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**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*

**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 **more than twice** **within one calendar year.**
* 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, the calendar year (a 12 month period) runs from the date of the first accepted application. For example, if a student applies for the fund and is granted an award on the 10th May 2018, they can apply once more until 9th May 2019 when their calendar year will restart.

***A student may only be granted two successful awards within one calendar year from the date of their first award:***

**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

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.

***\*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. For your main banking account, have you requested an overdraft or an increase in your overdraft to help with the crisis situation?

Yes No

Please specify your current overdraft limit in **£**. If you are unable to access an overdraft/increase in please explain why. ***If you have been refused an overdraft please provide evidence of this.***

**IMPORTANT** You will need to show of bank statements for this account going back ***3 months*** from the date of this application.

If you have an online account, bank statements can be accessed and saved as PDFs which you can then forward onto us, alternatively if you receive paper statements these can be scanned and sent through to us.

1. Do you have access to other financial services (including other bank accounts or loans)

 Yes No

If yes, please list each one individually below and provide relevant copy statements/internet printouts showing the balance/s for 3 consecutive months going back from the date of your application;

|  |  |  |
| --- | --- | --- |
| **TYPE OF ACCOUNT**Student Account, Savings Account | **BALANCE**Specify value in £ | **CREDIT/OVERDRAFT LIMIT** Specify value in £ |
|  |  |  |
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|  |  |  |
|  |  |  |

1. If you have made a card payment, transfer or cash withdrawal over £100 within the last month please detail the expenditure and explain why the payment/transfer/withdrawal was made:

|  |  |  |  |
| --- | --- | --- | --- |
| AMOUNT £ | TYPE OF TRANSACTION (Payment, transfer or withdrawal) | DATE | REASON FOR TRANSACTION |
|  |  |  |  |
|  |  |  |  |
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19 Please give the name and account details of your bank/building society (Please note the confidentiality statement at the end of this form).

 If successful 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

Account holder name

Account number

Sort Code

**PART 2: WHY ARE YOU APPLYING?**

20 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.*)

|  |  |  |
| --- | --- | --- |
| EXPENDITURE | AMOUNT (£) | EXPLAIN WHY YOU ARE REQUESTING THIS AMOUNT (You are expected to break down the costs of your request and this will be cross referenced with the evidence you provide) |
| Food |  |  |
| Emergency Accommodation |  |  |
| Emergency Travel |  |  |
| Other (Please specify) |  |  |

21 Please give specific details of the change in circumstances which have led to your current financial difficulties and explain why you are making the request (continue on a separate sheet if necessary)

 ***FAILURE TO PROVIDE AN EXPLANATION WILL LEAD TO A DELAY IN A DECISION ON YOUR APPLICATION***

**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 and BPP’s Privacy Policy (a copy of which is available at [www.bpp.com/privacy](http://www.bpp.com/privacy)).  Your data will not be passed to any other third party without your consent.  By submitting this application form you agree to your data being processed in this way.

**We will endeavour to acknowledge all applications within 2 working days. A decision will be reached once all the correct information has been provided.**