

York St John Student Support Fund Guidance

2022-23

The York St John 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 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 Student Support Fund intended for?

The fund is intended to alleviate unexpected financial difficulties. Students who may be considering leaving higher education because of financial problems are particularly encouraged to apply. Any help awarded from the fund is usually non-repayable. Students can apply to the fund at any point throughout the academic year providing the allocation has not depleted.

Tuition Fees

The fund cannot be used to meet the cost of tuition 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 and living costs prior to embarking on a programme of study.

Part 2: Who can apply?

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

- Undergraduate students whether full* or part-time**, including part-time distance learners following a higher education course
- Postgraduate students, either full or part-time***, following a course of higher education at a level above first degree, including those who are writing up their thesis and not therefore attending the institution

*Full time course, 120 credits in an academic year or equivalent.

**Part-time course, equivalent to 25% of a full-time course except:

- Students with a disability, which prevents them from studying at least 50% of a full-time course, may apply to the York St John Student Support Fund if they are studying at least 25% of a full-time course. A statement of support from the DWP will be required.

***Part-time postgraduate students who started prior 2012 must be studying a minimum of 50%.

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 student 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 Disabled 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
- Mature students with existing financial commitments, including priority debts.
- 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 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. In addition, assistance with course related costs such as childcare, travel and books are available.

For full time undergraduate students who are being assessed for a standard award, there is an 'Assumed Income', set at a level of £2,109 for first years, £1,407 for second years and £704 for a final year student. This assumes income from several sources including part-time work during term time and bank overdrafts.

For postgraduate students, a weekly Minimum Required Provision (MRP) amount is applied to standard assessments. This is set at £194 per week, except for students with dependants or students who are unable to work due to a disability; this amount will be £156 per week.

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

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

Part 6: Payments

Any awards above £500 will be split into 2 payments, either between term one and term two or term two and term three, depending on when they are awarded. If a student applies after term three, then the award will be paid in full in one instalment. Where the award involves YSJU paying off any priority debt, this will be paid direct to the creditor.

Applicants are advised that payments from the York St John 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 students have received their first instalment they will be required to complete two money education pathways which are delivered through [Blackbullion](#). Failure to complete these modules will result in future payments being delayed until completion, students will be informed in due course of which instalments will be affected if they do not complete the pathways.

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 the student believes the outcome is incorrect and they have been assessed wrongly, the appeal will 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 completed and if the outcome remains the same, the team will provide the student with a Financial Assistance Appeals 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 Student Support Fund 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 Student Support Fund receives an award. 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 Wellbeing team.

Part 7: Useful contacts

Student Funding Advice Team fundingadvice@yorks.ac.uk 01904 876939	01904 876452
Information Services Desk support@yorks.ac.uk 01904 876477	Careers, Placements and Opportunities careers@yorks.ac.uk 01904 876124
Wellbeing and Welfare Support wellbeing@yorks.ac.uk 01904 876477	Student Records studentrecords@yorks.ac.uk 01904 876567
Finance Office finance@yorks.ac.uk	Accommodation accommodation@yorks.ac.uk 01904 876660