

# Student Support Fund 2022/23

## Application form and guidance notes

This information is available in Welsh and alternative formats on request.  
Please read the following guidance notes carefully before proceeding with the application.

## Guidance Notes

### What is the Student Support Fund?

The Student Support Fund can offer support to UK students who are experiencing financial difficulties. It is important to recognise that the Fund has been established to act as a safety net and not to fund expensive lifestyle choices, such as holidays or non-essential car costs. As a student, it is essential that you live within your means and take steps to increase your income and decrease your expenditure.

**Please refer to our Money Management pages for further advice and guidance:**

<https://studentmoney.southwales.ac.uk/managing-your-money/>

### Who can apply?

- You must be a UK student who is eligible for 'Home' Student Funding and study at a USW campus.
- You must have taken all Student Loan entitlement and/or any other statutory funding available to you.
- If part-time, you must be studying for a minimum of 25% of the full time equivalent credits per year.
- Students not in receipt of statutory support (e.g. some postgraduate students and those completing a second degree) must usually have adequate provision in place for living costs and fees prior to the course commencing.
- Students at Partner Colleges should contact their own college regarding financial support funds.
- Only one application to the Fund may be made each academic year. However, if your financial circumstances have changed since the submission of your application form, you can request the Panel to review your case.
- EU & International Funded Students are not eligible to apply to the Student Support Fund, but should make an appointment with a Money and Support Adviser if you are experiencing financial difficulties.

### Can I apply for financial support towards my disability/specific medical needs?

If you are applying for help solely towards disability/specific medical needs, you should contact the Disability Service for further information: <https://disability.southwales.ac.uk/>

If you are a Student Finance England student who is required to pay a £200 contribution towards your equipment costs, please provide a copy of the relevant page from your Needs Assessment with your application.

### Can I review or appeal the decision?

If you are unhappy with the decision made by the Panel, you may either appeal against the decision, or if your financial circumstances have changed since the submission of your application form, you can ask the Panel to review your case. **Please refer to the review and appeal process for further information:**

<https://studentmoney.southwales.ac.uk/financial-hardship/student-support-fund/>

### Who do I contact for support?

If you require support with your application, or have any queries regarding your eligibility, please contact the Student Money and Advice Team.

Email: [studentsupportfund@southwales.ac.uk](mailto:studentsupportfund@southwales.ac.uk).

You can also make an appointment with a Money and Support Adviser who will be happy to assist you.

You can do so online <https://studentmoney.southwales.ac.uk/contact-us/>.

#### For Office Use Only

Application Number	Date Received	Applied Previously	Debtor	Signature
SSF20 <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> Y / <input type="text"/> N	<input type="text"/> Y / <input type="text"/> N	

## How is the application form completed?

Complete each section as clearly as possible.

It is important that supporting documentation is enclosed with your application form.

Student couples who live together will be treated as a joint application, so we recommend you make an appointment with a Money and Support Adviser together and complete one application form.

## Checklist

The application form is comprised of the following sections, please use this checklist to mark off the sections that are fully completed.

Page 1 & 2	Guidance Notes	<input type="checkbox"/>
Page 3	Section 1: Personal Details	<input type="checkbox"/>
	Section 2: Course Details	<input type="checkbox"/>
	Section 3: Personal Circumstances	<input type="checkbox"/>
Page 4	Section 4: Financial Circumstances	<input type="checkbox"/>
Page 4 & 5	Section 5: Supporting Statement	<input type="checkbox"/>
Page 6	Section 6: Income Guidance Notes	<input type="checkbox"/>
Page 7	Section 7: Household Income	<input type="checkbox"/>
Page 8	Section 8: Expenditure Guidance Notes	<input type="checkbox"/>
Page 9	Section 9: Household Expenditure	<input type="checkbox"/>
Page 10	Section 10: Travel Expenditure	<input type="checkbox"/>
Page 11	Section 11: Outstanding Debts	<input type="checkbox"/>
Page 12	Section 12: Bank Details	<input type="checkbox"/>
Page 13	Section 13: Data Protection Statement and Declaration	<input type="checkbox"/>

**Please ensure you complete each section in full and provide the evidence outlined in the checkpoints at the end of each section.**

**Please supply legible photocopies or scanned documents as poor quality documents will cause delays. Missing evidence or an incomplete form will result in a delay on the assessment of your application.**

## What happens after I submit my application?

- If we require further evidence or information in support of your application, we will usually communicate with you via your University email address. It is your responsibility to provide the required information.
- The Student Support Fund Panel will consider your individual circumstances and make a decision on your award.
- Awards made from the Fund vary and should not be considered to be an automatic entitlement.
- The Student Support Fund is finite and subject to review, as such it is not guaranteed to be available every academic year or during the whole of an academic year.

