

## Student Financial Support Fund & Financial Assistance Fund

More detailed information about these Funds can be found in our Policy Documents available on our website:

<https://www.ncl.ac.uk/student-financial-support/hardship/>

### What is the Student Financial Support Fund?

The Student Financial Support Fund is provided by the University to give discretionary financial assistance to UK students to help them participate in Higher Education. The assessment process involves identifying student who have particular financial needs or who are in unexpected financial difficulty. Student Financial Support Fund awards are calculated using a formula that compares income and expenditure set by the University. The Fund cannot assist with the payment of tuition fees. For more detailed information about the Student Financial Support Fund see:

[www.ncl.ac.uk/student-financial-support/hardship/](http://www.ncl.ac.uk/student-financial-support/hardship/)

### What is the Financial Assistance Fund?

Financial Assistance Fund (FAF) awards and loans are provided on a discretionary basis by the University to help International and non-UK EU students in financial hardship. The Fund assists students in serious and unexpected financial difficulties due to circumstances beyond their control, by providing short-term loans or awards. The Fund cannot assist with payment of tuition fees. For more detailed information about the Financial Assistance Fund see:

[www.ncl.ac.uk/student-financial-support/hardship/](http://www.ncl.ac.uk/student-financial-support/hardship/)

### Why might you apply?

- You require help to alleviate unexpected financial difficulties
- You have a low income and are struggling to cover living costs (UK undergraduates only)
- You may be considering leaving the University because of financial problems
- You have experienced a delay in payment of your funding for living costs
- You have experienced an unexpected crisis and need emergency assistance
- You have found it impossible to manage your finances properly

### Are you eligible?

- You must be registered full-time or part-time as an undergraduate or postgraduate student of Newcastle University based in Newcastle or London. Part-time students must be studying the equivalent of at least 50% of a full-time course.
- You must show that you need financial assistance and have explored other ways of supporting yourself before submitting an application

Student Financial Support Fund students:

- You must meet the residency requirements for a 'home student'.
- EU students who are eligible for tuition fee support only cannot apply to the Student Financial Support Fund unless they meet the residency requirements and qualify as 'home students'
- You must have applied for the maximum student loan to which you are entitled to from the Students Loans Company.
- As a postgraduate student you must be able to demonstrate you commenced your course with adequate funding in place, including applying for the maximum Postgraduate Master's or Postgraduate Doctoral Loan available to you (if eligible)

- Contact us (details overleaf) if you are not eligible to access SLC funding

#### Financial Assistance Fund Students

- You must be a full-time or part-time registered student from outside of the UK, must not meet the residency requirements for a 'home' student and be able to demonstrate that you commenced your course with adequate funding in place to cover all of your costs (this includes any costs for your spouse / partner and / or any dependants if you have any)

#### How often can you apply?

Most students will only make one application in the academic year. For any subsequent application you must show that your circumstances have changed significantly and how and when your income and expenditure altered. You should contact us via email at [student.fin-supply@ncl.ac.uk](mailto:student.fin-supply@ncl.ac.uk) to discuss your circumstances. If eligible for reassessment you will be given a reassessment application form. You may be asked to submit evidence to help determine your eligibility for reassessment and the decision to undertake reassessment is at the discretion of the Student Financial Support Team.

Depending on circumstances, students who are between consecutive years of their degree programme and who experience financial difficulties may apply for financial support during the summer vacation by completing a summer application form which is available on request. You should contact the Team on the first instance to discuss your circumstances during the summer.

#### How do you apply?

Submit your application online to us via the SFST website, using the weblink to the Microsoft Form, or by downloading and printing the application form and submitting this to us via the file drop-off service to the shared inbox, or via post. In person submission appointments are also available where requested or deemed appropriate. Direct submission by email may be considered in exceptional circumstances.

You must complete all relevant sections of the form accurately and provide copies of requested evidence to support your statements and calculations. Incomplete applications will not be accepted or processed.

Once you have completed your application form If you provide inaccurate or false information and / or fail to declare information about all of your bank accounts / credit cards your application could be declined and you may be subject to the University's disciplinary procedure.

#### How will your information be stored and processed?

The data you provide will be processed in line with the GDPR and the Student Health and Wellbeing Privacy Notice which can be found at [www.ncl.ac.uk/wellbeing/about/policies-procedures/](http://www.ncl.ac.uk/wellbeing/about/policies-procedures/)

Identifiable data will not usually be shared with third parties (separate legal entities to the University) without your explicit consent, except when the University is required to by law. On rare occasions, where it is suspected there is involvement in criminal activities such as money laundering, fraud or funding of terrorism we will report this to the police.

Data will be stored in accordance with the University's Records Management Policy. The University is required to appoint an auditor who has a right of access at all reasonable times to the books, records, accounts and vouchers of the University; this is part of the University Statutes, which are passed by Privy Council and have the force of law. Any expenditure by the University including hardship loans and awards must be recorded and retained for audit purposes. We will be unable to erase your data until the retention period (6 years + current year) has ended.

#### How are payments made?

If successful, payment will usually be made directly into your bank account via BACS (credit transfer) within 5 working days of your outcome letter being sent.

## How do you appeal?

If you are not satisfied with the outcome of your application because you feel that the agreed assessment process has not been followed properly you can submit an appeal. Before submitting an appeal you must attend a review meeting to discuss your application and how it has been assessed. Only one Review Meeting will be offered in any academic year. Not liking the outcome is not grounds for appeal. You may wish to consult the Student Advice Centre in the Student's Union for help in putting an appeal together. You must submit an appeal within one month of receiving your outcome letter.

## Contact us

Student Financial Support Team, Student Health and Wellbeing Service, Kings Gate

Send your query to [student.fin-supp@ncl.ac.uk](mailto:student.fin-supp@ncl.ac.uk) or the web-form which is available at <https://my.ncl.ac.uk/students/contact>