

# Short Term Loan Scheme

## Application form and essential notes.

Please read the following and keep these notes for your reference.

**You can apply to this fund if:**

* you are an undergraduate student eligible and applied to Student Finance AND
* you are currently registered on your course AND
* there has been a delay in the assessment of your Student Finance entitlement (including childcare costs) AND
* you have no other available funds (including available overdraft) AND
* you have registered your card details with Bath Spa University.

**You CANNOT apply to this fund if:**

* you have run out of money before your next scheduled funding payment OR
* you have received your full Student Finance entitlement OR
* you will complete your study within the next 2 months OR
* you already have a loan and have been told no further loans OR
* you have been excluded from the scheme for not repaying a previous loan.

If any of the above apply, please consider applying to the University Access Fund and contact [studentwellbeing@bathspa.ac.uk](mailto:studentwellbeing@bathspa.ac.uk) or call 01225 876543 for advice.

* The short term loan is not guaranteed and may be given at our discretion even if you meet the above conditions.
* The standard Short Term Loan is £100 a week for a single person with no dependants.
* You should be able to repay the short term loan within 30 days.
* If you are intending to use wages to repay the loan then you will need to prove they have been delayed and submit evidence with your application form.

If you feel that you require a higher amount or longer loan period, please explain on the application form. It may be necessary for us to speak to a member of Student Wellbeing Services who would be able to recommend a higher amount in exceptional cases but this would again be at our discretion.

## How to apply

* Please attach a bank statement, mini-statement, or online banking print screen showing your current balance and your authorised overdraft limit. This must be dated within **3 days** of your application.
* Please attached a screenshot showing you have applied to Student Finance.
* If you have no overdraft facility then you should provide evidence you have been refused this facility.
* Completed application forms and evidence should be sent to **funding@bathspa.ac.uk**
* We will contact you when your loan is ready usually within 3 working days.
* **If your application is not complete then you cannot be considered for the loan.**

# Short Term Loan Application Form

Please read the notes attached and answer ALL questions

If the question states Yes / No please delete as applicable.

## Section 1: About you

| Student ID Number |  |
| --- | --- |
| Full Name |  |
| Date of Birth |  |
| Address including postcode |  |
| Phone number |  |
| Course and year of study |  |

Do you have a dependent adult and/or children? Yes / No

## Section 2: About your Finances

Have you attached your current bank balance? Yes / No

*(You must provide an up to date bank statement showing your student overdraft, your application cannot be considered until you do so)*

Have you attached proof you have applied to Student Finance, including the date   
your application was submitted? Yes/No

*(Your application cannot be considered until you do so)*

| What is your approved overdraft limit? *(You are expected to have a student account with an overdraft)* |  |
| --- | --- |
| How much do you need to borrow? *(Maximum £100)* |  |
| Please provide the last 4 digits of the card you have registered to repay the Short Term Loan *–* Please check via thehub.bathspa.ac.uk *(your application will be rejected if you have not provided your card details)* |  |
| Please explain / confirm what source you will use to repay the Short Term Loan? (e.g. wages, student loan, bursary)  *(This usually must be within 30 days)* |  |
| Why do you need the loan? *(e.g. I have not yet received my student finance loan instalment)* | |

Your Short Term Loan will be paid by bank transfer. Payments are usually made once a week on Fridays.

## Section 3: Declaration

Please sign and date your application by declaring that –

* I am in receipt of, or have applied for UK statutory funding (Student Finance).
* I confirm that I am applying for a short-term loan because of a delay in the assessment of my student finance entitlement or for childcare costs.
* I understand this loan is immediately repayable on receipt of my Statutory Support or 30 days, whichever is sooner.
* I confirm that I am registered and in attendance on my course.
* I declare that the information that I have given on this form is correct and complete to the best of my knowledge and I will inform the University of any changes in my finances which may affect my application.
* I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the university. I further undertake to repay any grants obtained by me as a result.
* I understand that the information I supply may be verified by the University and that my application will be rejected if I have not attached the necessary supporting evidence, completed the form in full or not provided card details online (thehub.bathspa.ac.uk) to repay the loan.
* I understand that information from this form may be recorded electronically in accordance with the GDPR. This will be used for administrative and monitoring purposes only; the result of this application will also be recorded.
* I understand that giving false information will automatically disqualify my application and I further undertake to repay any loans obtained by me as a result.
* I agree that I will adhere to this agreement and that by signing this form I have consented to Bath Spa University taking payment when I am not present.
* I have NOT already been excluded from the Short Term Loan scheme.

**Repayment:**

* I hereby give authorisation for Bath Spa University to action payment on the agreed payment date via card details provided to the institution.

**Failure to repay**

* I understand that a failure to repay a loan within 30 days may lead to exclusion from this scheme for the duration of my course and that I will be subject to University debt recovery procedures. This may include referral to tracing and/or referral to external debt recovery agents. Legal action may also be taken through the Courts for recovery. All additional administrative costs, including agents and Court fees, will be added to the student account.

I understand I am responsible to repay the loan by the agreed date. If there are any issues I must contact Student Funding (see contact below) at least 3 working days before payment is due.

**Your Signature:**

**Date:**

If you have any queries regarding the scheme please email [funding@bathspa.ac.uk](mailto:funding@bathspa.ac.uk).   
If you have any concerns around managing your money and finances please contact Student Wellbeing Services: **01225 876543** or email [studentwellbeing@bathspa.ac.uk](mailto:studentwellbeing@bathspa.ac.uk)

| **Office Use Only** | | | |
| --- | --- | --- | --- |
| Authorised: | | | Date signed: |
| Amount: | Repayment date: | | Secured/other |
| Card details checked: Yes/No | | Sec Pay actioned by: | |
| Notes: | | | |
| SEJ No: | | OLPR No: | |