

# York St John Summer Student Support Fund Guidance

## 2019-20

The York St John Summer Student Support Fund provides financial assistance for students to enable them to access and succeed in higher education, particularly those students who need financial help to meet extra costs that cannot be met from other sources of support.

1. **General notes**
2. **Who can apply?**
3. **Information on how an application is assessed**
4. **Timetable for making a decision**
5. **How to make an application**
6. **Payments**
7. **How to Appeal/submit Change of Circumstances**
8. **Further assistance**
9. **Useful contacts**

### **PLEASE NOTE:**

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

The Student Funding Advice Team will email the student if:

- They have not completed all relevant sections
- They have not submitted all necessary evidence

The York St John Summer Student Support Fund adheres to strict guidance on the allocation of the fund.

The application process does not intend to be intrusive or overburden students with documents to support each application, but it is a necessary requirement to fulfil university audit requirements.

Awards are discretionary and not guaranteed: Please do not assume an application will be successful, nor anticipate any amount that may be received. Amounts awarded are NOT guaranteed and are subject to change at any time in the academic year.

## **Part 1: General notes**

### **What is the York St John Summer Student Support Fund intended for?**

The fund is intended to alleviate unexpected financial difficulties. Any help awarded from the fund is usually non-repayable. Students can apply to the fund at any point throughout the summer period providing the allocation has not depleted.

### **Tuition Fees**

The student fund cannot be used to meet the cost of tuition fees including resit fees for any undergraduate or postgraduate student. This is because full or part-time UK and EU undergraduate and postgraduate students studying a first degree can apply for financial support from their funding body. International students are expected to have calculated how they will pay tuition fees prior to embarking on a programme of study.

## **Part 2: Who can apply?**

The York St John Summer Student Support Fund is for students, as assessed by YSJU for tuition fee purposes, registered on a course in one of the following categories:

- Non-final year students
- Students with children
- Students re-taking/re-sitting parts of their course
- Students who are ill or have a disability and are therefore unable to undertake work
- Students who have no alternative means of support

### **Suspension of Studies**

UK home students may be eligible for help from the fund, if they are unable to attend their course for health/medical reasons, pregnancy or caring responsibilities. Providing they do not permanently withdraw from their studies and intend to return after their time out.

## **Priorities for Assistance**

The fund is available to help any eligible students who has a financial need.

We are asked to give priority to the following groups of students when deciding how to allocate funding.

- Students with children (especially lone parents)
- Disabled students (especially where the Disables Students' Allowances (DSAs) are unable to meet particular costs and the institution has no legal responsibility to do so).
- Care Leavers
- Students from Foyers or who are homeless
- Students who are assessed as being estranged from their parents by their relevant funding body
- Young Carers

Students who are not in one of the priority groups can still apply but, they must provide as much evidence as possible to show why they have a need.

Priority is given to students undertaking their first higher education qualification before considering supporting students undertaking a subsequent course or Equivalent Lower Qualification ,ELQ, who are not eligible for student support.

Students may apply more than once during an academic year for help from the York St John Summer Student Support Fund but only if their circumstances have changed significantly. Students will be asked to provide documentary evidence for the change of circumstance.

## **Part 3: Information on how an application is assessed**

Standard awards can help to meet general costs associated with being a student such as living and household costs for example rent/mortgage payments, food, utility bills etc.

There will be a set expenditure level known as; Composite Living Costs (CLC), for general living and household costs, such as food and utility bills. The relevant amount will be set depending on the student's circumstances i.e. a student with children will have a higher CLC.

Non-standard awards can help to meet exceptional costs, such as repairs to essential household equipment, high costs for students' dependant on continuing medication and assistance with priority debts. Emergency situations, including travel costs for family illness or bereavement and financial difficulties due to unexpected incidents such as burglary or fire, can also be considered under the non-standard award assessment.

All applications are considered by the Student Financial Assistance Group which comprises representatives from the Student Funding Advice Team, Credit Control, Students' Union and a representative from YSJ School Administration unit. This ensures that due process has been followed and all applications are fully and fairly considered.

#### **Part 4: Timetable for making a decision**

Providing that an online application has been accurately completed, and the appropriate documentary evidence supplied, an assessment and decision will normally be made within 21 working days of submission. Successful students can expect to receive information about the anticipated date of payment within this timescale.

#### **Part 5: How to make an application**

Applications to the York St John Summer Student Support Fund can be made via the online form which can be accessed through the York St John website.

Once you have started an application for financial assistance, it is mandatory that you register on [Blackbullion](#). You can do this by using your York St John University email address. Failure to register on Blackbullion will add a delay to your application being moved forward.

#### **Part 6: Payments**

Payments will be made in one instalment direct into the student's bank account. Students will need to provide their bank details to the Finance Office and will be informed on how to do this once they receive their award email.

Applicants are advised that payments from the York St John Summer Student Support Fund may have implications for their entitlement to means-tested state benefits. Students who receive help from the fund can be supplied with a letter to present to their local Job Centre Plus/Housing Benefit Office to help their claim for benefits.

Once you have received your payment you will be required to complete two money education pathways which are delivered through [Blackbullion](#). Failure to complete these modules will result in you being unable to apply to the fund in the future until completion.

#### **Part 7: How to appeal/change of circumstance**

Students who are unsuccessful in their application may appeal the decision. However, appeals against the amounts awarded will not be considered. Appeals should only be made if there is no change of circumstances to the original application and need to be submitted within 10 working days of receiving the nil award email. In order for this to happen, students will be advised to contact the Student Funding Advice Team who will firstly check if they have been fully assessed and received all evidence from the student, if not the team will inform the student of this and request the evidence. Once a full assessment has been complete and if the outcome remains the same the team will provide the student with a Financial Assistance Appeal Form. Once the student has completed the form and gathered any additional evidence this is to be emailed to the Student Funding Advice Team within 10 working days of receiving the nil award email.

If a student has experienced a change of circumstance since their original application, they must contact the Student Funding Advice Team to discuss submitting a Change of Circumstance Form based on this change. All information held with York St John Summer Student Support applications will be reviewed by the Student Financial Assistance Group. Once the Student Financial Assistance Group has reviewed the Change of Circumstance Form, the student will be informed of the decision via email.

#### **Part 8: Further assistance**

Not all students in financial difficulty who make an application to the York St John Summer Student Support Fund receive awards. Where awards cannot be made, the Student Funding Advice Team will advise students of other avenues they may wish to pursue in order to help their situation. This may include referrals to other specialist teams on campus such as Careers and the Welfare team.

#### **Part 7: Useful contacts**

**Student Funding Advice Team**

[fundingadvice@yorks.ac.uk](mailto:fundingadvice@yorks.ac.uk)

01904 876939

**Student Information Desk**

[SID@yorks.ac.uk](mailto:SID@yorks.ac.uk)

01904 876477

**Wellbeing Team**

[wellbeing@yorks.ac.uk](mailto:wellbeing@yorks.ac.uk)

01904 876477

**Finance Office**

[finance@yorks.ac.uk](mailto:finance@yorks.ac.uk)

01904 876452

**Careers, Placements and Opportunities**

[careers@yorks.ac.uk](mailto:careers@yorks.ac.uk)

01904 876124

**Student Records**

[studentrecords@yorks.ac.uk](mailto:studentrecords@yorks.ac.uk)

01904 876757

**Accommodation**

[accommodation@yorksj.ac.uk](mailto:accommodation@yorksj.ac.uk)

01904 876660