**Access Fund (UAF)   
Application form 2023-24**

**This fund is open for applications from 6 weeks after your course start date.**

**Closing date final year undergraduates is 7 months after your final year begins\***

**Closing date continuing undergraduates is 8 months after your academic year begins\***

**Closing date for Masters or final year PhDs is 10 months after your academic year begins\***

\*Provided funds remain

If you are an EU (with pre-settled status) student or an International student do not complete this form - seek advice from Student Wellbeing via [MyWellbeing](https://mywellbeing.bathspa.ac.uk/unauth/student/login" \t "_blank)

If you have missed the deadline for final year students then email us.   
You may still apply but no award can be given to students who have completed.   
All applications are means tested.   
Part-time students are only considered for course costs and DSA costs.

**Please note: Your application will only be looked at once you have provided:**

**A completed application form.**

**All supporting evidence.**

Please complete **all** 4 sections of this form and supply **all** the evidence requested in Section 3.  
If the question states Yes / No please delete as applicable. Remember we will not look at any applications which are not complete, including all evidence.

## Section 1: About you

| **Student Name** |  | **Student Number** |  |
| --- | --- | --- | --- |
| **Bath Spa email address** |  | | |
| **Campus** |  | | |

**For undergraduate and PGCE students only**

Are you in receipt of a means tested Student Finance maintenance loan? Yes / No

If ‘no’ do **not** complete this form. Seek advice from Student Wellbeing via [MyWellbeing](https://mywellbeing.bathspa.ac.uk/unauth/student/login" \t "_blank)

**For postgraduate students and undergraduate students on placement years only**

Have you made minimum provision to pay for your course   
(£207\* per week plus full tuition fees)? Yes / No

\*single student (different rates can apply according to personal circumstances).

*If ‘no’ do not complete this form. Seek advice from Student Wellbeing via [MyWellbeing](https://mywellbeing.bathspa.ac.uk/unauth/student/login" \t "_blank)*

**For all students**

Do you have a job? Yes / No

Do you live with your partner or spouse? Yes / No

If ‘yes’ is your partner/spouse a full time student? Yes / No

If you live with your partner you will be assessed as a couple. Your partner must provide   
all their evidence too (see Evidence section page 5).

Do you have children/adults who are financially dependent on you? If so, list below, you may add additional rows.

| Child/Adult Name | Date of birth |
| --- | --- |
|  |  |
|  |  |

Are you in receipt of or applied to the Disabled Student’s Allowance (DSA)? Yes / No

If you are only applying to the Access Fund for the re-imbursement of your £200 personal contribution towards your DSA recommended specialist equipment, do not complete section 3 but move to section 4 and sign and date the declaration. Once signed send your application to [studentawards@bathspa.ac.uk](mailto:studentawards@bathspa.ac.uk) together with a copy of your DSA assessment letter.

## Section 2: About your finances

List below ALL your current, savings, building society, ISA, and investments accounts including pots (even if not used and/or nil balances). Tell us the last 4 digits of your bank account number (not card number) they are different. Add additional rows if needed

| **Bank account name & last 4 number digits** | **Current balance £** | **Overdraft limit £** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Do you have outstanding debts/arrears e.g. utilities, rent, personal loans Yes / No  
(not Student Finance loans, overdrafts, family or friends).

If ‘yes’, list below. Contact Student Wellbeing via [MyWellbeing](https://mywellbeing.bathspa.ac.uk/unauth/student/login" \t "_blank) for advice about potential repayment options.

| **Name of company you owe money to** | **Amount owed £** | **Agreed monthly payment (if you have one) £** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Tell us about your financial situation and why you are applying to this fund.

This box will expand.

