

## York St John Student Support Fund Guidance 2024-25

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 follows national guidelines for fund allocation.

While we aim to make the application process as straightforward and non-intrusive as possible, the submission of certain documents is a necessary part of our evidence-based approach. We understand that gathering these documents can seem burdensome, but they are essential for us to accurately assess and support your application.

Awards are discretionary and not guaranteed: Please do not assume an application will be successful, nor anticipate any amount that may receive. 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 designed to help alleviate unexpected financial difficulties. Students who are facing financial challenges and are therefore considering leaving higher education are especially encouraged to apply. Typically, any assistance provided from the fund does not need to be repaid. Applications can be submitted throughout the academic year, as long as the fund has not been depleted.

### Tuition Fees

The fund cannot be used to cover tuition fees for undergraduate or postgraduate students. UK students studying for their first degree can seek financial support from their funding body.

## 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:

- Full-time and part-time home students (including distance learners) following any of the eligible higher education courses
- Home students on sandwich courses, including during any periods of work placement, and students who are studying abroad as part of their course
- Full-time and part-time home students on a postgraduate course (including distance learners) following a course that is a minimum of 1 year and studying at least 25% per each academic year of a full-time equivalent course.

### 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. If you would like further information on this, please contact [fundingadvice@yorks.ac.uk](mailto:fundingadvice@yorks.ac.uk).

### Priorities for Assistance

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

When allocating funding, we prioritise the following groups of students:

- Students with children who are fully or partially resident with them (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 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 finance.

Students may apply for assistance from the York St John Student Support Fund more than once during an academic year, but only if their financial circumstances have changed significantly. Applicants will need to provide documentary evidence to support the change since their original application. If you would like further information on this and to request a form, please contact [fundingadvice@yorks.ac.uk](mailto:fundingadvice@yorks.ac.uk).

### 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 (if not eligible for support via their funding body or through government benefits), 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 £2,290 for first years, £1,528 for second years and £764 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 £212 per week, except for students with dependants or students who are unable to work due to a disability; this amount will be £170 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 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 complex and non-standard awards 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 the Programme Administration and Support Service. This ensures that due process has been followed and all applications are fully and fairly considered. There are also staff members that can be called upon when needed and they are from Visa and Compliance, Specialist Support, London Student Support and the Wellbeing team.

#### 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 on agreement with the student.

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 when claiming 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.

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

Students who are unsuccessful in their application may appeal the decision, but appeals regarding the amount awarded will not be considered. Appeals should be made only if the student believes there was an error in the assessment. Appeals must be submitted within 14 working days of receiving the 'no award' outcome.

To start the appeals process, students should contact the Student Funding Advice Team. They will email a Financial Assistance Appeals Form to the student. Once completed the form along with any additional requested evidence, this must be emailed back to the team. The team will review the form and any additional evidence and will arrange an Appeals Panel. The student can expect an outcome within 14 working days.

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 form and all evidence, the student will be informed of an outcome 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 9: YSJ food assistance

If students find themselves in an unexpected situation without food, the University can offer support through short-term emergency food assistance. This support is designed to help relieve immediate pressure during this difficult time. For students to access this, they will need to complete an online form via the following link.

### [Short-term food assistance](#)

If students require immediate food support, please contact the Student Funding Advice team on [fundingadvice@yorks.ac.uk](mailto:fundingadvice@yorks.ac.uk) as the team does have a stock of non-perishable food items available.

## Part 10: Useful contacts

<p><b>Student Funding Advice Team</b> <a href="mailto:fundingadvice@yorks.ac.uk">fundingadvice@yorks.ac.uk</a> 01904 876939</p> <p><b>Information Services Desk</b> <a href="mailto:support@yorks.ac.uk">support@yorks.ac.uk</a></p> <p><b>Wellbeing and Welfare Support</b> <a href="mailto:wellbeingenquiries@yorks.ac.uk">wellbeingenquiries@yorks.ac.uk</a> 01904 876477</p> <p><b>Finance Office</b> <a href="mailto:finance@yorks.ac.uk">finance@yorks.ac.uk</a> 01904 876452</p>	<p><b>Careers, Placements and Opportunities</b> <a href="mailto:careers@yorks.ac.uk">careers@yorks.ac.uk</a> 01904 876124</p> <p><b>Student Records</b> <a href="mailto:studentrecords@yorks.ac.uk">studentrecords@yorks.ac.uk</a> 01904 876567</p> <p><b>Accommodation</b> <a href="mailto:accommodation@yorks.ac.uk">accommodation@yorks.ac.uk</a> 01904 876660</p>
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