

APPLICATION FOR: The Aberystwyth University Student Hardship Fund 2019-20

Supporting evidence checklist		Yes	No
1	Completed form		
2	Confirmation of funding (Letter from Student Finance or equivalent)		
3	Confirmation of Bursaries / Scholarships		
4	3 months bank statements up to date of hand in (all bank accounts, including EU banks , please write and explain on the statement any income from salary, or parental support; and any transactions over £100 going IN or OUT,)		
5	Cashpoint mini slip showing available balance (All accounts)		
6	Tenancy agreement (Not required for University accommodation)		
7	PrintScreen showing completion of Budgeting module on www.blackbullion.com . You must score at least 80% in the Final Challenge		
8	Printscreen from Blackbullion to show your budget. Use the zoom of the browser to ensure you income and expenses are clearly visible		
9	Personal statement		
10	Parental form – this is only needed if your student maintenance loan / grant is less than £6000 in total		
11	Any further evidence of outgoings that would assist your application		

Part 1. Personal Details

1. UNIVERSITY NUMBER: _____ ABERYSTWYTH EMAIL: _____

2. FULL NAME: _____

3. HOME ADDRESS: _____

4. ABERYSTWYTH ADDRESS: _____

5. YEAR IN UNIVERSITY (e.g. 1st, 2nd, 3rd): _____ YEAR OF STUDY (e.g. 1st, 2nd, 3rd): _____

6. DEGREE SCHEME (e.g. BA History): _____

Part 2. Your Dependants

Are any adults or children financially dependent on you? YES NO (→ Part 3)

If 'YES', Number of dependants: _____

Please give details of dependants and their related income. If any of these dependants do not live with you permanently, please indicate how often they stay with you.

Name	Date of Birth	Relationship to You	Frequency and length of Visits

Income	Annual Amount (£)	Income	Annual Amount (£)
Partner's Net Earnings		Tax Credits	
Partner's Benefits, Pensions, etc.		Income Support	
Partner's Maintenance		Housing Benefits / Council Tax	
Parents' Learning Allowance		Other Benefits, e.g. Universal Credit / Income – please specify:	
Dependants' Grant			
Child Care Grant			
OTHER INCOME:		TOTAL BENEFITS:	
TOTAL (Dependants' income plus benefits)			
Enter Total in Part 4: Other Income			

Part 3. PERSONAL BUDGET : This Section must be printed from Blackbullion

How do I register with Blackbullion?

1. Go to <https://www.blackbullion.com/>
2. Choose *Get Money Smart*;
3. click *I'm a university student*
4. enter your name and Aberystwyth University email address;
5. Read and agree to Terms and Privacy policy if happy to do so
6. click Next;
7. Set a password which is NOT your university password
8. Carry on to the Blackbullion Home Page

How do I create and Print a Budget in Blackbullion?

1. Choose the *Budgeting* module
2. Complete the lessons in the budgeting module. One of these is *Creating a Budget*. **You need to score at least 80% in the *Final Challenge* for this module.**
3. Use the Prt Scn button to capture your final challenge result and print that out
4. Choose *Tools*, then *Budget Calculator*
5. Follow the steps, being careful to choose per year, week, or month as appropriate. You may need to click *New Calculation* if you choose try out several.
6. Use the **PrtScn** button to print the **Results** page. This must show the full breakdown.
7. Paste these into a word processor and print it, ensuring the information is completely visible
8. **Include the Breakdown and Final challenge result Printouts after this page**

Part 4. Debts – please provide evidence

Creditor – person / company / bank owed	AMOUNT £	Nature of debt e.g. overdraft, rent, credit / store cards

Part 5. University Debt

If you owe money to the University (other than tuition fees), and you agree that it can be deducted from your Hardship Fund award, please sign here.

Part 6. Personal Statement

Please explain why you are in financial difficulty and require additional support. Continue on a separate sheet if necessary.

Please explain what steps you have taken to address your financial difficulties, e.g. review your overdraft, work.

