

The UWE Short-Term Loan Scheme 2016/17

Essential notes & application form

The **interest-free** Short-Term Loan Scheme is provided by UWE to help students who find themselves with a temporary cash-flow problem during the academic year.

The funds available are limited and rely on you repaying your loan back on time so that we can support students throughout the academic year.

If the fund runs low, we will prioritise applications from students with caring responsibilities or from students with medical conditions or disability that prevents part-time work.

To be eligible, you must be registered on your course and it must be after the start of the academic year. You must have used any available overdraft to within £100 of your limit before applying.

We will lend you an amount to cover your immediate essential living costs: for example £50 per week for a single student (this can be increased to cover other costs i.e. childcare/travel). The loan is due for repayment **within 30 days**.

Most students, who can, work part-time to cover essential expenditure. This scheme is not a substitute for part-time earnings. For budgeting advice please go to:

www1.uwe.ac.uk/students/feesandfunding/managingyourmoney.aspx

Before you make an application, please note the following:

- If you have a debt to UWE, you may not be eligible for a loan.
- Short term loans are not available during the summer vacation or before the start of the academic year.
- Final year students are not eligible in the final 2 months of their course.
- Your application will be rejected if you do not indicate a source of funds which will enable you to repay the loan within 30 days.

What do you need to provide with the application form?:

- **Your most recent bank statement and a mini-statement dated within three days of your application and**
- **Category 1: Delayed funding** – evidence of your funding application or
- **Category 2: Temporary cash flow** – evidence of the event that has caused the temporary cash-flow problem. Provide proof of any unexpected expenses, receipts or indicate on bank statements.

If you are unsure about any of the supporting evidence, please contact Money Advice and Funds Service (**0117 328 5678** or **mafs@uwe.ac.uk**) for advice.



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Date received	ISIS Log No.

STUDENT SERVICES
Money Advice and Funds Service

Short-Term Loan 2016/17 Application

PLEASE ANSWER **ALL** QUESTIONS

PERSONAL DETAILS

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

YOUR CIRCUMSTANCES

What is your current bank balance? £_____ What is your overdraft limit? £_____
Do you have any debts to the university? Yes / No / Not Sure
Are you working? Yes / No
If you are not working, please explain why _____ _____
If you are working, when are you next paid? Date _____
How much will you receive? £_____
Are you receiving any benefits or tax credits? Yes / No Please specify which _____
When are you next paid? Date _____ How much will you receive? £_____
(receipt of benefit should be shown on the bank statements you provide)
Do you have a disability that prevents you from working part-time? Yes / No
If yes, please provide details _____
Are you caring for children aged 16 or under? Yes / No
If yes, how many children do you have? _____ and how old are they? _____

PLEASE TELL US WHY YOU NEED THE LOAN – complete either Category 1 or 2

- 1 **My student funding (e.g. student loan/grant, NHS bursary, etc.) has been delayed.**

What student funding are you waiting for? _____

What date did you apply? _____

When do you expect to be paid your funding? _____

***Please attach evidence:** you can download evidence of your funding application from Student Finance or from the NHS Bursary System. We will also accept copies of correspondence from the funding body.*

OR

- 2 **I have experienced a temporary cashflow problem which has left me in financial hardship.**

Circumstances may include the loss of a part-time job or the need for urgent visits home. It is important to describe your circumstances fully so that we don't have to contact you to ask more questions. It is also important to provide documentary evidence of your circumstances. Please submit evidence (receipts, invoices, bank statements etc.) of the costs you have incurred.

YOUR LOAN

How much do you need to borrow? £ _____

If successful, we will transfer the funds directly into your bank account. This will take up to 4 working days from the date the loan is agreed. Please supply bank account details overleaf.

If you need part or all of your loan paid directly to a **third party** (for example to your childcare provider), please complete the following declaration:

I authorise £ _____ of any loan approved to be paid directly

to _____

Signature: _____ **Date:** _____

REPAYING YOUR SHORT-TERM LOAN

Loans are due for repayment **30 days** after the loan is agreed. Please indicate below how you will repay your Short-Term Loan:

- From student funding, (please state type and date due) _____
- From wages, due to be paid on: _____
- From other sources of income: please state type and due date _____

Failure to repay will mean we can support fewer students with loans and ultimately will result in your debt being passed to a debt collection agency.

The preferred method of payment is:


Via the internet

- through MyUWE portal
- or 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 30 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-advicedataprivacy> & <http://tinyurl.com/http-financedataprivacy>

Signed: _____	Date: _____
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Hand the form with supporting documents 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.**

If you have any queries about the Short-Term Loan scheme, how to make an application, or to confirm receipt of your application, you can contact us by email (mafs@uwe.ac.uk) or on 0117 32 85678

What happens next?:

If we need additional evidence or clarification, we will email **your UWE Email account**. Occasionally, we will ask you to come and see us before we make a decision. This will be to discuss your finances generally and to check out your eligibility to non-repayable funds.

We aim to make a decision within 3 working days of receipt of a complete application and will let you know the outcome via **your UWE Email Account**.

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, any award will be paid by cheque. This may result in a delay in your award being received.			
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.			