mail address
3. Course title

11 Student Status Full time Part time

12 Study Centre

1. Start & End Date
2. Do you live:

In shared accommodation? With your partner?

Alone? With parent(s) or guardian?

1. Dependants

Do you have any children/adults who are financially dependent on you?

Yes No

If yes please give details:

Name Relationship to you Date of birth

1. Have you requested an overdraft or an increase in your overdraft to help with the crisis situation?

Yes No

If you are unable to access an overdraft/increase in overdraft please explain why.

1. Do you have access to other bank accounts (including saving accounts)?

Yes No

If yes, please provide relevant copy statements/internet printouts showing the balance/s.

18 Please give the name and address of your bank/building society (Please note the confidentiality statement at the end of this form).

Some awards may be paid directly into your bank account (which must be in your name). Please ensure that you give your correct bank details. In support of your application you will be asked to provide copies of your bank statements for 3 months. Mini statements will not be accepted.

Name of your bank/building society

Address

Account holder name

Account number

Sort Code

**PART 2**

21 If this application is successful, what is the amount of financial support you are requesting?

(*Please note that the total maximum award is £250 for Full time and £150 for Part time students.*)

|  |  |  |
| --- | --- | --- |
|  | Amount (£) | Details |
| Food |  |  |
| Emergency Accommodation |  |  |
| Emergency Travel |  |  |
| Other (Please specify) |  |  |

22 Please give details of the change in circumstances which have led to your current financial difficulties (continue on a separate sheet if necessary).

**Application Checklist**

**Please check that you have answered each question fully and correctly and have attached photocopies of all relevant documentation. You must provide photocopies of all bank, building society and savings accounts covering the last 3 months for your application to be considered.**

|  |  |
| --- | --- |
| **Photocopies of all bank, building society and savings accounts for the last three months** |  |
| Evidence of any sponsorship/scholarship/bursary/grants/benefits received (including Student Finance England Award letters if eligible. |  |
| Any other documents relating to your current financial difficulties |  |
| Additional Information |  |

**Please sign and date the following declaration:**

*I confirm that the information supplied is correct and agree that BPP Students’ Association may seek further evidence necessary to substantiate my statements and may require me to attend an interview in relation to this application*.*I understand that giving false information, and/or withholding information, may constitute a fraudulent claim and could result in disciplinary action being taken against me.*

Signature Date

**Data Protection and Confidentiality**

All information and supporting documents supplied by you with this application will be used for the sole purpose of assessing your application for financial help. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with Data Protection legislation. The data will not be passed to any other third party without your consent.

**Additional Information (these pages are optional)**

**Deferral**

If you feel that as a result of your current situation that you made need to defer or suspend your studies please contact and Independent Education & Welfare Advisors at [independentadvice@bpp.com](mailto:independentadvice@bpp.com)

**Budgeting**

This information is not mandatory, but may influence the amount of the award.

Please give details of all sources of income for this academic year. Please give **all amounts as monthly figures**.

|  |  |  |
| --- | --- | --- |
| **Your household income** | You | Your partner |
| Student Loan |  |  |
| Bursary or Scholarship from the University |  |  |
| Parent/Partner/Ex-partner Contribution |  |  |
| Your income from work (net- after deductions) |  |  |
| Partner income (net – after deductions) |  |  |
| Child benefit |  |  |
| Child/Working Tax Credit |  |  |
| Other income (e.g. Rent from lodger, Investment Income, please specify) |  |  |
| Total monthly income |  |  |

Please give details of all sources of outgoings for this academic year. Please give **all amounts as monthly figures**.

|  |  |
| --- | --- |
| **Household Outgoings** | £ |
| Rent /Mortgage |  |
| Food |  |
| Utilities (Gas, electricity, water, phone, broadband) |  |
| Council Tax |  |
| Childcare Costs |  |
| Priority Debts (eg rent arrears) - agreed repayments |  |
| Tuition fees – if not paid by SLC |  |
| Travel Expenses (please specify) |  |
| Car maintenance |  |
| Childcare |  |
| Clothing/Household/Laundry/toiletries |  |
| Medical (eg, prescriptions, optical, dental charges) |  |
| Entertainment/Social/Sports activities |  |
| Other (please specify) |  |
| **Total monthly expenses** |  |