

UNIVERSITY OF WESTMINSTER

Student and Academic Services

Living Expenses Support Scheme 2020/21

Closing date for applications: Friday 25th June 2021

The scheme is open to 'home' status students only and cannot be used to pay tuition fees. Normally this would mean that you have been a UK resident for at least the last five years before starting your course and are in receipt of full Student Finance support.

You are **NOT** eligible to apply if you are:

- not enrolled at the University of Westminster
- a student interrupting studies (suspended)
- an undergraduate student that has not taken out the maximum student support available to them from student finance including the maintenance loan. This includes the part of the loan based on your household income
- an EU undergraduate student getting the 2020–21 tuition fee loan only
- a postgraduate student who has chosen not to take the full £11,222 Master's loan
- a self-funded student with tuition fees outstanding – this includes students in receipt of the Master's loan as the loan is paid directly to the student
- an EU postgraduate student who has not lived in the UK for more than five years before the first day of the first academic year of their course.
- enrolled on a conversion or professional course, such as the GDL, CILEx, ACCA, CIMA, RIBA (part 3) and the Legal Practice Postgraduate Diploma
- a PG Dip, PhD, MPhil or other research student. (NB MRes students in receipt of the full Master's Loan may submit an application)

If you are unsure of your eligibility, please book an Engage appointment with a member of the team here: **20 Minute Student Funding Additional Support Appointment**

Please email the completed form and documents to studentfunding@westminster.ac.uk

If your phone has a camera you could use it to scan the documents. For example, Genius App allows you to take pictures and scan documents remotely on your phone and send to various platforms. The app is free of charge, easy to use and an eligible scan. It is easier to read the documents submitted this way, rather than as individual photos.

About You

Name:

Student ID Number:

University Email Address:

Telephone Number:

Bank Account Information

List the account names and the last 4 digits of **all** the accounts that you and your partner hold (even if you do not use them regularly). These may include student/current/savings/online only/building society and app-based accounts such as Monzo and Revolut. If you have more than 5 accounts, please list the additional accounts on the supporting statement page. *Please note that if we find an account that you haven't declared, we will reduce any award made to you by 25%.*

Credit card and store card/debts are not taken into consideration – unless you have a debt repayment plan in place

Bank Name	Account Number	Account Holder

How did you first hear about the Living Expenses Support Scheme? PLEASE TICK 1 BOX ONLY!

Friend/Fellow Student	
University Website	
Poster/Leaflet	
Student Support Services Staff	
Academic Staff Member	
Blackboard	
Other (please specify here)	

What's the main reason for applying to the scheme? PLEASE TICK 1 BOX ONLY!

Pay your rent	
To stay at University	
Childcare costs	
Day to day costs	
Other (please specify here)	

Please answer by indicating Yes or No

	Yes or No
<p>Are you a part time undergraduate student? If you started your course before September 2018, you must be studying at least 25% of the full-time equivalent course and have applied for the part-time Tuition Fee Loan from Student Finance England.</p> <p>If you started your course after September 2018, you must be studying at least 25% of the full-time equivalent course and have applied for the part-time Tuition Fee Loan from Student Finance England and be in receipt of the full part-time maintenance loan that you are eligible for, based on your household income</p>	
<p>Are you a part time postgraduate student? You must be studying at least 25% of the full-time equivalent course in the 2020-21 academic year.</p> <p>You must also have paid the tuition fees in full for the whole academic year before you can submit an application.</p>	
<p>Do you receive disability benefits? ESA, DLA, Disability premiums and/or PIP? If so, please provide details in your supporting statement and your most recent benefit letter.</p>	
<p>Are you a Care Leaver?</p>	
<p>Have you been assessed as estranged from your parents by Student Finance England?</p>	
<p>Do you have caring responsibilities for an adult family member? If so, please provide details in your supporting statement.</p>	
<p>Do you live at home with your parents/guardian?</p>	
<p>Do you pay rent for a place in halls, lodgings or a private property?</p>	
<p>Do you have dependants? If so, please provide details on the next page. This should include their names and date of birth. NB If you do not receive benefits for your children, then we cannot treat them as dependants. *If your children are in full-time education (in school, 6th Form, FE College etc.) they will be counted as dependants up until the age of 19. If they are studying a Higher Education course (i.e. degree) they will not be classed as dependant.</p>	
<p>Do you live with your partner?</p>	
<p>Are you the first person in your immediate family to attend university?</p>	

