**RVC Student Support Fund Application 2018/19**

The RVC Student Support Funds are made available to students each year as a result of generous donations and legacies. The funds provide support on a discretionary basis and the number and amount of awards granted is limited to the availability of funds.

If you have any questions about the fund or your application, please email: moneymatters@rvc.ac.uk

**Eligibility Criteria**

* You must be a current RVC student to apply for the Student Support Fund
* Students should have **applied for and be receiving all of the funding available to them** from statutory sources e.g. Student Finance England, Student Finance Wales, US Loans, etc. before applying to the RVC Student Support Fund
* Students must have **less than £3,500** in all of their accounts to apply for help from the fund

**Submitting an Application**

* Applications should be submitted in person and an appointment can be made with the Money and Welfare Adviser on Learn: <https://learn.rvc.ac.uk/mod/subpage/view.php?id=36942#section-144>
* Applications can no longer be accepted via email due to General Data Protection Regulations. For further details visit <https://intranet.rvc.ac.uk/information-and-services/data-protection-and-foi/rvc-data-protection-policy.pdf>
* If you are not on campus and wish to submit your application and supporting documents by post, please send them to:

Money Matters Team

Advice Centre

Royal Veterinary College

Hawkshead Lane

North Mymms

Hertfordshire

AL9 7TA

* If you have any issues or questions, please email moneymatters@rvc.ac.uk.

**Important**

* You must complete **all** sections of the application form
* Please ensure you attach copies of ALL necessary supporting documents with your application. See checklist below.
* Make sure to sign and date the application.
* Failure to complete any of the above will result in a delay to your application.
* Applications must be submitted, in full, before 5pm on Friday 19th July 2019 for continuing students or before 5pm on Friday 7th June 2019 for final year students.

**Evidence**

Please provide copies of documents from the list below as applicable. If you do not supply the relevant evidence we will not be able to assess your application.

[ ]  **Student Finance Entitlement Summary 2018/19**. Log in to your student finance online portal, click ‘collapse/expand’ and the ‘view your entitlement summary’ for the current academic year, 2018/19.



[ ]  **Bank/Building Society Statements**: Must include bank statements for the last **3 months** for all accounts held including ISAs and savings accounts. Any withdrawals and payments over £99 on your bank statements should be explained by a note alongside the entry.

[ ]  **Evidence of rent/mortgage.** Must be your current tenancy agreement or most recent mortgage statement

[ ]  RVC Bursary Letter (where applicable). The letter can be downloaded from your student finance account.

[ ]  **Other loan confirmation letter** (US Federal Loan, Postgraduate Loan, PCDL)

[ ]  Child Benefit Letter or Children’s Birth Certificates if they are living with you

[ ]  Council Tax Bill (where applicable)

[ ]  Evidence of benefits claimed including Tax Credits

[ ]  Proof of partner’s income (where applicable) e.g. benefits letter, 3 months wage slips

[ ]  Any other details: May include pay slips, utility bills, child care costs, rent arrears, other debt

**Part 1: Your Personal Details**

Name:

Student Number: Course and Year:

Please tick if this is a repeat year: [ ]

Term Time Address:

Email:

Do you live with parents/guardian during term time? Yes/No

Do you live with a partner? Yes/No

If yes, please provide income and expense details as requested in part 2.

Do you have any adults who are financially dependent on you? Yes/No

If yes, please give details:

Do you have dependent children? Yes/No

If yes, please include a copy of your child benefit letter, Child Tax Credit letter or Universal Credit confirmation

Do you have a disability or long-term medical condition? Yes/No

If yes, please provide details of any additional support you are applying for not covered by Disabled Students Allowance or Disability related benefit e.g. DLA or PIP.

Please confirm if any of the following apply to you?

Care leaver/Carer: Yes/No

Student who has lived in a Foyer or been homeless: Yes/No

Student receiving the final year loan rate: Yes/No

**Part 2: Your Income and Expenditures**

A. Please provide details of all **income** that you/your partner receive

|  |  |  |
| --- | --- | --- |
| **Type** | **How much?** | **How often?** (Delete as appropriate) |
| Maintenance Loan  | £ | Weekly/Monthly/Annual |
| Other Loan | £ | Weekly/Monthly/Annual |
| Postgraduate Loan or PCDL | £ | Weekly/Monthly/Annual |
| Maintenance Grant | £ | Weekly/Monthly/Annual |
| RVC Bursary | £ | Weekly/Monthly/Annual |
| Earnings | £ | Weekly/Monthly/Annual |
| Partners Income/Earning (After Tax) | £ | Weekly/Monthly/Annual |
| Parent / Partner Support | £ | Weekly/Monthly/Annual |
| Child Benefit | £ | Weekly/Monthly/Annual |
| Other Benefits | £ | Weekly/Monthly/Annual |
| Other Income | £ | Weekly/Monthly/Annual |

B. Please provide details of **expenditure**

|  |  |  |
| --- | --- | --- |
| **Type** | **How much?** | **How often?** (Delete as appropriate) |
| Rent | £ | Weekly/Monthly/Annual |
| Travel Costs | £ | Weekly/Monthly/Annual |
| Council Tax (if applicable) | £ | Weekly/Monthly/Annual |
| Childcare Costs | £ | Weekly/Monthly/Annual |
| Any other essential expenditure  | £ | Weekly/Monthly/Annual |

**Part 3: Supporting Statement**

Please explain why you are in financial difficulty and why you believe your situation to be exceptional and in need of additional support. Provide details of any specific expenditure of an unforeseen or exceptional nature that you have encountered this academic year.

**Part 4: Declaration**

I declare that the information given above is correct and complete to the best of my knowledge. I understand that giving false information will disqualify my application and may also lead to disciplinary procedures. Further, I undertake to repay any assistance given to me should the information I have provided prove to be false. I accept that the decision of the RVC panel is final. Submission of this application is evidence that I accept and agree to the above.

**Signed: Date:**

**BANK DETAILS:**

|  |  |
| --- | --- |
| Bank Name e.g. HSBC, Natwest |  |
| Sort Code |  |
| Account Number |  |

ANY AWARD MADE WILL BE PAID VIA BACS TO THE ABOVE ACCOUNT

Please allow up to 28 days for this application to be processed from date of receipt.

Please see submission instructions on page 1.

**Confidentiality**

Applications are seen by Advice Centre staff only. In order for payments to be made, your name, student number and bank details submitted on this form will be shared with RVC Finance department staff who may contact you to clarify bank account information.

Office use only:

|  |  |  |
| --- | --- | --- |
| Action | Date | By Whom |
| Application received |  |  |
| Logged on database |  |  |
| Supporting documents checked |  |  |
| Submitted for assessment |  |  |