

**STUDENT SERVICES**  
**Money Advice and Funds Service**

## Placement Costs Short-Term Loan 2016/17

Please complete ALL sections in CAPITALS

### PERSONAL DETAILS

<b>First Name(s)</b>	<b>Family Name</b>
<b>UWE Student Registration No.</b> (8 digit number on front of student ID card):	
<b>Term-time address</b>	
<b>Postcode</b>	<b>Tel. No.</b>
<b>E-mail: We will use your UWE Live email address.</b>	<b>Mobile No.</b>
<b>Programme / course title</b>	<b>Campus</b>
<b>Expected Completion Date</b> (month and year)	
<b>Mode of attendance</b> Full time / Part time / Other (specify)	

Dates of placement : **Start date** \_\_\_\_\_ **End date** \_\_\_\_\_

Placement Location \_\_\_\_\_ Amount of loan requested £ \_\_\_\_\_

Which are you applying for help with? *(Tick all that apply)*

<input type="checkbox"/> <b>Travel costs</b> - How have you calculated this? <i>e.g. 50 miles a day at 23p per mile</i> <i>5 days a week for 5 weeks</i> <i>50 x 0.23 x 5 x 5 = £287.50</i>
<input type="checkbox"/> <b>Accommodation costs</b> - How have you calculated this? <i>e.g. £40 a night</i> <i>5 days a week for 5 weeks</i> <i>40 x 5 x 5 = £1,000</i>

Do you expect reimbursement of your placement costs to take longer than 90 days from the date of this application? **YES/ NO**. Where possible you should claim reimbursement regularly during your placement.

***IMPORTANT If your Interest Free Loan is agreed it is repayable upon receipt of the reimbursement of the placement costs or within 90 days from the date the loan is processed. If you have not received reimbursement within 90 days, please ensure that you contact MAFS by email: [mafs@uwe.ac.uk](mailto:mafs@uwe.ac.uk) to discuss repayment.***

The preferred method of repayment is:

**Via the internet**

- through [MyUWE](#) portal
- through our secure payment site - <https://webpayments.uwe.ac.uk/open/>


If you are unable to pay online, you can pay:

**By phone:** +44(0)117 32 83784 or +44(0)117 32 82906

**By post:** Cheques (made payable to 'University of the West of England') to Income Office, Room 2D23, University of the West of England, Frenchay Campus, Coldharbour Lane, Bristol BS16 1QY

**In Person:** Payment by credit/debit card, cheque or cash at the Income Office, 2D23, Frenchay Campus

**DECLARATION-Please read and sign!**

- ✓ I declare the information given above is complete and accurate to the best of my knowledge.
- ✓ I understand that the information I supply may be verified by the University and that my application cannot be processed if I have not provided the supporting evidence.
- ✓ I understand that giving false information will automatically disqualify the application and may lead to disciplinary procedures resulting in possible expulsion from the University.
- ✓ I will inform the University of any change in my financial circumstances which may affect my application or if I wish to withdraw my application.
- ✓ I understand that a failure to repay a loan within 90 days may lead to debt collection proceedings, I further understand that if I leave the University I will remain liable for this loan.
- ✓  I consent to the processing of my personal information as described in The Student Services Data Privacy Statements (Finance) & (Student Advice) for the purpose of giving me advice and/or financial support for my studies at UWE.
- ✓ I understand that my personal information will be kept for 6 years after my last contact. All personal data is processed in accordance with the Data Protection Act 1998. The University's Data Controller is the Assistant Vice Chancellor, Finance and Commercial Developments. You can find the privacy statement at: <http://tinyurl.com/http-advisedataprivacy> & <http://tinyurl.com/http-financedataprivacy>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Hand the form in to any Information Point at Frenchay, Glenside, Gloucester or Bower Ashton Campus, **or** post the form to: UWE, Money Advice and Funds Service (1D03), Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY.

Please contact [mafs@uwe.ac.uk](mailto:mafs@uwe.ac.uk) or 0117 328 5678 if you have any queries about the short term loan scheme, or to confirm receipt of your application.

**BACS**

Where possible we will make payment by **BACS** (Bankers' Automated Clearing Services) transfer directly into your bank account. This will take up to 4 working days from the date the loan is agreed. Please enter the details of your preferred account below. If this section is blank, the award will be paid by cheque which we will post to the address stated overleaf.

Student's Name		Student Number	
Name of Bank		Account Number	
Account Name		Sort Code	____ - ____ - ____

We reserve the right to decide the payment method. Awards may be paid by cheque even though you have nominated an account above.