List your income for the academic year below

| **Income (include partner/spouse if they live with you)** | **Weekly £** | **Monthly £** | **Annually £** |
| --- | --- | --- | --- |
| Student maintenance loan or Postgraduate loan |  |  |  |
| Special support element |  |  |  |
| Parents learning allowance |  |  |  |
| Childcare grant |  |  |  |
| Adult dependants grant |  |  |  |
| Payments received from parents, partners or family. |  |  |  |
| Net earnings |  |  |  |
| Bursary/Scholarship |  |  |  |
| Trusts and charity award |  |  |  |
| Any other type of award |  |  |  |
| Council tax benefit |  |  |  |
| Universal credit  (income support, ESA, housing benefit) |  |  |  |
| PIP or DLA (disability benefits) |  |  |  |
| Any other income including savings |  |  |  |
| Partner/Spouse income (if they live with you) |  |  |  |
| Other income please specify |  |  |  |

List your expenditure for the academic year below.

Do not tell us your everyday costs such as food, phones etc as a set cost of living allowance will be used in your assessment.

| **Expenditure (include partner/spouse if they live with you)** | **Weekly £** | **Monthly £** | **Annually £** |
| --- | --- | --- | --- |
| Rent/mortgage |  |  |  |
| Gas/Electricity |  |  |  |
| Childcare costs |  |  |  |
| Travel costs (daily during term time) |  |  |  |
| Partner/spouse travel costs (if applicable) |  |  |  |
| Other expenditure such as cost of medicines |  |  |  |

## Section 3: Evidence

Send your evidence as PDFs (or similar document) and attach them to your email with your completed application form. Do not imbed documents into your email or send links to files.

If you live with your partner, they must provide all the relevant evidence too.

**You must send us:**

1. All your bank, building society, savings, pots and ISA account statements. Include accounts that you may no longer be using or have zero balances, for

* the most recent three months. We need to see your current financial situation therefore statements should be within 5 days of the date you signed your application e.g. you sign your form on 10th November, we need statements from 5th August to 5th November.
* the full month for when your course starts, e.g. if your term starts in September send us statements from 1st to 30th September.

Statements must include –

* all transactions and daily balances.
* Internet banking statements must show your name and account number (PDFs please, NOT spreadsheets)
* Using the “comment” feature of PDFs on your statements write an explanation for all transactions over £100 or you can send us a separate list.
* At least one rent/mortgage payment on one statement, if not tell us why and send us proof of the last rent/mortgage payment you made.

1. Your Student Finance full notification for 2023/24, showing your personal details and

* maintenance loan, tuition fee loan and any grants.
* payment schedule, including payment dates.

1. Proof of accommodation costs, such as tenancy or mortgage agreement.

* We need to see your name, tenancy/mortgage commencement date, amount, and frequency of payments.

**Other evidence – If applicable send us:**

* Bursaries, scholarships or other awards

Your letter or email confirming payment dates and amount.

* Childcare costs

Your invoices or receipts for the previous 3 months showing child’s name, amount and period covered. Eligible students must have applied for the childcare grant. Self-funding students not eligible for the childcare grant are expected to cover these expenses.

* All benefits

Your full entitlement letters for the last 3 months.

* Priority debts

Your creditor agreed repayment plan, for example Step Change. We only consider priority debt repayments.

* Car costs (PGCE and parents ONLY)

If you run a car and you are either a parent or a PGCE student, send us evidence of the following costs:

* + 1. Car insurance amount proof (detailing extra cover if applicable)
    2. Car tax amount proof
    3. Date of MOT
* Medicines

Provide prescription receipts or highlight evidence on your bank account.

* Other costs

Explain your costs and provide evidence. We may not be able to include them.

## Section 4: Declaration

* The information on this form is correct and complete to the best of my knowledge.
* I have sent all evidence and understand my application will not be looked at if any evidence is missing.

I understand that:

I cannot submit an application until I have enrolled and am in attendance.

Once my application, with evidence is received by the funding team my application will go into a queue. It will be looked at within six weeks.

If further evidence is requested this could delay my assessment.

My application may not be successful (but I can request a review).

If recommended I will see a Wellbeing Advisor in Student Wellbeing Services for further advice.

My Bank details on the AppHub [https://apphub.bathspa.ac.uk](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapphub.bathspa.ac.uk%2F&data=05%7C01%7Ca.arnold%40bathspa.ac.uk%7C347d221f1d8140fdf8ea08dba96bbeae%7C23706653cd5745049a590960251db4b0%7C0%7C0%7C638290052450973315%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=RSRzonQgdYsZMZ1yRPot5FtVtHrS4%2FZAuqYSm7oYeB0%3D&reserved=0) are correct.

