

UoN Support Funds 2023/24 Guidance Notes

If you require this information or the application form in an alternative format please contact the Funding and Financial Support team

The online Support Funds application form can be used to apply for the following Support Funds and are for students registered at the University of Nottingham, in the UK. Evidence of financial hardship is required.

The Student Hardship Fund (SHF)

Home, (UK) students

- **Undergraduate students;** either full-time or part-time (from 2018 entry), including part-time distance learners, following a higher education course, including sandwich courses and any periods of placement
- **Postgraduate students;** full-time following a course of higher education at a level above first degree, including those who are writing up their thesis and are therefore not attending the institution. Awards for full time postgraduate students are **capped at £1,000**
- **Part-time undergraduates** (pre 2018 entry) **and part-time postgraduates** are eligible for help towards associated course costs only (eg books, printing)

International and EU students

- Can apply to this fund in the **FINAL** year of study only, or if they experience a significant unexpected change in their individual financial circumstances after starting the course.
- A one year Masters PGT course is not considered to be a final year

This fund does not offer any help towards tuition fees

Childcare Support Fund (CCSF)

This fund is for **home (UK), EU and international students** offering financial help towards the cost of essential childcare whilst they are studying. To be eligible you must meet all criteria below:

- You must be the legal parent/guardian of the child/children receiving childcare
- The child/children must live with you
- You must evidence financial hardship
- There must be an essential need for childcare
- Your childcare provider must be **registered with Ofsted**, unless it is a family member who is not required to register as defined in the Children Act 1989

WH Revis Bequest Fund

The WH Revis Bequest Fund is available to offer financial assistance to **part-time, postgraduate students** in the form of grants towards the cost of the tuition fees. Grants are paid in the form of a direct deduction from tuition fees. To be eligible you must meet all the criteria below:

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- Studying on a part-time, higher degree course; registered and attending the University of Nottingham in the UK
- Ordinarily resident in UK
- Unemployed or income below the publicised thresholds (savings balances will be included as income)—go to Funding & Financial Support web pages for full details
- Be able to evidence financial hardship

For further details please refer to nottingham.ac.uk/studentservices/support/financialsupport/studentfunding/pg-university-funds.aspx

FAQs for all Support Funds

When can I apply?

Applications can be accepted throughout the academic year (October to July). However, funds are limited, and while every effort is made to ensure that they remain available throughout the year this cannot be guaranteed. Likewise, award levels may vary depending on the remaining funds at the time of application, and the University may pro-rata awards per term. You are therefore encouraged to plan/review your budget early in the academic year so that, wherever possible, you can anticipate any difficulties and apply early.

When is the closing date?

The closing date for applications in 2023/24 is **12th July 2024** (or 6 weeks prior to your course end date if this is sooner) except for the Student Crisis Fund.

Will an award impact my benefit payments?

Awards from the funds may have implications for your benefits payments. We would advise contacting the Student's Union Advice team SUAdvice@nottingham.ac.uk for further clarification.

How will I know you have received my application?

You will receive an online acknowledgement after you submit your application, and an email will be sent to your University email address.

Interruption/Intercalation/Suspension

If you are a student on a period of interruption, have not permanently withdrawn from your studies and intend to return after your time out, you can apply for support funds. For example, if you are unable to attend your course for health or caring reasons, or for some other unavoidable circumstance, you can apply for interim help of **up to £1,000**. However, the fund is unable to offer ongoing financial support during this period.

How do you assess the applications?

We assess all applications according to national guidelines on hardship support published by the National Association of Money Advisors, and internal guidelines agreed by assessors and management before the start of each academic year.

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For applications from Postgraduate, and second undergraduate degree students, we assume a minimum level of provision (MRP) has been planned. Where the actual income is lower the MRP figure will be used; if higher than the MRP the higher figure will be used.

Any savings held in your name (and of any partner, if applicable) will be included as income within the assessment, regardless of the intended purpose of the savings. Students with access to a high amount of savings will not be considered to be in hardship.

How long will it take you to assess my application?

Provided your application form has been accurately completed and **all** the appropriate supporting documents have been uploaded, a decision should be made within **three to four working weeks** of submission - although this may be longer at peak times.

Applications to the **Crisis Fund** - a decision will be reached within **five working days** as long as all supporting documents have been submitted

Timelines are assuming that all supporting documents are submitted when the application is completed

How will I know if I am successful or not?

We will send an email to your university email address to advise the outcome of the assessment and what happens next. If it is not possible to deal with your application within the timeframe, (e.g. we require additional information from you) we will always email to your university email address.

How much money will I be awarded?

Not everyone who applies to the funds for support will be successful. If your application is assessed and you receive an award, we will email you with details of how much, and when you will be paid. The assessment process considers your income and essential expenditure; if there is a shortfall, we may make a contribution towards this. Awards over £1,000 will be made in instalments spread over the academic year, to help with budgeting.

Funds are limited, and while every effort is made to ensure that they remain available throughout the year this cannot be guaranteed. Likewise, award levels may vary depending on the remaining funds at the time of application and the University may pro-rata awards per term. You are therefore encouraged to plan/review your budget early in the academic year so that, wherever possible, you can anticipate any difficulties and apply early.

Our Moodle module – ‘Understanding your budget’

It is a condition of receiving a Student Hardship Fund award, that recipients complete a short online financial education module prior to the money being credited to your bank account. The module is available through Moodle. Applicants with relevant accessibility concerns should contact the team to discuss this. Further information will be provided at the point of application.

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I have a question about the outcome. What shall I do?

All applications to support funds are assessed according to agreed guidelines and many are checked prior to notifying the applicant of the outcome. If you are unsatisfied with the outcome of an application to a fund you should initially email the Funding and Financial Support team at financialsupport@nottingham.ac.uk

If, after receiving an initial response to your query, you remain unhappy with the outcome of your application please refer to our appeals process at nottingham.ac.uk/studentservices/support/financialsupport/appeals.aspx