## What is the timescale for making a decision?

- We endeavour to process applications as quickly as possible however students should be aware that applications can take up to **20 working days** to process.
- If your application requires further evidence which is considered essential for an assessment of your case, this could require up to an additional 20 working days to process once the evidence has been received.
- If you are unable to provide the requested information within two weeks, your application will be placed on hold and you may be asked to attend an appointment with a Money and Support Adviser.

## SECTION 1: Personal Details

Full Name			
Student ID		Date of Birth	
Telephone			
Email	Please note that all correspondence relating to your application will usually be sent to your university email address.		
Term Address			Postcode
Vacation Address			Postcode

## SECTION 2: Course Details

Course title				
Status	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Campus	<input type="checkbox"/> Treforest	<input type="checkbox"/> Glyntaff	<input type="checkbox"/> Cardiff	<input type="checkbox"/> Newport City
Faculty	<input type="checkbox"/> FBCI	<input type="checkbox"/> FCES	<input type="checkbox"/> FLSE	
Final Year	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

## SECTION 3: Personal Circumstances

I live	<input type="checkbox"/> Alone, or as a lone parent <input type="checkbox"/> With parent(s)/guardian(s) <input type="checkbox"/> With partner/spouse <input type="checkbox"/> In Shared Accommodation <input type="checkbox"/> In Halls <input type="checkbox"/> Other (please specify below)																												
I am	Currently caring*, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without my support. <i>*Please note that these duties would be in addition to the usual caring responsibilities that a parent would have for a dependant child.</i> <input type="checkbox"/> Currently receiving financial support as a Care Leaver from my Local Authority. <input type="checkbox"/> Currently homeless/have been homeless during my course or the six months prior to starting my course. <input type="checkbox"/> Currently estranged from both parents and under 25 years old at the point of commencing my course.																												
	<b>The below is for Student Finance England students only:</b> <input type="checkbox"/> A disabled student who has been assessed as having to make a £200 contribution towards my DSA costs.																												
	If 'Yes', please provide a copy of the relevant page from your Needs Assessment as evidence.																												
I have	<input type="checkbox"/> Child Dependants <input type="checkbox"/> Adult Dependants Please continue to Section 4 if you <b>do not</b> have any dependants.																												
	<table border="1"> <thead> <tr> <th>Name</th> <th>Age</th> <th>Relationship</th> <th>Do they attend school?</th> <th>Do they live with you?</th> <th>If No', frequency of visits?</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Name	Age	Relationship	Do they attend school?	Do they live with you?	If No', frequency of visits?																		
Name	Age	Relationship	Do they attend school?	Do they live with you?	If No', frequency of visits?																								

## SECTION 4: Financial Circumstances

My main reason for applying for support is:  
**(Tick only one)**

- |  |   |
|--|---|
| <input type="checkbox"/> Problems with Student Funding | <input type="checkbox"/> General Living Costs         |
| <input type="checkbox"/> Course Costs                  | <input type="checkbox"/> Accommodation Costs          |
| <input type="checkbox"/> Disability Costs              | <input type="checkbox"/> Travel Costs                 |
| <input type="checkbox"/> University Debt               | <input type="checkbox"/> Childcare Costs              |
| <input type="checkbox"/> Unmanaged Debts               | <input type="checkbox"/> Other (please specify below) |

## SECTION 5: Supporting Statement

The information included in your supporting statement gives you the opportunity to explain your financial difficulties and allows us to make a more accurate assessment of your financial situation.

You should explain why you are under particular financial pressure and outline any specific issues that you think are affecting your finances.

You should explain the effect that this financial pressure is having on your studies.

If you prefer, you may submit your supporting statement on a separate piece of paper. Please ensure that you attach this to your application form and write your name and student number at the top of the page.

**Please explain why you are in financial difficulty:**

As a student, it is essential that you live within your means and take steps to increase your income and decrease your expenditure.

**Please explain:**

**What steps you have already taken to alleviate your difficulties?**

**If you are not in work, what are you doing to change this?**

**If you are not able to work, why?**

**What provisions you have made if you are not receiving standard Student Funding?**

## Supporting Statement Checkpoint

Before continuing to the next section, please ensure that you have:

- Provided evidence of any additional costs mentioned in your supporting statement.  
e.g. evidence of extra travel costs, invoices or receipts for unexpected costs, estimates for repairs, additional course costs, fine notices or evidence of unmanaged debts.
- Provided evidence of any change of circumstances.

## SECTION 6: Income Guidance Notes

### Completing Section 7

Please fill in an amount for each type of income you receive in the corresponding column opposite and then confirm how often you receive this income by ticking the applicable frequency box.

Please note that partner/spouse income is required if they normally reside with you.

**Sections highlighted in dark blue are only to be completed by students who have child or adult dependants.**

When completing this section please consider the following:

- **Maintenance Loan**  
You should have taken the maximum amount of Maintenance Loan that is available to you.
- **University/External Scholarship or Bursary**  
Please declare if you are in receipt of any other award to help with your studies and/or living costs.
- **Child Maintenance**  
If you are a lone parent not in receipt of child maintenance, please explain why in Section 5.
- **Parental/Family Contribution**  
If your parents/family are providing you with an allowance or paying your rent please state the amount of support being provided and indicate the frequency of this.
- **Other Income**  
Please tell us about any other income and savings that you or your partner have and specify what it is e.g. cash savings, income from interest, income from investments, unearned income.

### Evidencing Section 7

**You are required to evidence all forms of income that you receive.**

Please find guidance on how to evidence your income below.

### Student Income

#### Full time or Part Time Undergraduate Students including PGCE Students

- A print out of your entitlement summary from your Student Finance (Student Finance Wales, Student Finance England, Student Finance Northern Ireland or Student Awards Agency for Scotland) online account.

#### Full time or Part Time Postgraduate Students

- Evidence of how you are funding your studies e.g. A print out of your entitlement summary from your Student Finance or private loan account, employer sponsorship details, etc.

#### NHS or Social Work Students

- A copy of your NHS or Social Work Bursary award letter, payment schedule and evidence of your reduced rate Student Finance loan entitlement (if taken).

#### All Students

- Evidence of any scholarship, trust funds, award from home country or other student income.

### State Benefits

- A copy of all pages of entitlement letters for all benefits received or highlight this on bank statements.

### Employment and Other Income

#### Wages

- Evidence of the last 3 month's wages e.g. wage slips, highlighted on bank statements.  
Please note, if self employed provide a copy of year-end accounts authorised by an accountant or HMRC.

#### Parental Contribution

- Highlight amounts received on bank statement or letter from parent/family to confirm the amount of support.

#### Other

- Evidence of any other income listed in section 7 for you and your partner – if this is a voluntary payment e.g. child maintenance where you don't have official paperwork, please highlight on bank statement where possible.

## SECTION 7: Household Income

Please enter an amount for each form of income then tick the applicable frequency box.

### Student Income

Your Income

Your Partner Income  
(If applicable)

	Amount	Week	Month	Year	Amount	Week	Month	Year
Maintenance Loan	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Grant / Special Support Grant	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postgraduate Funding / Doctoral / Other Loan	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NHS / Social Work / Teaching Bursary	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University Scholarship or Bursary	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Scholarship or Bursary	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults Dependents Grant	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents Learning Allowance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Childcare Grant	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### State Benefits

	Amount	Week	Month	Year	Amount	Week	Month	Year
Universal Credit	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing Benefit	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Seekers Allowance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Support Allowance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income Support	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carer's Allowance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability Benefit (e.g. PIP, DLA)	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Tax Credit	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Tax Credit	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Employment and Other Income

	Amount	Week	Month	Year	Amount	Week	Month	Year
Wages from employment	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parental / Family contribution	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. savings, etc)	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Maintenance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Income Section Checkpoint

Before continuing to the next section, please ensure that you have:

Provided evidence of all income listed, as per the Income Guidance notes opposite.

## SECTION 8: Expenditure Guidance Notes

### Completing Section 9

Please include the weekly, monthly or annual figure for all expenditure applicable to you. Please note that partner/spouse expenditure is required if they normally reside with you.

You may have to provide evidence for some or all of these costs (see below for further information).

**If you do not provide the necessary evidence the cost may not be considered when assessing your application.**

Please be aware that some expenditure may be capped for assessment purposes. If you think that you may have higher costs due to a specific issue then you should explain this in your Supporting Statement (Section 5).

You do not need to give figures for course related costs, such as books and equipment. The assessors will attribute standard allowances depending on your course. If you think that your course expenditure is exceptionally high and you wish this to be considered as part of your application, you should give specific figures and an explanation of your exceptional circumstances in the supporting statement. You should also provide evidence to support this.

### Evidencing Section 9

**You are required to provide evidence for all expenditure highlighted in dark blue.**

**You can evidence your expenditure by providing the documents below or by highlighting regular payments clearly on your bank statements (see Section 12).**

### Household Bills

The following evidence is required for information entered in the 'Household Bills' section:

#### Rent/Mortgage

- Copy of your Tenancy Agreement (we only need the pages showing your name, property address and amount of rent) or a copy of your Mortgage Statement (evidence NOT required if living at home with parents/guardians, or living in a hall of residence)

#### Council Tax

- Copy of your current Council Tax Bill (if liable to pay)

#### Home, Contents and Other Insurance

- Copy of your insurance policy which details your annual or monthly payment.

### Loans and Hire Purchase

The following evidence is required for information entered in the 'Loans and Hire Purchase' section:

#### Loans and/or Hire Purchase

- Copy of your agreement detailing your monthly payments.

### Cost of Study

If you consider your course costs (not including tuition fees) to be more than the assumed £50 per month for full-time or £25 per month for part-time students, please provide evidence from your tutor detailing your costs and whether they are essential.

#### Course Costs

- Evidence of increased costs (e.g. receipts, letter from tutor)

### Childcare Costs

The following evidence is required for information entered in the 'Childcare Costs' section:

#### Registered Childcare

- Evidence of your childcare costs from your registered childcare provider confirming your weekly or monthly costs.

## SECTION 9: Household Expenditure

Please enter an amount for each then tick the applicable frequency box.

### Household Bills

	Amount	Week	Month	Year
Rent / Mortgage	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Tax	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas / Electricity / Water	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TV Licence	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home and/or Contents Insurance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Insurance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### General Living Costs

	Amount	Week	Month	Year
Food / Toiletries / Household	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clothing	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leisure	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone Payments	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Loans and Hire Purchase

	Amount	Week	Month	Year
Loans	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hire Purchase	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Cost of Study

	Amount	Week	Month	Year
Tuition Fees	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Costs	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Childcare Costs

	Amount	Week	Month	Year
Registered Childcare	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel to/from Nursery and/or School	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify below)	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>				

### Expenditure Section Checkpoint

Before continuing to the next section, please ensure that you have:

Provided evidence of all forms of expenditure listed, as per the Expenditure Guidance notes opposite.

## SECTION 10: Travel Expenditure

Please enter an amount for each then tick the applicable frequency box.

### Travel Expenses

Please enter an amount for each form of expenditure relevant to you/your partner then tick the applicable frequency box.

	Your Income				Your Partner Income (If applicable)			
	Amount	Week	Month	Year	Amount	Week	Month	Year
Travel to/from University	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel to/from Work	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel to/from Placement	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of days on Placement per month		days				days		
Other (Please specify below)	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Car Expenses

Please enter an amount for each form of expenditure relevant to you/your partner then tick the applicable frequency box. If you have indicated that you use a car, please explain why you consider this essential in the space below.

	Your Income				Your Partner Income (If applicable)			
	Amount	Week	Month	Year	Amount	Week	Month	Year
Car Insurance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Tax	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Maintenance	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Travel Home

If you travel home in vacations, please complete below:

Mode of travel (e.g. train)	
Approximate distance per round trip	miles
Cost per round trip	£

### Travel Expenditure Checkpoint

Before continuing to the next section, please ensure that you have:

- Completed all sections that are relevant to you. Any incomplete sections will not be included in your assessment.
- If on placement, confirmed number of days per week/month/year that you are required to attend.
- If you have stated use of a vehicle, provided a copy of your insurance breakdown or highlight the payment on your bank statements.

## SECTION 11: Outstanding Debts

Do you have any outstanding debts?

Yes

No

If 'Yes', please complete the following section. If 'No', please continue to Section 12.

### Managed and Unmanaged Debts

Please give details of any debts held by you or your partner.

