# **Vacation University Access Fund (VUAF)**

# **Application 2023**

This form is for eligible full-time undergraduate students only who can apply for a vacation assessment in addition to any application made to the Access Fund during the academic year. The academic year for an undergraduate is usually the 9-month period during which they study, followed by a 3-month vacation period.

The earliest date you can apply for VUAF is the last day of the month your course ends (*e.g., if your course ends in June 2023, you may submit a complete application from the 30th June 2023*). The deadline for applications from continuing students is 4 weeks before the start of your new academic year (e.g., *if your course starts on 25th September 2023, your deadline for submitting an application would be 27th August 2023)*

The vacation fund is limited and you MUST be in one of the following categories:

You are a non-final year full time undergraduate student AND can prove you

• have caring responsibilities for a child or adult dependant

• have an illness/condition which prevents or limits your ability to work (GP’s ‘Fitness for Work’ note required as evidence)

• have reassessment deadlines that fall within your long vacation period, whether the assessment is referred or deferred

• are from a Foyer background or a care leaver/estranged student receiving a support bursary

OR

You are a final year undergraduate student completing reassessments, whether referred or deferred. Final year students must apply at least 4 weeks before their reassessment date and no later.

This fund can assist eligible FT UG students who may be in financial hardship as a result of having to cover rent and living expenses without adequate income.

Please be aware that your application may not be successful, and we may not be able to cover all your expenses.

Current eligible postgraduates may apply once to the full Access Fund each academic year as normal as they are always assessed for a full calendar year (12 months). Please do not complete this application form.

Please complete all 5 sections and supply all evidence otherwise we will not assess your application. If the question states Yes/No please delete as applicable.

## Section 1: About You.

| Student Number |  |
| --- | --- |
| Full Name |  |
| Campus |  |

1. Did you apply for a means tested Student Finance maintenance loan in the academic year just ended? Yes/No (if no please do not complete this form and seek advice via [My Wellbeing](https://www.bathspa.ac.uk/students/student-wellbeing-services/)
2. Will you be paying rent in the 3 month vacation period? **Yes/No.**

(if no then please email funding@bathspa.ac.uk to discuss financial hardship).

1. Please state your rent per month: **£ amount.**
2. Please choose one option to explain how you live:
* as a single occupant?
* in shared accommodation?
* with your partner or spouse?
* With your parent/s or guardian?
1. If you live with your partner/spouse are they a full time student? **Yes/No**.

If you live with your partner you will be assessed as a couple so your partner will need to provide all their evidence too (please see Evidence Section at the end of the application).

1. Do you have children/adults who are financially dependent on you? **Yes/No.**

If yes then please list your dependents in Further Information, section 3.

## Section 2: Your income

1. Please list below details of ALL current, savings, building society, ISA, and investments accounts (even if not used). You may add additional rows. If you are living with a partner please also provide details of their accounts.

| Bank account name and last 4 number digits | Current Balance | Overdraft Limit |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Do you have a job? **Yes/No.**

If yes, please provide details about your expected earnings in the table below and please let us know if your earnings may vary.

1. Will you (and partner) receive any other income in the 3 months period of your vacation? **Yes/No.**

Please include the details below. If you are living with a partner, please also provide their income information.

| Income | Weekly | Monthly |
| --- | --- | --- |
| Job (state if variable and expected maximum) |  |  |
| Parental/family support (state amount or nil) |  |  |
| Universal Credit |  |  |
| Other |  |  |

## Section 3: Further Information

Please tell us about your vacation financial situation. Why you are applying to this fund.

| This box will expand. |
| --- |

## Section 4: Evidence

Evidence you must provide as a PDF (or similar document). Please attach the documents to the email with your completed application form (do not provide links to files). If you live with your partner, they must provide all the relevant evidence too please. Without this evidence your application will be REJECTED.

