

blackbullion



For the 2018/19 year, we are delighted that we are working in partnership with Blackbullion to provide all LJMU staff and students access to an online financial capability platform.

Like all things, learning to manage your money is a life skill; it is something we all have to practice and we will all get it wrong sometimes. By using the modules on Blackbullion, you can improve your understanding of a range of money related topics on line, in your own time, at your own pace, free of charge.

Before you submit your Student Support Fund application, we ask that you log on to www.blackbullion.com using your LJMU email address and start taking control of your budget and finances.

We require all students to complete the budgeting module as a minimum, but you are free to complete as many modules as you want to do. We will not be able to process your Student Support Fund application until we can see you have done this.

What are you waiting for? Log on and start controlling your money rather than letting it control you.

The LJMU Student Support Fund 2018/19

IMPORTANT

We want to be able to assess your application as quickly as possible. Therefore please read these guidance notes before completing this form as incomplete forms are often delayed during processing.

Aims of the fund

The LJMU Student Support Fund is to enable LJMU to support students who may need extra financial assistance. Awards are made to those students who have higher than standard costs (such as lone parents) or to those students who have a sudden financial emergency (for example a burglary) or those facing other financial problems during their course.

The Fund can be used for course-related costs such as childcare, books/equipment, travel or general living costs such as rent. If you qualify for a payment from the Fund it will not usually have to be repaid.

The fund can also be used to assist students that may have an opportunity to undertake a placement which will improve their employment prospects.

You should be aware that we cannot allocate money from this fund to pay your tuition fees. If you need advice about paying your fees please speak to us rather than complete this form.

Closing Dates

Final Year and Postgraduate Students Friday 29th March 2019

Continuing Students Friday 17th May 2019

Your Student Support Fund application and all associated documents must be received by the dates specified above.

Who can apply?

The fund is open to all LJMU students. However, due to visa restrictions and EU treaty rights, if you are a non UK students (both EU and International) you can only apply to the fund if you have an unexpected situation that impacts on your finances. Please be aware that due to budget constraints, if you apply later in the year, you are likely to receive less money.

***** PLEASE REMOVE THIS PAGE FROM YOUR APPLICATION AND KEEP FOR YOUR RECORDS*****

Students on Leave of absence

If you are not attending your course for health reasons or because of caring responsibilities and you have not permanently withdrawn from your studies and you intend to return after your time out, you can apply for financial assistance from the Fund.

Postgraduate Students

If you are a postgraduate student, you will be expected to show that you have made reasonable provision for your tuition fees and living costs throughout your course before we will consider your application. You should be aware that postgraduate students are not a priority for this fund.

Evidence

Throughout the form you will see evidence check points. In these you will be shown an example or list of the documents or evidence you need to provide. Please attach photocopies of all relevant documents. If you don't send us the documents this will delay the processing of your application.

Documents should be photocopied and are non-returnable as we need to retain these for our records.

We realise that some of the documents we ask for appear a little intrusive but they are needed to make an assessment of your situation. We will treat all applications in confidence.

How and when to apply

You can apply to the Fund at any time during the academic year (up to the closing date). You can only apply once. You will need to post your application form or deliver it yourself to the address below. **If posting your application please take it to a post office to ensure you have used sufficient postage.**

If you bring it in we are happy to check your documents and talk you through the process.

Please do not email your application. We do not accept applications by email.

Student Advice and Wellbeing
Student Funds Office
Aquinas Building
Maryland Street
Liverpool
L1 9DE
0151 231 3115

How long will it take to process my application?

Depending on when you apply and your particular financial situation you should receive a reply to your application within 4 working weeks of your application being submitted and complete. If your application is incomplete, it will take longer than this.

We will email you the decision we have made about your application. If you do not understand this, wish to appeal or you want a breakdown of how we made our decision, please contact us on 0151 231 3115.



Throughout this form we have highlighted what evidence you will need to provide for each section. Please make sure this evidence is photocopied as we need to retain the documents for our records and audit purposes.

If you are unsure what to provide then please contact us.

What are Composite Living Costs?

