

Student Support Fund Application 20/21

The Student Support Fund is provided by the university to aid student retention

It is there as a safety net to assist when unforeseen or unexpected events occur that may impact on your financial situation.

It should not be seen as a way of funding your degree

The Student Support Fund is a heavily subscribed service with a set budget.

Please ensure that prior to submitting an application you have read the information on our website. If you have any questions/concerns that are not covered in our FAQ's then please email; stufunds@soton.ac.uk and a member of the team will respond as soon as possible.

In order that we can complete an accurate assessment of your financial situation please provide as much information as possible.

Please ensure that you complete ALL questions relevant to your situation as fully as possible.

Failure to provide the required information is likely to cause a delay in the assessment and may lead to the closure of your application.

*Please ensure that you submit ALL supporting documentation relevant to your situation This **MUST** be submitted at the same time as the application.*

Failure to submit the application and documentation together may cause the closure of your application.

Once you have completed the application and compiled the documentation, these should be sent together by email to; stufunds@soton.ac.uk

*Please include in the subject line: **Your name Your student ID number, SSF application***

Widening Participation

The University of Southampton is committed to sustaining and improving student success and progression among under-represented and disadvantaged groups and are actively targeting those students who meet the Widening Participation criteria.

Please provide details of whether you meet one or more of the criteria so that we can ensure the active targeting delivery and marketing of the Student Support Fund.

Please leave blank if you do not meet any of the criteria listed below

You have a household income of less than £42,600 as confirmed by Student Finance

You are a mature **undergraduate** of 21 or above on your **first** degree

You are classed as a care-leaver

You are a UK undergraduate who is recognised as a young carer. You are under the age of 25 and help provide unpaid care to a relative, often a parent or sibling, who due to illness, mental health issues or addiction would be unable to cope without your support.

You are a UK undergraduate student in receipt of the Disabled Student Allowance

You are a UK undergraduate student under the age of 25, who is normally, permanently estranged from your parents for more than one year, and assessed as an independent student by Student Finance.

Student Support Fund Full Application 20/21

Please complete All the questions relevant to your situation as fully as possible.

Full Name

Student ID number

Contact phone number

Term time address

Please provide the full address including the postcode for the accommodation you reside as during term time.

Home address

This is the address that you most frequently visit. If this is outside the UK will we include one flight using our set methodology. If you have a receipt for an airline ticket then we can use that cost.

Email address Please provide your university email address UNLESS this has been suspended

Enrollment status

Enrolled full time

Enrolled part time

Suspended with services

Repeat year not attending

Writing up

Are you currently studying an undergraduate or a postgraduate course

Undergraduate

Postgraduate

Course title

Residency

UK

EU

International

Please provide your main study site

Highfield campus SO17 1BJ

Avenue campus SO17 1BF

Southampton General Hospital SO16 6YD

Winchester School of Art SO23 8DL

National Oceanography Centre SO14 3ZH

St Mary's Hospital Portsmouth PO3 6AD

Year of study

Foundation or Year 1

Year 2

Year 3

Year 4

Year 5

Repeat

Final year

Please provide the expected date that you will complete your course

How are you funding your day to day living costs? *What source of funding do you have to cover your rent, food, travel etc*

Statutory funding from Student Finance/NHS
(You must submit your Student Finance/NHS bursary letter with your application UK students)

I am funding my day to day living costs myself
(This will include EU students)

Please indicate ALL the sources you are using to fund your day to day living costs

(You must submit supporting documentation for any income source listed below, except the UoS bursary, UoS stipend) Family support should be highlighted on your bank statement

Amount

Frequency

Student Finance
(you will need to provide the SF notification letter)

NHS bursary
(You will need to provide the NHS bursary letter)

UoS bursary

Scholarship/stipend

Regular work
(not included for statutory funded students) Please include 3 months wage slips

Savings

(You will need to provide a bank statement covering the period from 21/9/2020 onwards)

Family support

(You will need to highlight this on your bank statement)

* Total Government support

(You will need to provide any benefit letters showing your current entitlement-Please provide a breakdown further down the page)

Personal loan/credit cards

*(You will need to provide the credit agreement- **not included as standard**)*

Postgraduate loan

*(any non-tuition fee element)
You will need to provide the confirmation letter*

Partner's earnings

(you will need to provide 3 months wages)

Other-

(Please provide details in your personal statement below)

Do you live with a partner and/or dependents?

If you live with a partner and/or dependents then you will need to include their income and expenditure and include supporting documentation

No

Partner

Dependent(s)

Please provide the name(s) and date(s) of birth of any partner and/or dependents you live with.

Children will only be included in the assessment up to the age of 19 if they are still in full time education and you are in receipt of child benefit

Name

Date of birth

***If you are in receipt of government benefits please provide a breakdown of amount and frequency of payment** *(Supporting documentation must be submitted)*

Benefit type

Amount

Payment

Frequency

Bank Statements

It is a requirement of applying to the fund that you provide 3 months bank statements for EVERY open bank current/cash card accounts that you have access to. This includes savings, Isa's and non-UK

(If you have advised that you live with a partner you will be required to provide their bank statements as well)

Please list below the name of the bank and the last 3 digits of any current/cash card account.

PLEASE DO NOT LIST THE ENTIRE BANK ACCOUNT NUMBER.

You will need to annotate any entries of £100 or more.

Failure to declare any bank accounts held in your name may lead to the disqualification of your application

Bank name

Last three account digits

Please list EVERY savings account that you have access to.

You will need to provide bank statements covering the period from the 21 September 2020 onward.

(If you have advised that you live with a partner you will be required to provide their bank statements as well)

Please list below the name of the bank and the last 3 digits of any savings account.

PLEASE DO NOT LIST THE ENTIRE BANK ACCOUNT NUMBER.

You will need to annotate any entries of £100 or more.

Failure to declare any bank accounts held in your name may lead to the closure of your application

Bank Name

Last three account digits

Please provide details of where you are living when studying at the university

University Halls

Private rented

Private Halls

Own property and paying a mortgage

Living with family and commuting

How are you making the payments for your accommodation

Reoccurring web payment (for UoS Halls) Direct Debit/

Standing order-visible on bank statement

Paid by my parent(s)/third party

I am not required to pay for my accommodation

Please provide the name of the person/company you pay any rent to along with the amount and payment frequency

(you must provide a copy of your tenancy/mortgage agreement)

Landlord

Amount

Payment frequency

Are you required to pay for utilities separately or are they included in the accommodation cost

Paid seperately

Included as part of the accommodation costs

How do you travel to university

Walk/cycle

Bus

car

(not included for all students)

You will need to include an insurance certificate showing you as the main driver

Train

Ferry

Other

Partner's travel

(please provide the method of travel and postcode)

Have you purchased glasses/contact lenses in the current academic year

Yes

No

(You will need to include a receipt/highlight on bank statement)

Do you purchase regular prescriptions

Yes

No

(We will include the amount of the pre-payment card only)

Do you have any outstanding loans/debts

(excluding overdrafts)*(These will not be included as standard)* You will need to provide a copy of the agreement form

**Loan
Provider**

Amount owed

Monthly payments

If you pay childcare please provide the following details

You must provide a copy of the invoice/receipt

Childcare Provider

Number of hours per week

Cost per week

Do you have any additional expenditure you would like considered that is not listed above? Please provide details

*

IMPORTANT*

In order that we can understand your situation in more detail, please provide a Personal Statement detailing any incident/circumstances or event(s) that you believe have had an impact of your financial situation.

Please include as much information as possible in order for us to understand your current circumstances.

This could include for example ongoing medical/personal issues or an incident or event that has occurred in the current academic year.

If it is agreed to provide you with support from the fund any payment will be made via bank transfer (BACS). To ensure all payments are made directly you MUST

make sure that you have provided the university with your bank details. This can be done online through SUSSED.

Self Service: https://studentrecords.soton.ac.uk/BNNRPROD/twbkwbis.P_WWWLogin.