**Essential evidence – you must send us:**

1. Student Finance financial support notification for academic year just ended.
* This must show your maintenance loan, tuition fee loan and any grants (if applicable).
* This must show your full payment schedule.
1. All bank, building society, savings or ISA account statements for the period below. Please remember if you are living with a partner, to also provide their evidence.
* We require the latest 2 months official bank statements, along with a full official bank statement from the month your course ended. Statements must include transactions within 5 days of the date you sign your application form. We may require more than 2 months to confirm income over the vacation.
* To be considered for the VUAF, you must have an arranged overdraft set up. If for some reason you are not eligible for an overdraft, we require an official letter from your bank explaining the reason for this.
* Internet banking statements must show your accounts details, name, all transactions, and balances (**PDFs please, NOT spreadsheets**)
* Write on the statements an explanation for all transactions £100 and over, using the “comment” feature of PDFs.
* Include accounts which you may no longer be using.
* We should also be able to see at least one rent/mortgage payment on one statement, if not please explain why and provide proof of the last rent/mortgage payment you made.
1. Proof of accommodation costs, such as tenancy or your mortgage agreement.
* This should show your name, date plus amount and frequency of payments.
1. Proof of income. Please remember if you are living with a partner, to also provide their evidence.
* You may not have evidence but you will need to provide details of expected income from earnings as explained in Section 2, both amount and frequency. You may annotate bank statements or provide a copy of your payslip if you have one indicative of your income over the vacation assessment period.
* If you are in receipt of Universal Credit then please send us your most recent 2 entitlement letters in full please. If an increase is expected in the vacation period we may need to make a provisional assessment.
* Please provide details of any other expected income from family, friends or any other sources.
1. For final year student re-sitting exams or completing reassessments, we require official proof, for example an email from registry.
2. For students applying due an illness/condition which prevents or limits their ability to work a GP’s ‘Fitness for Work’ note must be provided as evidence.

**Other evidence – you may send us so we may consider:**

Childcare costs

* Send us advance invoices for the vacation period or receipts showing the amount and period covered.

Priority debts

* Send us your creditor agreed repayment plan, for example Step Change. We may only consider these priority debt repayments.

Car costs (Parents ONLY for the vacation)

* Car insurance amount (detailing extra cover if applicable)
* Car tax amount proof
* Proof of MOT date if during your vacation
* Repair costs if essential during your vacation

Medicine

* Proof of prescription costs (you should consider an NHS prepayment certificate which may save you money if you have repeat prescriptions).

Other costs you want us to consider -

* Please explain your reasons and provide evidence, but we may not be able to include them.

## Confidentiality

Only Student Funding 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 Funding 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.

## Section 5: Declaration

Please read and complete this section.

• The information that I have given on this form is correct and complete to the best of my knowledge.

• I have supplied all the documentary evidence correctly and understand my application will not be considered complete if I have not.

Furthermore, I understand that:

• My application can take up to 4 weeks to process and I may be asked for further documents and evidence which may increase processing time.

• Applications will be processed in the order they are completed.

• My application may not be successful (but I can request a Review and Appeal).

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

• My Bank details have been provided on the AppHub (<https://apphub.bathspa.ac.uk/myaccount/BankAccountDetails> ) and are correct.

I also understand that giving false information will automatically disqualify my application and may also lead to disciplinary proceedings. I further undertake to repay any awards obtained by me as a result.

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

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

**Date:**

Please email your completed application together with your evidence to funding@bathspa.ac.uk

It is important that you fully complete the application form and sent us all the evidence requested. Any missing, incorrect or illegible information will mean that your application will be delayed or not be processed.

If you require assistance in completing this form please seek advice from Student Wellbeing via [MyWellbeing](https://mywellbeing.bathspa.ac.uk/unauth/student/login)

**Notes**As long as you have provided us with all the information requested, a decision should be made within 4 weeks of us receiving your completed application. You will be notified by email to your Bath Spa University address. Any award will be paid within 10 working days of notification.

In exceptional circumstance we may require longer to make a decision and may require additional information from you, if this is the case, we will inform you.

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 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 (although these may not apply to a vacation assessment).

Standard awards will be assessed by looking at the difference between reasonable expenditure and expected income.

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.

Emergency situations (e.g. travel costs for family illness, bereavement and hardship due to fire or burglary) can be considered.

## 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 VUAF.

• You must be registered and in attendance on an eligible course. If you are taking a break from your studies, then you must contact funding@bathspa.ac.uk to discuss your situation.

• The VUAF 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.

• VUAF 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 VUAF 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 VUAF assessment will use your final Benefit entitlement to calculate a potential award. You should discuss any issues with your benefits with Student Wellbeing Services.