Supporting Statement

All students

The supporting statement is your means of explaining the situation you find yourself in, and it will be considered alongside the details you provide on the income and expenditure page(s). (Continue on a separate page if necessary).

If you are a postgraduate student, please use this statement to show how you made adequate provision for tuition fees and living costs before starting the course. This could include income from earnings, a partner's earnings, savings, loans – including the Master's Loan (ML), overdrafts etc. You must have paid the tuition fees in full for the whole academic year before you can apply.

Dependants

Please list their name, date of birth and relationship to you

If you live with a partner, confirmation of their income and expenditure will also be required as supporting evidence for your application.

Caring Responsibilities

If you are a sole carer for an adult dependant, please provide further information regarding this, including copies of any documents showing the benefits that they receive.

Income

Please provide details of the money that you receive during the academic year.

From your online Student Finance account, please enter the total due per academic year (not applicable if assessment only)	Annual
Maintenance Loan	£
Adult Dependant Grant	£
Childcare Grant	£
Maintenance/Special Support Grant (Pre-2016 UG only)	£
Parents Learning Allowance	£
If you receive a Scholarship or Bursary, please enter the amount you will get for 2020-2021 Scholarship:	Annual £
Postgraduate students Master's Loan and other study loans	Total
Current Balance + Savings/ISA/Bonds/Trust Funds Own bank accounts Partner's bank accounts	Total in all accounts £ £
Do you or your partner receive any benefits or other income?	Weekly
Child Benefit	£
Child Tax Credit (CTC)	£
Child Support Allowance	£
Council Tax Benefit	£
Disability Living Allowance (DLA)	£
Employment & Support Allowance (ESA)	£
Housing Benefit*	£
Incapacity Benefit	£
Income Support	£
Job Seekers Allowance	£
Other (please specify)	£
Maternity Allowance	£
Parental Support	£
Partner's Net Pay	£
Personal Independent Payment (PIP)	£
Universal Credit*	£
Own Wages/Salary	£
Working Tax Credit (WTC)	£

* If you have received Housing Benefit or Universal Credit since the 14/09/20, please forward copies of the breakdown for all payments received since that date.

Expenditure

When assessing your application, we will review your personal income and expenditure for the whole of the 2020/21 academic year. We use a standard weekly figure provided by the National Association of Student Money Advisors to cover core expenditure on basic costs such as food, household bills, clothes, entertainment etc. This is known as the Composite Living Cost (CLC)* and ensures that all applicants are treated fairly, regardless of where they study, and regardless of their individual lifestyle choices. This figure also takes into account if you have a partner and/or children.

Please provide details of the money that you will be spending during the academic year.

To calculate your weekly income/expenditure amounts, divide any annual figure by 52 or multiply the monthly figure by 12 and then divide by 52.

	<u>Weekly</u>
Rent/Mortgage	£
Public Transport (Include Travel Zones)	£
Composite Living Cost* Single person £129 Couple £176 1st Child (Under 16) £137 Additional children £106 per child	£
Childcare costs (OFSTED registered only)	£
Medicine charges	£
Partner's Travel Costs	£
Travel – other (please specify why you cannot use public Transport, i.e. health reasons)	£
	<u>Annual</u>
Building Contents Insurance (Mortgage only)	£
Council Tax (if you are not exempt)	£
Priority Debts - (Please specify and provide evidence. If you have entered into a re- payment plan, please provide confirmation of this agreement.) NB: Credit card debts, HP agreements, fines, bailiff charges, unsecured bank and payday loans or money borrowed from friends or family are not normally considered a priority debt.	£
Unforeseen costs – If there have been unforeseen expenditures that you have experienced during this academic year which you would like to tell us about, please provide details along with supporting evidence. A more detailed account may be provided in your supporting statement if necessary.	£

