** Summer Support Grant**

Application form 2020-21

**Please read this form carefully. Incomplete applications will delay the assessment process.**

**This grant is for continuing students who are in receipt of state benefits or who have been affected and are unable to work due to:**

* The Covid-19 pandemic or have been furloughed or
* Caring for dependants or
* Have a disability/medical circumstances or
* Have genuine reasons which are beyond their control e.g. Self-isolating, sudden illness, lack of work, unforeseen circumstances other than Covid-19.

**THE ELIGIBILITY CRITERIA**

* **Full and part-time UK ‘home’ students are eligible to apply.**
* Students must still be enrolled on their course and have received their **maximum** entitlement of Maintenance Loan / Postgrad Loan for 2020-21
* International / EU / Channel Island / IOM students please contact the Student Funding Team (student.funding@solent.ac.uk) for a separate form.

**HOW TO APPLY**

* Students can apply from Monday 5 July 2021 ***up to*** Friday 10 September 2021

***(or until funds are exhausted)***

* You must **email**in your completed application formand evidence to:

 student.funding@solent.ac.uk  before the deadline.

* Once we have received your completed application, you may be contacted by telephone / email by a Funding Adviser, to discuss your circumstances.
* Provided we have everything requested a decision should be made **within 2 – 3 working weeks**of submission.
* You will receive an email to your **university account** notifying you of the result of your application.
* If you are successful, awards are paid by BACS transfer directly into your bank account.  You must enter your **UK** bank account details using this secure link:<https://bit.ly/2kDS38g>.  **It is your responsibility to ensure your bank details are entered correctly, as we cannot check them.**

**HOW TO SUBMIT YOUR APPLICATION FORM AND EVIDENCE:**

Failure to follow these guidelines may result in your form being refused or severely delayed.

**IMPORTANT!**We will accept; screenshots/attachments/photos of evidence.  However,

in order to process your application, we need:

1. Clear, legible documents.  Pixelated or small print will **not**be accepted.
2. You must name EACH document clearly e.g. Barclays bank statement 1; Tenancy agreement etc.
3. Bank statements must be **clear and in date order**.  They should follow on from the previous month, without any missing pages.
4. We require **up to date** evidence regarding your circumstances.
5. **We cannot accept individual attachments for documents i.e. bank statements.**  Combine your evidence as much as possible, preferably onto 1 attachment:

If you have ADOBE ACROBAT PRO DC (Solent University has this available on windows 10):  <https://acrobat.adobe.com/uk/en/acrobat/how-to/merge-combine-pdf-files-online.html>

This can be found on your university PC/Laptop start menu:

 

Here’s how to **combine** and **merge** your files into one **PDF**:

1. Open Acrobat DC to **combine** files:
2. Open the Tools tab and select "**Combine** files."
3. Add files: Click "Add Files" and select the files you want to include in your **PDF**. You can **merge PDFs** or a mix of **PDF** documents and other files.

**DOCUMENTS REQUIRED**

**All students must provide the following information** (e.g.

Screenshots/attachments/photos):

* **Student Finance Entitlement summary** for **2020-21** AND **2021-22** (showing your name & Customer Ref. Number)
* **Rent / mortgage agreement** *(only the section with your name and the amount to pay, or highlighted regular payments on your bank statement).*
* **Bank statements** / internet printouts for the **last** **3 months** for **ALL** bank accounts you hold. Please ensure your name is on them. *Explain any debits/credits* ***over £100*** *on your bank statements.*

**Please also provide the following evidence only if applicable to you:**

* University Bursary or AMS (Academic Merit Scholarship) for 2020-21
* Medical proof, if unable to work, including Covid-19 related issues
* **1 months** recent credit/store card statements
* Council Tax liability *(if having to pay)*
* Evidence of your earnings / furlough pay; and evidence for your partners’ *(if living with them)*
* State Benefits for you *(and your partner/child) incl.* Working / Child Tax Credit for 2020-21
* Childcare costs
* Bank loans or any other debts you listed
* Evidence of seeking employment *(emails/letters etc. from job applications)*
* Evidence relating to any special circumstances outlined in **Section 5** *(Reasons for Applying)*

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| Section 1 – PERSONAL DETAILS |

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| **Student Number** (as on your student ID card) | **Q** |  |  |  |  |  |  |  |  |
| **First Name** |  | **Surname** |  |
| Mobile number: |  |
| Course Name: |  |
| Current year of course *(Please circle)*  | **Foundation** | **1** | **2** | **3** | **4** |
| Who do you live with during the summer vacation?*(Please circle)* | Shared House (*with how many?)* ***Excluding*** *yourself**………………………………* | Alone | Halls | Partner/Spouse | *Parents* |
| Do you have anyone who is financially dependent on you? If so, who................................................How many people? ………………… Ages: ………… / ………… / ………… / ………… /………… / ………… /………… / …………  |

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| Section 2 – REASONS FOR APPLYING |

**WE CANNOT ACCEPT YOUR APPLICATION IF THIS SECTION IS NOT FULLY COMPLETED**

You must explain clearly why you are in financial difficulty, specifically over the summer

period (1 July – 10 September) for example:

* Are you paying rent over the summer and where?
* What financial support do you receive from your parents / partner?
* Explain how you are trying to resolve your financial situation (*provide evidence of looking for work etc).*
* Include any unforeseen costs / personal situations that have affected your financial position.
* Please explain any medical circumstances, and the impact on your finances.