Part 7. Parental Statement in support of student hardship application

All eligible students are entitled to a basic amount of financial help from student finance. The Student Finance award is intended to cover 12 months and is based upon household income. It is therefore assumed that parents, spouse or partners will contribute towards supporting their student.

Parents' name:- _____

Student's name and ID:- _____

Are you financially supporting your child?:- YES NO

If yes how much financial assistance do you provide?: n/a weekly / monthly / annually

Unfortunately, the Student Hardship Fund is unable to provide long term financial support in lieu of an assessed parental contribution.

Please detail below the reasons as to why you are currently unable to support your student.

Are there any special or unforeseen circumstances which have resulted in withdrawing financial support? If so, please provide details below.

Declaration

I certify that the information detailed above is correct and I understand giving false information may constitute as fraud which the University takes very seriously and may pursue through criminal matters.

Parents' signature:

Date:

Part 8. Bank / Building Society Details

IMPORTANT INFORMATION: Any award due to be paid from The Student Hardship Fund will be paid into the bank account details noted on your Student Record. Please make sure you have input these details on to your Student Record.

If you have previously input your bank details on your Student Record please make sure these are current and up to date. It is the student's responsibility to make sure that their bank details are correct. Any awards paid into the wrong account cannot be recalled.

Part 9. Confidentiality

Your data will be held and managed in accordance with the General Data Protection Regulation (GDPR) 2018. Aberystwyth University and its Data Protection Officer (infocompliance@aber.ac.uk) are responsible for the control of your data.

Under GDPR legislation, all data subjects have specified rights. Please see <https://www.aber.ac.uk/en/infocompliance/dp/data-subject-rights/> and <https://ico.org.uk/your-data-matters/> for further details.

The University will hold, and process, your data as it has a legitimate interest in doing so. It is also subject to a number of legal obligations in relation to retention of this data, and will therefore retain submitted data for a maximum of 7 years, or in compliance with any other appropriate periods stated by the University's Data Retention Policy.

The information you provide will be used solely for the purpose of the assessment and award of Aberystwyth Alumni Student Hardship Funds.

As such, your data will be made available to:

- *the members of Staff in Student Support and Careers Services and responsible for the assessment and administration of applications*
- *staff in the Finance Office responsible for payment*
- *The University Auditors, on request.*

Award details are stored on the University's database management system so that award notifications may be sent automatically via email and for the purpose of managing the hardship fund.

Your data will not normally be transferred outside the UK. Students who are on placement abroad may choose to submit their data for assessment from abroad at their own risk, bearing in mind the possibility that external communication methods may be insecure.

If you are unhappy about the way your data has been managed you can contact the University's Information Compliance team infocompliance@aber.ac.uk to express your concerns. You also have the right to make a complaint to the ICO <https://ico.org.uk/>

Part 10. Declaration

<ul style="list-style-type: none">• <i>I certify that all the information given on this form is correct and complete</i>• <i>I understand that giving false information may constitute fraud and the University may pursue such matters through criminal prosecution.</i>• <i>I understand that giving false information or failing to disclose all relevant information may render me liable to disciplinary action by the University and I may be required to repay any grants obtained by me as a result.</i>	<ul style="list-style-type: none">• <i>I understand that the University reserves the right to request the return of funds if I have been found to have used an award for the purposes not intended.</i>• <i>I give permission for enquiries to be made of the relevant authorities to substantiate the information provided.</i>• <i>I undertake to notify you of any changes in my circumstances immediately and I understand that any future instalments after a withdrawal will be cancelled.</i>
SIGNATURE:	DATE:

Completed forms should be returned to:

Student Support and Careers Services,
Reception, Ground Floor, Student Welcome Centre,
Penglais Campus, Aberystwyth,
SY23 3FB.
Monday to Friday, 10am – 3pm

Email: student-adviser@aber.ac.uk

Telephone: 01970 622 087 / 01970 621 761

Your form will be assessed (providing you have attached all of the required information) and a decision normally made within **10 working days**. We aim to process applications quicker than this and this is aided by the prompt provision of all relevant documentation. All awards are discretionary.

HOW TO APPEAL

If you are not satisfied with the decision, please contact Student Support for more information regarding our appeals procedure.