If you are currently making regular repayments, provide details of the amount and term of your repayment plan. For debts that you are failing to repay each month, please provide evidence of the outstanding amount as per the section checkpoint below.

Creditor	Type of debt (E.g. utility, bill, credit card, rent)	Total amount owed	Repayment plan set up?	Repayment per month	Repayment plan starts/ ends

Please detail what steps you have taken to manage your debts:

### Outstanding Debts Checkpoint

Before continuing to the next section, please ensure that you have:

- Provided evidence of any debts and regular debt repayments. e.g. statement of account.
- Provided evidence of any unmanaged debts. e.g. arrears notice, notice of recovery action.

Please note, if you do not provide relevant evidence the debt and/or regular debt repayment will not be considered when assessing. You do not need to provide evidence of money owed to family and friends.

## SECTION 12: Bank Details

### Bank Account Guidance Notes

Please ensure that you list all accounts that you hold.

This includes:

- Bank, Building Society, Savings and e-Bank accounts. e.g. Plum, Monzo, PayPal, Starling.
- Accounts that have a zero balance or are not currently in use.
- Accounts belonging to a partner/spouse, if they normally reside with you.
- Accounts belonging to children where you are named as the trustee/in your name.

### Bank Accounts

Following the guidance notes above, please list all applicable accounts:

Account Holder Name	Bank	Last 4 digits of account number	Overdraft facility?	Overdraft Limit

### Bank Statements Guidance Notes

All students must provide the last **2 month's** itemised statements for all Bank, Building Society, Post Office, PayPal, Monzo and any other online bank accounts showing up to the present date.

You will need to provide a copy of statements for all accounts.

**Bank statements for all accounts that your partner/spouse hold are also required if they normally reside with you.**

The bank statements that you submit must:

- Display the account holder name and bank account details.
- Show the full transaction amount, transaction details and running balance.
- Have an explanation for all payments over £500.
- Have all transfers to/from other accounts explained regardless of amounts.
- Have annotated Direct Debits or recurring payments if you chose to use this as evidence of your expenditure.
- Not be in an Excel format.

Paper bank statements or statements printed from your online account are accepted as evidence as long as your name, bank details and running balance are clearly shown on the page.

You can find our guide on how to download statements from your online banking [here](#).

### Bank Details Checkpoint

Before continuing to the next section, please ensure that you have:

- Listed **ALL** applicable bank and savings accounts following the Bank Account Guidance Notes.
- Provided the last 2 months bank statements for all accounts in line with the Bank Statements Guidance Notes.

## SECTION 13: Data Protection Statement and Declaration

### Data Protection Statement

The University requires this information to administer and process your application. Where necessary, information submitted may be shared and processed internally by University of South Wales staff in Student Services and other University departments and faculties. Information may be disclosed externally where necessary to organisations including (but not limited to) the Independent Appeals Adjudicator and Department for Work and Pensions. All personal details will be held in accordance with the Data Protection Act 2018.

Further information on how your data is processed is included in the Privacy Notice for Students:

<https://uso.southwales.ac.uk/information-compliance-unit/data-protection/>

I understand that:

- Documentary evidence may be requested at any time to clarify the information given in this application.
- I have attached the relevant documentation as requested and understand that if an item is missing or incorrect my application will be delayed or rejected.
- The information given by me on this form is accurate and complete to the best of my knowledge and belief, and I undertake full legal responsibility for it.
- I will inform you immediately of any alterations to the information I have provided.
- I agree to repay any support given as a loan, according to the agreed terms.
- I agree to repay any award paid as an administrative error.
- I have provided details of all bank accounts in my name and my partner's name, where relevant, and understand that if I fail to disclose an account, or any other details relating to my financial status, I may not receive support from the Fund and may be required to repay awards based on inaccurate/incomplete Information.
- I also understand that as a result I may be subject to the University's regulations regarding student conduct, provided here: <https://registry.southwales.ac.uk/student-regulations/>

### Declaration

Please sign to confirm that you have read, understood and agree with the Data Protection Statement and Declaration Statement relating to this scheme.

Name	
Signature	
Date	

### Submitting your application

Once fully complete, please submit this form and accompanying evidence to [studentsupportfund@southwales.ac.uk](mailto:studentsupportfund@southwales.ac.uk)

Please note, the fund will close prior to the below dates if it is exhausted.

You must submit fully completed forms and evidence by:

Final year students: 4pm on 21/04/2023

Continuing students: 4pm on 23/06/2023