

York St John Summer Student Support Fund Guidance

2023-24

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.

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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 up until the 31st July 2024, providing the allocation has not depleted.

The 2023-24 Summer Student Support Fund is based on a referral system. Students can either contact the Student Funding Advice team to discuss their financial circumstances or YSJ staff can refer the student onto the team. Once the team are aware of the students' circumstances, they will determine whether they are eligible to apply to the fund.

Tuition Fees

The 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 Home 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 undergraduate, postgraduate, UK Home or overseas students. Students who are not progressing onto the next academic year e.g., final years students are not eligible to apply.

The Fund is aimed at the following priority groups as well as students who are experiencing an unforeseen financial circumstance.

- Students is unable to work due to ill health or disability and therefore unable to undertake work
- Students with children
- Students has caring responsibilities which has an impact on them working over the summer
- Students who are resitting parts of their course which has an impact on them working over the summer
- Students with an unforeseen financial circumstance

Once the team have received a referral or have been contacted by the student, they will determine if they are eligible to apply to the Fund. Once this decision has been made, the team will email the student with a link to the Summer Student Support Fund online form and will confirm the evidence they can to start to collate.

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 e.g., 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 14 working days of submission of all requested evidence. Successful students can expect to receive information about the anticipated date of payment within this timescale.

Part 5: How to make an application

Once the team are aware of the students' circumstances, they will determine whether they are eligible to apply to the Fund. Once this decision has been made, the team will email the student with a link to the Summer Student Support Fund online form and will confirm the evidence they can start to collate.

Once a student has started an application for financial assistance, it is required that they register on [Blackbullion](#). They can do this by using their York St John University email address.

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 during the application process.

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 pathways will result in you being unable to apply to the fund in the future until completion.

Part 7: How to appeal/submit a 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 in their financial situation 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 need to contact the Student Funding Advice Team to request a Financial Assistance Appeals Form. If a full assessment hasn't already been completed, the team will request any evidence required. Once a full assessment has been completed and if the outcome remains the same the team will arrange an Appeals Panel.

If a student has experienced a change of circumstance in their financial situation since their original application, they must contact the Student Funding Advice Team to discuss submitting a Change of Circumstance form based on this change. The student will need to provide information to evidence the change as well as up to date bank statements. Once the form and evidence have been reviewed and any required reassessment completed, the team will take the application back to 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 outcome.

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, Disability Advice, Welfare/Wellbeing or Citizens Advice York.

Part 7: Useful contacts

Student Funding Advice Team

fundingadvice@yorks.ac.uk

01904 876939

Student Information Desk

support@yorks.ac.uk

01904 876477

Wellbeing and welfare support

Webpage – [Wellbeing support](#)

Finance Office

finance@yorks.ac.uk

01904 876452

Careers and placements

careers@yorks.ac.uk

01904 876124

Student Records

studentrecords@yorks.ac.uk

01904 876757

Accommodation

accommodation@yorks.ac.uk

01904 876660