

# 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 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 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 students will be a cash award of a maximum of £250 at the discretion of the advisors.

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).

## Who is not eligible to apply?

- Those who are not currently registered students of BPP University.
- Those who are seeking to cover long term costs (examples include credit card bills, and outstanding debt).
- Those who have other finances available to them through savings accounts or other means.

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](mailto:independentadvice@bpp.com)

## What evidence is required?

- Three months of bank statements for all accounts available to the student up until the date of applying
- A fully completed application form.
- Students on a Tier IV Visa seeking funds must provide evidence that they had made adequate arrangements to support themselves and pay their tuition and accommodation fees before they came to University, and that these arrangements have been affected by unforeseen circumstances, or events beyond their control.
- Evidence of any sponsorship/scholarship/bursary/grants/benefits received (including Student Finance England Award letters if eligible).
- Any other mitigating circumstance evidence to support your application

Once your application is submitted, together with all supporting documentation, it will be considered by the Association Representatives.

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

# PART 1: YOUR PERSONAL DETAILS

1 Student identification number (SRN)

2 Title (Mr/Ms/Mrs/Miss/Other)

3 First names (in full)

4 Surname (in full)

5 Full address (Please ensure this is accurate as the voucher will be sent to address given)

6 Postcode

7 Telephone Number

8 Email Address

9 Course Title

10 Student Status (Full time / Part time)

11 Study Centre

12 Course Start and End Date

13 Who do you live with?

14 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):

Name	Relationship to you	Date of Birth

15 Are you an international student on a Tier IV Visa?

Yes

No

If yes, please provide evidence that you have made adequate arrangements to support yourself and pay your tuition and accommodation fees before you came to University. For example, bank statements from your first month in the UK to show available funds.

16 For any accounts in your name do you have access to an overdraft?

Yes

No

Please specify your current overdraft limit in £ for each of your available bank accounts. 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.

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**IMPORTANT** You will need to show of bank statements for this account going back at least 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.

17 Do you have access to other financial services (including other savings accounts or loans)

Yes

No

18 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	BALANCE	CREDIT/OVERDRAFT LIMIT
Student Account, Savings Account	Specify value in £	Specify value in £

19 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

## PART 2: WHY ARE YOU APPLYING?

20 If this application is successful, what is the amount of financial support you are requesting? (The maximum fund that will be given to students will be a cash award of a maximum of £250 at the discretion of the advisors.)

EXPENDITURE	AMOUNT (£)	EXPLAIN WHY YOU ARE REQUESTING THIS AMOUNT (You are expected to break down exactly why you are applying for this amount)
Food		
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**

22 If you are an international student on a Tier IV Visa please provide details of any unforeseen financial difficulties that have occurred after you started your course which have depleted the arranged funds you brought with you to support yourself for the first 9 months of your course.

**FAILURE TO PROVIDE AN EXPLANATION WILL LEAD TO YOUR APPLICATION BEING REJECTED**

## PART 3: 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 at least 3 months for your application to be considered.

Photocopies of all bank, building society and savings accounts for at least the last month	
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 usually acknowledge all applications within 3 working days. A decision will be reached once all the correct information has been provided.