

2020/21 WESTMINSTER 'STAY ON TRACK' SCHEME

This University scheme is designed to help those students facing financial difficulty because of a loss of earnings due to the UK Government Coronavirus response. It is to help with day to day living costs including food and medical costs. The scheme does not provide specific support for accommodation costs as there are other University funds that can assist with residential fees.

Eligibility - who can apply to the scheme?

- The scheme is open to all **enrolled** undergraduate and postgraduate taught and research students. