

If you are experiencing a **genuine unforeseen emergency** i.e. delay of student funding, you can apply for an emergency short-term loan to assist with basic living costs. For full eligibility criteria please refer to the leaflet *“Emergency short-term loans - Terms and Conditions”*. **Loans are discretionary and not given on demand.**

SECTION 1 - PERSONAL DETAILS

Student Number: *(on your student ID card)*

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

Mr, Ms, Mrs, Miss, other

Please State

First name:

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

Surname:

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

Date of birth:

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

Term Address:

.....postcode:
--

Contact Tel number:

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

Email address:

--

Are you: *(tick all that apply)*

Estranged from your parents?

A Carer?

A Care Leaver / Supported accommodation student?

SECTION 2 - COURSE DETAILS

Name of course

--

Current academic year of course? *(Please tick)*

 0

 1

 2

 3

 4

Are you:

Full time

Part time

Are you:

Undergraduate

Postgraduate

Are you currently repeating a year of study?

Yes

No

SECTION 3 - YOUR FUNDING

If eligible, have you applied for UK funding i.e. SFE maintenance loan. Yes

No*

If **yes**, have you applied for the maximum **Maintenance Loan** available to you?

Yes

No*

When did you apply for it?

Date:

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

If **no***, please state why not and how you're funding your living costs

.....

OFFICE USE ONLY: Advisers Initials time spent..... Date of application

Form entered on CRM?

Student Funding Team, June 2017

If you are an **EU student**, have you applied for a tuition fee loan? Yes No

Do you have a student bank account with an interest free overdraft? Yes No

If **yes**, what is your overdraft limit? £..... and what is your current balance? £.....

If **no**, please state why, (*we advise you have one*)

Do you have any credit cards in your name? Yes No

Are your family able to assist financially? Yes No

Are you currently working? Yes No

If yes, how much do you earn per week / month? £

Do you have any savings? Yes No

If **yes**, how much? (*you must explain why you cannot use them*) £

SECTION 4 - REASONS FOR A SHORT TERM LOAN

- Please give the reasons *why* you require a short term emergency loan.
- Please detail what expenditure you have for the next **four** weeks.
- *Please continue on a separate sheet if necessary, and attach to this form.*

.....
.....
.....

SECTION 5 - LOAN REPAYMENT

Short term loans are expected to be repaid **within 30 days** or when your student funding payment is due (whichever is sooner).

- You must be very clear and detail the source of income you will be repaying the loan from.

.....
.....

Please continue on a separate sheet if necessary, and attach to this form

SECTION 6 - DECLARATION & DOCUMENT CHECKLIST

- Please ensure you include **all** the relevant evidence (*as below*) relating to your application.
- Please provide **photocopies** of any paperwork (*originals won't be returned*).

- UK Student finance entitlement for **2017/18** (MUST show your name and Customer Reference Number)
- EU Student funding - proof of funds you plan to repay the emergency loan from and
 - confirmation of your EU tuition fee loan for **2017/18**
- Evidence of rent/mortgage (e.g. rent book, tenancy agreement)
- Your own valid Direct Debit card
- 1 months' **most recent** bank statements/internet printout showing that you have reached your maximum overdraft or evidence/reasons why you cannot get an overdraft.
N.B. Cashpoint slips are not acceptable

Students' signature: Dated:.....

You must now see a Funding Adviser in the Student Hub, RM050, to submit this form