Within the expenditure section of the application a composite living cost will be applied to some of your expenditure. This is in line with national guidelines and takes into account expenditure on food, bills, clothes and entertainment and we will use this figure rather than an actual figure for these items of expenditure. The table below shows the amount that is used. We know you may spend more or less than this but these are the figures the University has agreed to use in all assessments.

Composite Living Costs	£ per week
Single	£90
Student with partner	£120
Each child	£70
Family premium – one per family	£20

***** PLEASE REMOVE THIS PAGE FROM YOUR APPLICATION AND**

KEEP FOR YOUR RECORDS***

What period will my application be assessed over?

In order to treat applicants equitably we assess all students over the same length of time.

Student type	Number of weeks in assessment
Students with children (excluding final year students)	43 weeks
Students with health issues that prevent them from working (excluding final year students)	43 weeks
Students on healthcare courses	52 weeks
All other students	39 weeks

However, we will check the calculations for you as long as you let us know how much per week things costs.

How do I work out how much my weekly costs are if I pay them monthly or termly?

To convert a monthly cost into a weekly cost you should multiply the monthly cost by 12 (to give an annual figure) and then divide this by 52.

To work out a weekly rent figure from your student tenancy agreement you should divide the total cost for the contract by the number of weeks it covers, most large student accommodation providers have contracts for 42 weeks.

What is assumed income?

In line with national guidelines we assume all students have other income in addition to their student finance. This income is a standard amount and will be used on all applications, regardless of if you have a part time job or not. The figures used are:

- £20 per week for final year students, PGDE students and those funded via an NHS bursary
- £30 per week for all other students

This figure will not be added to applications from students that are unable to work due to health issues (but you will need to provide us evidence of this), or to lone parents.

Don't worry, if you do have an actual income, as we won't include an assumed income on top of your actual wages.

SECTION A – Personal and Bank Details

You must provide your personal information and bank details for your MAIN bank account.

Your Personal Details

First Name: _____

Surname: _____

LJMU ID: _____

Course Title: _____

Course Length: _____ years

Current academic level/Year of study: _____

Mode of Study (Please circle): Full-Time / Part-Time

Are you studying at LIPA? Yes / No

Are you studying at Greenbank? Yes / No

Is this your final year? Yes / No

Is this a repeat year? Yes / No

Contact Telephone Number: _____ Date of Birth ____ / ____ / ____

Term Time Address

Home Address

Do you live (Please tick):

- With Parents/ Guardian
- Alone
- Student Accommodation / Halls
- Partner / Spouse
- Shared Accommodation



You will need to provide evidence of your accommodation costs. Please provide a photocopy of your tenancy/rental agreement. This must have your name on and the amount that you pay.

If you receive Housing Benefit, please provide your Local Housing Allowance / Housing Benefit letter of entitlement.

- Have you ever spent time in Local Authority Care (Please circle)? Yes/No
- Are you estranged from your parents (Please circle)? Yes/No
- Do you have caring responsibilities (Please circle)? Yes/No
- Do you have any dependants (Please circle)? Yes/No
- Are you a lone parent (Please circle)? Yes/No

Dependants – Please list full names and Dates of Births	
Name	Date of Birth



If you have any children who are dependent on you, you will need to provide us with:

- Birth certificates for dependent children (please highlight your child benefit on your bank statement).
- your up to date Child Tax Credits award notification (All 6 Pages)

If you are in receipt of Universal Credit and not Tax Credits you will need to provide a letter from the DWP or a print out from your journal to confirm this.


INFORMATION CHECK POINT

Please list all bank accounts that you have either on your own or with a partner or housemate. The 1st account (below) will be used to make any payments should you be eligible for a payment from the fund.

	First or Main Account	Second Account	Third Account
Name of bank or Building Society			
Account names(s)			
Sort Code			
Account No.			
Roll Number (building society account only)			

If you have more than three accounts please continue on the back of this sheet.


EVIDENCE CHECK POINT

You will need to supply 90 days bank statements for each account that you have, even if you do not use it.

