**RVC Student Support Fund Application 2020/21**

The RVC Student Support Funds are made available to students each year as a result of generous donations and legacies and provide support on a discretionary basis. 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
* Students **must have** **applied for all funding available to them** from statutory sources e.g. Student Finance England, Student Finance Wales, SAAS, US Loans, etc. in the current academic year
* Students must have **less than £1,500** in all of their accounts.

**Submitting an Application**

All applications must be submitted via email to the following email address: supportfunds@rvc.ac.uk.

You **must** password protect your documents and send the password information in a separate email to the same email address.

**Student Advice Appointments**

If you need assistance, or wish to discuss your application, you can arrange an appointment with the Student Money Adviser via Learn: <https://learn.rvc.ac.uk/course/view.php?id=1639>

**Important**

* You must complete allsections of the application form that apply to your circumstances
* 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 16th July 2021 for continuing students or before 5pm on Friday 18th June 2021 for final year students.

**Evidence Required**

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

**Funding: All Students**

**UK Undergraduate Students: Student Finance Entitlement Summary 2020/21**

[ ] Log in to your **student finance** online portal, click ‘collapse/expand’ and the ‘view your entitlement summary’ for the current academic year, 2020/21

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

**EU, International and Postgraduate Students**

**Other Student Loans**

UK Postgraduate Loans, PCDL, US Federal Loan, Government Loans etc.

[ ] Loan confirmation letter/Statement

**Any Other Student Finance:**

[ ] **Student grants, scholarships, bursaries or stipends**

Please provide evidence as appropriate

**Expenditure: All Students**

[ ] **Evidence of rent/mortgage**. Your current tenancy agreement or most recent mortgage statement, with your name, the address of the property and showing how much rent/mortgage you pay per month

[ ] **Bank/Building Society Statements**: **Your statements should show your name, address and the account details.**

You must include bank statements for the last **2 months** for all accounts held including ISAs and savings

accounts. You must add a note explaining any transaction coming in to or leaving all of your accounts over £99 e.g. rent, student finance, wages, money from parents, etc.

[ ] Council Tax Bill (where applicable)

**Students who live with a partner and/or dependent children**

[ ] Proof of partner’s income (where applicable) e.g. benefits letter, 2 months wage slips

[ ] Bank statements for the last 2 months for joint accounts

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

[ ] Evidence of benefits claimed including Tax Credits or Universal Credit (where applicable)

**All Students:**

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

**Part 1: Your Personal Details**

Name:

Course and Year: Student Number:

Student Fee Status: [ ] UK [ ] EU [ ]  US [ ]  Other/International

Please check the box if this is a repeat year: [ ]

Term Time Address:

Email (if non-RVC email address):

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 3 below.

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 or Children’s Birth Certificates if they live with you

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 benefits e.g. UC, ESA or PIP.

Please confirm if any of the following apply to you?

Care leaver: [ ] Yes [ ] No

Estranged from Family: [ ] Yes [ ] No

Carer - living with a person in receipt of PIP: [ ] 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: Impact of Covid-19 (Coronavirus)**

Have you been advised by the NHS to **self-isolate or sheild** due to being at increased risk of infection? Conditions that may increase your risk can be found on [this NHS page](https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-people-at-high-risk/).

Has your income been affected by Coronavirus? If yes, how?

Has your family’s/partner’s income been effected by Coronavirus? If yes, how?

Are you/your family/partner eligible for the Coronavirus Job Retention Scheme (furlough)?

For more information, please visit [this Gov.uk page](https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme)

If receiving funding from student finance, you may wish to consider submitting a current year income assessment if your household income has reduced by at least 15%. For more information visit the student finance website: <https://www.gov.uk/guidance/guidance-for-current-students#my-parentpartner-has-recently-lost-their-job-how-will-this-affect-my-student-finance>

**Part 3: Your Income and Expenditures**

A. Please provide details of all **income** that you/your partner receive. **You only need to complete the sections that are relevant to your circumstances.**

|  |  |  |
| --- | --- | --- |
| **Type** | **How much?** | **How often?** (Delete as appropriate) |
| **Undergraduate UK Students** |
| Maintenance Loan  | £ | Annual |
| Maintenance Grant | £ | Annual |
| RVC Bursary | £ | Annual |
| Other Income | £ | Weekly/Monthly/Annual |
| **EU Undergraduates/All Postgraduates/International Students** |
| Postgraduate Loan | £ | Annual |
| US Federal/Other Loans | £ | Weekly/Monthly/Annual |
| Earnings/Part Time Work  | £ | Weekly/Monthly/Annual |
| Parent / Partner Support | £ | Weekly/Monthly/Annual |
| Other Income | £ | Weekly/Monthly/Annual |
| **Students with Partners and/or Children** |
| Partners Income/Earnings (After Tax) | £ | Weekly/Monthly/Annual |
| Child Benefit | £ | Weekly/Monthly/Annual |
| Other Benefits | £ | Weekly/Monthly/Annual |
| **All Students** |
| Bank Overdraft Facility  | £ |  |

B. Please provide details of **expenditure**

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

**Part 4: 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 5: 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:**

**Print Name:**

**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.

Applications that require further information will take longer to process.

Please see submission instructions on page 1.

**Confidentiality**

Due to an increase in demand due to Covid-19, staff outside of the Advice Centre, but within the RVC, may see your application and supporting documents to assist with processing applications in a timely manner. Your application will be stored securely within Advice Centre student files which are not accessible to staff outside of the Advice Centre.

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 |  |  |