APPLICATION FOR FINANCIAL SUPPORT

STUDENT GUIDANCE NOTES

Thank you for requesting an application form for financial support. Before completing the form please read these guidance notes very carefully.

These notes will provide assistance with completing the form that is used to assess eligibility for the following funds:

- The International Students Hardship Fund (ISHF)

Further guidance and information can be found on the Student Financial Support Unit's website:

http://www.york.ac.uk/studentmoney/

These notes are divided into several sections. If you require clarification before submitting your application form, please contact the Student Financial Support Unit, Student Services Hub, Market Square, University of York, York, YO10 5DD; telephone (external) 01904 324043, (internal) ext. 4043; e-mail: sfsu@york.ac.uk.

Contents of these notes:

- How to complete the application form
- Information about the funds and how your application will be assessed
- Timetable for making a decision
- How to appeal

PLEASE NOTE

Your application will not be assessed until it is fully completed and all the necessary documentary evidence has been received.

Your application will not be assessed if:

- you have not completed all relevant sections
- you have not included all necessary photocopied documentation
- you have not signed the form

HOW TO COMPLETE THE APPLICATION FORM
Applications can be accepted throughout the academic year.

It is important that you submit the required supporting documentation with your application form. The documents required are listed in the form and later in these notes. We do not return documents but legible photocopies will be accepted.

Answer all questions on the application form by printing clearly in black ink or by ticking the appropriate boxes.

If you are making an application that includes the cost of a diagnostic test with the University of York Disability Services, please ensure that you tick the box on the front page to indicate this.

**Part 1: Personal details**
Complete all questions.
Address - please put the address (include the postcode) that is to be used for correspondence.
Telephone number - please include the area code.

We will send copies of all correspondence to your University e-mail address. If you would also like a paper copy of the final decision letter sent to the address that you have entered, please indicate this in the box provided.

**Part 2: Personal status and accommodation details**
Complete all sections.

**Part 3: Dependents**
Complete this section, if relevant, giving details of any children and/or adults who are financially dependent upon you. Please use an additional sheet if you need to.

**Part 4: Disability and Special medical needs**
Complete this section if relevant.
If you are applying for assistance towards special equipment or health related costs not covered by DSA, please include details in the supporting statement (question 19).

**Part 5: Student's income**
Complete all relevant questions as accurately as possible.
If you are living with a partner it is important that you also include all of their income in this section as well as your own.

It is important that you fill in these sections as accurately as possible. Please state the frequency of the income, for example if you receive it weekly, monthly, or termly.

Examples of each type of income are included in the form; if you are not sure which question a particular source of income falls under, please use Question 16. Please use an additional sheet if you need to.

Do not include the balance of your current account in the total amount of savings.

**Part 6: Student's expenditure**
If you are living with a partner it is important that you also include all of their expenditure in this section as well as your own.
The assessment automatically makes allowance for costs of daily travel. Assessments can only include car costs for students who require a car because of disability, students with dependants, and those attending certain placements.

**Part 7: Supporting statement**
Please state here why you are in financial difficulty, and why you believe your situation to be exceptional and to merit additional support.

Please use an additional sheet if you need to, or include your statement as a separate typed sheet if that is easier.

The information included in your supporting statement is important as it allows us to make a more accurate assessment of your financial situation and allows us to take into account your specific circumstances.

**Part 8: Travel**
Please note details of any trips home that you are planning.

**Part 9: Documentation needed**
This is a list of documents you will need to submit with your completed application form. If you have any questions on which documents you need to provide please contact the Student Financial Support Unit.

- Evidence of financial guarantee provided to University before start of your course (if available)
- Evidence of sponsorship, scholarships, or bursaries
- Evidence of other income e.g. family support, loans
- Evidence of earnings (e.g. wage slips)
- Bank/Building Society Statements (for all accounts)

You should supply copies of your statements for all of your accounts. This includes savings accounts, empty or unused accounts, and accounts in your partner’s name. You should supply statements for the last three months.

These statements should show your name and bank details as well as individual transaction descriptions and amounts and your account balance. Internet banking statements are acceptable but cash machine mini-statements are not.

**Please explain any credits, transfers to other accounts, and debits of more than £100 that appear on your statements.**

- Evidence of rent
- Most recent credit card statements
- Evidence of childcare costs (e.g. receipts, invoices)
- Evidence relating to any special or changes in circumstances (e.g. if your financial guarantors can no longer provide support, we will require a letter from them explaining why)
- Copy of current car insurance certificate (if applicable)

**Part 10: University Debt**
If you are granted an award and you are currently in debt to the University we are able to pay some or all of your award towards that debt. Please indicate here if you
would like us to do this. (Please note this will not affect the calculation of your award.)

Part 11: Declarations
Please remember to sign and date your application form.

Bank details
If you are made an award we will pay it directly into your bank account. You must make sure that you have submitted your bank details to the University using this secure webpage:

https://www.york.ac.uk/students/housing-and-money/bank-details/

If you do not submit your details we will not be able to pay you.

GENERAL INFORMATION

THE INTERNATIONAL STUDENTS HARDSHIP FUND (ISHF)
The International Students Hardship Fund has been established by the University to assist international students whose financial support has suddenly been reduced either for political reasons or personal misfortune. Examples of where the fund may be able to assist include currency collapse against the pound and the delay of awards as a consequence of political instability in a student’s home country.

Assistance may be in the form of grants or loans and all non-UK University of York students are eligible to apply with the exception of most Visiting students.

To be eligible to apply part time students need to be studying the equivalent of 50% of a full time course. Disabled students, whose disability prevents them from studying at least 50% of a full time course, may apply to the International Students Hardship Fund if they are studying at least 25% of a full time course.

However, please note:
- Students taking Leave of Absence from the University will normally only be considered in the transition into, or return from, a period of Leave of Absence
- The Fund will normally be unable to consider applications from students in the first term of their course.

The Fund has limited financial resources and applicants should note that awards do not generally exceed £2,000. Awards may be in the form of a payment direct to the University to assist with accommodation or tuition fees.

Writing-up students
Usually the maximum award that can be made to a student in their writing-up period is £320.

TIMETABLE FOR MAKING A DECISION
Provided your application form has been accurately completed and the appropriate documentary evidence supplied, an assessment and decision should be made within 4 working weeks of submission. If you are applying for assistance with the cost of a diagnostic test then you will be notified of the decision within three weeks of submission. Where an award is to be made you should also normally expect to receive a payment within four weeks. However, in some cases, we may need to defer
your initial payment beyond 4 weeks to deal with a particular circumstance. If this applies to your application we will let you know in advance.

We will send copies of all correspondence to your University e-mail address. If you would also like a paper copy you can indicate this on the front of the application form.

If your application is unsuccessful it may be for one the following reasons:

- Assessments must take savings into account.
- Continuing on the course does not seem financially viable.
- Assessments can only include car costs for students who require a car because of disability, students with dependants, and those attending certain placements.

**HOW TO APPEAL**

If you are not satisfied with the decision you may appeal by letter to the person named in the decision letter. Re-submitting information already provided in your application does not qualify as reason for appeal.

**Any appeal must be made within 4 weeks of the date of the decision letter.**

**Student Financial Support Unit**

**September 2014**