The statements must show your Student Finance payments entering your account and your rent or mortgage being paid.

You must explain on the bank statements each credit or debit (payment in or out) of £100 or more. You also need to do the same for any bank transfers.

Use this space if you have more than three bank accounts

	Account	Account	Account
Name of bank or Building Society			
Account names(s)			
Sort Code			
Account No.			
Roll Number (building society account only)			

SECTION B – Income and Expenditure

You must provide details of your weekly/ monthly income and your expenditures. Please provide evidence requested.

Student finance/income for 2018/19	£ Yearly	£ Per Week
Maintenance Loan		
Maintenance Grant		
Post Graduate Loans		
Parents Learning Allowance		
Adult Dependant Grant/Allowance		
Childcare Grant/Allowance		
NHS Bursary		
Bursaries		
Scholarships		
John Lennon Imagine Award		
Wages or assumed income (see notes)		
Housing Benefits		
Tax Credits		
Child Benefits		
Income Support		
Universal Credits		
Disability Benefits		
Partners Income		
Money From Parents		
Total income		



Please provide evidence of rent or mortgage, this needs to either be a tenancy agreement or mortgage statement that clearly shows your name, address and how much you are paying.

Expenditure

Regular costs	£ Amount per week
Rent / Mortgage	
Childcare	
Council Tax	
Travel to University	
Travel to home address	
Composite Living Costs	
Other costs if applicable	
Other costs if applicable	
Total Regular Costs	

Debts: We will include priority debts in your calculation as long as you are making regular payments and can evidence these on your bank statements.

Creditor	Total of debt	Payment amount per week £
Total		

Budget Sheet

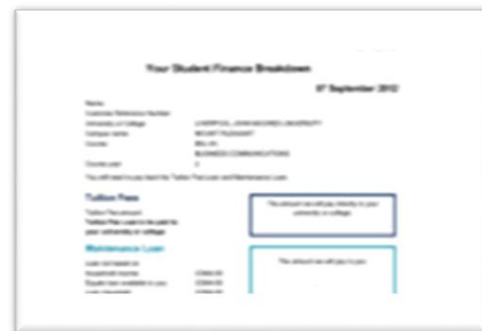
Total Income per week	£
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Total Debt Payments per week	£
Total Expenditure	£

Total Income – Total Expenditure (Income minus expenditure)	£
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You will need to provide your **Student Finance Notification Letter** for 2018/19. Please see example, without this your application can not be processed. Please also provide any **NHS bursary letters / Career Development Loan letters** as appropriate



If you receive any **benefits** you will need to provide your **award letters** (all pages) for all benefits.



You will need to provide evidence of the last 3 wage payments of your partner's earnings, alternatively you can highlight these on their bank statements. You will also need to provide copies of their benefit award letters if applicable. (All Pages)

Contribution towards costs for work based learning

Do you want to apply for funding so that you can attend a work placement / field trip or other work based learning opportunity? Yes/No

If yes, please complete the section below, if not leave blank and move to the next section.

Please provide a brief overview of what your work based learning opportunity entails and the reasons for undertaking it.

Where will this work based learning opportunity take place? _____

Does this relate to a module? YES/NO Is this a core module? YES/NO

Start and end date: starting ___/___/___ ending ___/___/___

Is this a solo or group project _____

Breakdown of costs during the work based learning	Total amount for the placement £
Rent/accommodation	
Travel costs to and from placement	
Travel to home address	
Subsistence	
Visa	
Immunisation	
Health insurance	
Total cost	

Tutor's name who can confirm the above _____

Tutor's contact details _____

Please state what provisions/steps you have taken to cover the costs of this placement yourself?