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***Please continue on a separate sheet if necessary and attach it to this form.***

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| Section 3 – BANK ACCOUNTS  |

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| **BANKING:** | Name of Bank | What is your maximum overdraft limit? | What is the balance on the account? |
| Student Current Account |  |  |  |
| Savings Account |  |  |  |
| Joint Current Account |  |  |  |
| Other Account e.g. partner’s |  |  |  |

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| --- | --- | --- | --- | --- |
| **DEBTS:** | Name of Creditor | Balance Owed | Monthly Payment | How much do you pay? |
| County Court Judgements |  |  |  |  |
| Debt Collection Agency |  |  |  |  |
| University Halls Debt |  |  |  |  |
| Bank Loans/Payday Loans |  |  |  |  |
| Credit/Store Cards/ Catalogues |  |  |  |  |
| Other Debts |  |  |  |  |
| **TOTAL OWED** |  |  |  |  |

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| Section 4 – INCOME & EXPENDITURE |

Please complete this section as accurately as possible and give details of your income.

Please provide the amounts you receive in the relevant boxes and state whether this is **WEEKLY, MONTHLY, TERMLY OR YEARLY** in the “How Often” box.

**Section 4a** – Your Income

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| **How Much?** | **How often?** weekly / monthly / yearly | **Evidence Required** |
| Earnings over summer / Furlough pay | £ |  | Please mark on bank statement |
| Partner's Income = Net Annual Salary (if living with them) | £ |  | Please mark on bank statement |
| Parental Contribution towards accommodation / living costs | £ |  | Please mark on bank statement |
| Disability Benefit(s) PIP/DLA | £ |   | include a copy of award letter |
| Child Tax Credit | £ |   | include a copy of award letter  |
| Working Tax Credit | £ |   | include a copy of award letter |
| Universal Credit | £ |   | include a copy of award letter |
| Housing Benefit | £ |   | include a copy of award letter |
| Child Maintenance | £ |   | Please mark on bank statement |
| Any other income | £ |  | Please provide proof  |

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| **BENEFITS:**  |
| Please confirm whether you are in receipt of state benefits, i.e. Housing Benefit, Universal Credit, DLA/PIP:  |
| I do not receive any State Benefits  |  |
| I receive State Benefits and I am in receipt of my full entitlement  |  |
| I receive State Benefits, but I *AM NOT* in receipt of my full entitlement  |  |

**Section 4b –** Your Expenditure

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| --- | --- | --- |
|  **How Much?** | **How often?** weekly / monthly / yearly | **Evidence Required** |
| Rent / Halls Fees / Mortgage | £ |   | A copy of your tenancy, halls or mortgage agreement or letter from your parents (if living with them) or highlight regular, consistent payments on your bank statement |
| Does your rent include bills? | YES / NO | *(please circle)* |
| Who pays your rent? (please circle) | Self / Parents |   | n/a |
| Council Tax *(if liable)* | £ |   | A copy of your current Council Tax bill |
| Prescriptions / Medical Care | £ |   | Please provide medical evidence |
| Childcare Costs / Maintenance | £ |   | Copy of invoices / receipts |
| Any Other Costs (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | £ |   | Please provide evidence |
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| Section 5 – DECLARATION *(please read carefully, sign and date below)* |

* I declare the information given on this form is true, complete and accurate to the best of my knowledge.
* I authorise the university to make any enquiries they so wish to verify the information I have given.
* I hereby give permission for any award to be used on my behalf to repay emergency loans or debts owed to Solent University.
* I understand the assessment criteria may change at any point during the academic year.
* I understand that giving false information could be fraudulent and could lead to disciplinary procedures. **(If statements made on application forms are subsequently found to be false, the university will take action to ensure monies are repaid, future payments stopped, and students could face disciplinary action)** I further undertake to repay any grants obtained by me as a result
* I undertake to abide by any conditions attached to an award & understand that all or part of any award may be repayable if I withdraw from my course during the academic year.

Student’s Signature: ………………………………………………………………………………………… Date: ………. / ………. / ………..

Confidentiality

Application submissions are only seen by the panel and Student Experience staff. It may also be necessary for additional supporting information to be sought from internal staff at the University in order for the panel to reach a decision. e.g. Income Team/Accommodation. Under the General Data Protection Regulation (GDPR), Solent University is a registered data controller and the data collected within this form is covered by the [Student Privacy Notice](https://staff.solent.ac.uk/official-documents/policy-governance-and-information/student-privacy-notice.pdf). Your personal data will be used solely in the department for statistical purposes and electronic record keeping. The data will not be passed on to any third party without seeking prior consent from you or as specified within the student privacy here should be addressed to the Chair of the Support Grant Panel.