If I give false information my application will be disqualified and may lead to disciplinary proceedings. Further if I have received an award, I will repay it.

**Your name** (block capitals please):

**Your signature** (or please print your name):

**Date:**

Email your completed application together with your evidence to [studentawards@bathspa.ac.uk](mailto:studentawards@bathspa.ac.uk).

If you need help to complete an application, please contact Student Wellbeing via [MyWellbeing](mailto:MyWellbeing)

## Confidentiality

Only Student Finance and Student Wellbeing Services staff see applications.

## Data Protection

Bath Spa University (BSU) is a data controller in terms of the 1998 Data Protection Act (DPA) and the General Data Protection Regulations GDPR. The Student Finance Team and Student Wellbeing Services follow BSU policy in terms of data protection. The data requested in this form is covered by the privacy information provided by BSU under the DPA and GDPR. Personal data will be used to assess your eligibility for additional financial assistance, statistical purposes and electronic record keeping. We are Financial Conduct Authority regulated.

The data will not be passed to any other third party without your consent, except when BSU has a statutory obligation to do so. Any formal enquiries concerning the use of data noted here should be addressed to the Head of Finance.

## Notes

You will be notified of the outcome of your application by email to your Bath Spa University address. Any award will be paid within 10 working days of notification

## Types of awards

## Your application will be assessed for a standard award. Students with exceptional unforeseen circumstances may also be considered for a non-standard award.

**Standard Awards**

* Standard awards can help to meet living costs (e.g. rent, mortgage, food, utility bills etc.) and also assist with course related costs such as childcare, travel, books and compulsory field trips.
* Standard awards will be assessed by looking at the difference between reasonable expenditure and expected income.
* Part-time students are means tested and if in need will only then be considered for course costs and DSA (non-standard).

**Non-standard Awards**

* Non-standard awards can help with exceptional costs such as repairs to essential equipment, car repair costs for essential car users, high costs for students dependent on continuing medication and assistance with priority debts.
* Disabled students may apply for assistance with costs not met by their Disabled Students’ Allowance (DSA), but not costs that students would generally be expected to meet.
* Emergency situations (e.g. travel costs for family illness or bereavement and essential expenditure due to fire or burglary) can be considered with evidence.

## General Information

You must be in receipt of your full entitlement to statutory funding and exemptions, including; state benefits, overdrafts and council tax discounts/exemptions (N.B. this list is not exhaustive). If you are eligible for support but are not in receipt of your full entitlement, you are not eligible for an award from the fund. You will be informed if this applies to you. Only once you have claimed your full entitlement you can submit an application to the UAF.

Part-time students are entitled to benefits which, in addition to student loans, must be claimed in full as explained above. For this reason part-time students will not be assisted with any other costs apart from study related course costs.

You must be registered and in attendance on an eligible course. If you are on a break from your studies then you must contact [studentawards@bathspa.ac.uk](mailto:studentawards@bathspa.ac.uk) to discuss your situation.

You may apply once to the UAF during each academic year. If your circumstances change you can contact us to discuss a re-assessment, provided you are still within the period in which applications can be accepted.

Your application will be assessed over the whole academic year, regardless of when you apply.

The UAF may not be able to financially support every application received and may be unable to meet all the costs for which you are applying. Awards are discretionary. The amount paid will be based on funds available and predicted demand for the fund.

When assessing your application, any unpaid Bath Spa University short term loans where there is no method of repayment, or you have defaulted on an agreed repayment will be taken into account and deducted from your award.

UAF awards may have implications for your entitlement to income assessed Benefits. Students in this situation should speak to Student Wellbeing Services and can obtain a letter explaining their UAF for the DWP.

If your Benefits have been reduced incorrectly, then you can be considered for a short term loan rather than an award. The UAF assessment will use your final Benefit entitlement to calculate a potential award. You should discuss any issues with your benefits with Student Wellbeing Services.