Help with childcare costs

Do you pay for Childcare? Yes/No

If yes, do you want to apply for assistance with your childcare costs? Yes/No

If yes, complete the form below, if not leave blank and move to the next section

Are you expecting to receive or are currently receiving assistance with your childcare costs from any government source such as the NHS, Child Tax Credits, and Student Finance etc.? Yes/No

If yes please state where from e.g. Student Finance England _____

Name of child to be cared for _____

Date of Birth of child (ren) to be cared for ____/____/____ 2nd child ____/____/____

Do you receive the Early Years Voucher for this child? Yes/no

Weekly childcare costs

From week beginning ____/____/____ to week beginning ____/____/____

The weekly costs (less any early years voucher) is £_____

Please list here any weeks that will not be charged at this amount (list on separate sheet if needed):-

Week beginning ____/____/____ the cost will be £_____

Week beginning ____/____/____ the cost will be £_____

Week beginning ____/____/____ the cost will be £_____

If you have more than one child you need childcare for you will need to copy this page and attach it to the form.

Childcare provider declaration (Please ask your childcare provider to complete this section)

I declare that I have agreed to provide childcare for (name of student) _____

For the child in their care (name of child) _____

At the rate stated above.

Your full name (print) _____

Your signature _____

The name used on your childcare registration (name of childcare) _____

Registration number _____

Registration Authority _____

Date of registration _____

SECTION C – Personal Statement & Declaration

Please state why you are in financial difficulty and why you believe your situation to be exceptional and to merit additional support. If necessary, please attach an additional word processed sheet. If you are applying because you want to take up an unpaid work based opportunity you should also include information about it here.

Student Checklist:

- ✓ Before signing and submitting this form please check you have included the following photocopied documents:-
- ✓ 90 days bank statements for all accounts held. You will need to have annotated the statements and explained any payment in or out of £100 or more.
- ✓ Student finance notification letter for the 2018/19 year
- ✓ Tenancy agreement showing your name and how much you are paying. You should also highlight these payment on your bank statement.
- ✓ Other documents will also be needed if you have children or a partner and these are highlighted throughout this form.
- ✓ International students will also need to send in a photocopy of your Visa
- ✓ **Do not send** any original documents as these cannot be returned



If you are an international student, in addition to the documents identified throughout this form you will also need to provide a copy of your visa. If you have dependents, please ensure you include a copy of their visas too.

How we use your data

Student Advice and Wellbeing will hold and use the information you provide to us to undertake an assessment of your financial situation. We will look at your situation in its entirety and offer you advice about your funding and money if appropriate. To do this we may need to liaise with other members of staff from Student Advice and Wellbeing or other staff from across the University. We may also need to liaise with your funding body to check eligibility for financial support. We will as far as possible limit the information to be shared and stored on each occasion to the minimum necessary for the provision of support.

Your rights

You have the right at any time to refuse or withdraw your consent for us to process your data or to refuse or withdraw consent from certain processing activities. You may do this by emailing Studentadvice@ljmu.ac.uk from your LJMU Email address.

However, please be aware that withdrawing or limiting consent may have an adverse effect on our ability to help you.

Retention

We will retain your data only for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

Consent

Please indicate below, by ticking the relevant boxes and signing the form. Unsigned forms without consent will not be processed.

I declare that the information I have given on this form is correct	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I consent to disclosure within the above limits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I understand that giving false information will automatically disqualify my application and may lead to disciplinary procedures.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Signature:

Name:

Date:

For office use only:			
Date & initial		Income on HEBBS	
For office use only: Income and Expenditure			
NHS Bursary		Rent	
MG/SSG		Mortgage	
LJMU Bursary		Buildings ins	
ML		CLC	
PLA		Childcare costs	
Adult Dependants Grant		Travel costs - term time	
Child Care Grant		Travel costs - home	
PGCE Bursary		Partner's travel	
Child Tax Credit		Council Tax	
Working Tax Credit		Course costs	
Housing Benefit		Priority debts	
Income Support		Other costs	
Jobseekers Allowance			
Employment Support ESA			
Pension Credit			
Maternity pay			
Assumed income			
Partner's income			
Other			
Total		Total	
Number of weeks			
%			

For office use only:	
Date received	
CRM case opened on	
HEBSS Checked £	
Blackbullion	
Docs checked	
Docs checked by	
Missing docs/comments	
Student advised of these on	
Assessment by	
Outcome	
Payment dates	
Is this an interim award?	
Database	