Click on Personal Information and then Update Payment Details.

Failure to provide these details WILL cause a delay in any payment being received.

PLEASE DO NOT ADD YOUR BANK DETAILS TO THIS FORM WE DO NOT HAVE ACCESS TO UPDATE YOUR INFORMATION

I confirm that I have provided my bank details through Self Service

Declaration

I declare that all of the information provided in my Student Support Fund application form is complete and accurate to the best of my knowledge.

I agree that the University may seek any further evidence necessary to substantiate my statements.

I have disclosed all income paid to me (or, where applicable, my partner) during the year, including where my family have made payments to third parties

(e.g. landlords, halls fees, tuition fees, other debtors etc.) on my behalf information.

I understand that a false statement or deliberately withholding pertinent constitutes making a false application.

This will render my application null and void and could result in disciplinary actions being taken against me and may lead to expulsion from the University.

I agree to inform the University if, as a result of this application, I have been paid money in error and that I may be required to repay any monies given.

I agree to inform the University if I receive monies from any source during this application period..

I understand that it is my responsibility to ensure my bank details are up to date and that the university is not responsible for payments made in error due to incorrect bank details held.

I understand that it may be necessary for the Student Support Fund administration team to contact other university staff/departments concerning my application.

The Student's Union Advice Centre- Consent to Share:

The Advice Centre at Union Southampton offers all students at the university free, independent, confidential advice.

If you have spoken to the Advice Centre or have been advised to contact them concerning any money worries or financial concerns then it can assist us in completing an assessment that accurately reflects your situation if we can discuss any issues together to be able to provide the best assistance possible. Please indicate in your personal statement if you have been in contact with them.

Once we are in a position to assess your application to the Student Support Fund we may request you provide us your consent to share financial information with the Advice Centre.

Confidentiality:

Applications are considered by the Student Support Fund administration team. It may be necessary for additional supporting information to be sought from other University staff/departments.

Privacy notice:

Details of the privacy notice regarding student data is available at,

<https://www.southampton.ac.uk/studentadmin/student-admin/privacy-notice.pages> your consent

I confirm that I have read and understood the statements above

Please ensure that you have answered all of the questions relevant to your situation as fully as possible

Please submit your application AND all of the supporting documentation

TOGETHER to:

stufunds@soton.ac.uk

with the subject heading: Your name, Student ID number, SSF Application

Documentation Checklist

Below is a list of the most common documentation that we require in order to complete an accurate assessment of your financial situation. Please tick all of the documentation you are submitting along side the completed application.

Please ensure that you submit bank statements for every account that you have access to

I confirm that I will be submitting the following documentation in support of my application to the Student Support Fund

Income documentation

Student Finance maintenance notification 20/21

NHS bursary notification

Master's loan notification

Sponsorship confirmation

Bursary (NOT University of Southampton bursary)

Universal credit (Please submit ALL pages)

Housing benefit (Please submit ALL pages)

Tax credits (Please submit ALL pages)

Disability benefit (Please submit ALL pages))

Any other government benefits

Wages (please submit 3 months wage slips or mark on bank statement)

Savings (Please submit bank statements covering the period from 21 September onwards)

Family contributions (please indicate on bank statement)

Child Support

Any other received income

Expenditure Documentation

Tenancy agreement (not required for UoS Halls)

Mortgage statement

Council Tax

Childcare (please provide 3 months of invoices or mark on bank statement)

Valid car insurance certificate (You must be shown as the main driver)

Bike hire contract

Glasses receipt (Must be purchased in the current academic year 20/21)

Contact lenses (Must be purchased in the current academic year 20/21 or marked on bank statement)

Other essential expenditure

Debts (we do not include credit/store cards/overdrafts as standard)

Additional documentation

Bank statements (please submit 3 months bank statements for every account you have access to including savings and non-sterling. Annotate any transaction of £100 and over)

Medical evidence (if you wish it to be considered in your application)

Please email to stufunds@soton.ac.uk at the same time you submit your application to the Student Support Fund. If you submit any documentation separately please use the same ticket