Documents needed - Please provide PDFs of the following (not screenshots or photos)

You can use your phone to scan the documents. For example, Genius App allows you to scan documents remotely on your phone and send to various platforms. The app is free of charge, easy to use and an eligible scan. It is easier to read the documents submitted this way, rather than as individual photos.

Y/N	Please submit the information that relates to your circumstances
	<p>3 months bank statements for ALL accounts held by you and (if applicable) your partner For example, if you submit your application on 31/10/20, you need to submit bank statements from 30/07/20 to 30/10/20.</p> <p>Bank statements should show the name and bank account number and also the balance after each transaction.</p> <p>They should show at least one Student Finance maintenance/postgraduate loan payment. If this is out of the date range necessary, please provide additional statements to show this. Any transactions over £200 must be clearly and thoroughly explained, with receipts, if applicable.</p> <p>Have you recently closed a bank account? If so, you will need to provide confirmation of account closure from the bank and the last transaction. Missing bank statements within the specified date range will delay the processing of your application.</p> <p>We will reduce the amount of your award if it is identified that you have additional accounts that you have not declared in your application</p>
	<p>Full, signed tenancy/mortgage agreement for every property you have lived in from Sept 2020 onwards If you share the rent, please provide evidence from the landlord of the amount you are personally liable to pay. If you live with your parents, you need to show proof of payments specifically towards rent If you have a casual arrangement i.e. you don't have a written tenancy agreement or cannot prove the rent you have paid (receipts/direct debits), we cannot take these payments into account! A copy of your mortgage statement, contents insurance statement and proof of payment</p>
	<p>For Assessment Only students - A letter from your Registry showing what you need to complete and when</p>
	<p>Copy of your 2020/21 Council tax bill (if you are not exempt)</p>
	<p>From your student finance account, the 2020/21 Student Finance Entitlement Summary & Payment Timetable (not applicable if you are assessment only)</p>
	<p>If working, 3 months' payslips for yourself and (if applicable) your partner</p>
	<p>Documentary evidence of scholarships or other bursaries</p>
	<p>Medical evidence detailing why you are unable to work whilst studying</p>
	<p>Copy of all award letters for all benefits you and your partner receive relating to the 2020/21 tax year</p>
	<p>Evidence relating to any special circumstances noted in your supporting statement</p>
	<p>A copy of the letter telling you how much Childcare Grant you'll get and confirmation from your childcare provider of your actual childcare costs</p>
	<p>A copy of your current car insurance certificate, car tax and evidence of weekly petrol expenditure, plus an explanation why public transport cannot be used (if applicable)</p>

General Data Protection Regulations Declaration

The University takes data protection very seriously. You can find the General Data Protection Regulation statement for the Student Funding team on our website here [GDPR statement](#)

I confirm that I have read the University's GDPR statement, and consent to my personal data being held and utilised as detailed in this statement. I also confirm that the information provided, and documentary evidence supplied is complete and accurate to the best of my knowledge. I understand that an unsigned application will be considered incomplete and cannot be considered.

Name:

Signature

Payment Details

In the event of an award being made, please provide the full account details of the bank that you would like the amount to be paid into.

Bank Name:

Sort Code:

Account Number:

Account Holder:

The University provides a confidential **Counselling** Service which offers individual, email and group counselling. Please contact counselling@westminster.ac.uk to find out more

If you feel you may benefit from Money Management Advice please contact our **Student Advice** team

The **Wellbeing Service** is open and supporting students remotely via Microsoft Teams (either audio or video). Please contact the team by email if you need support: student-wellbeing@westminster.ac.uk.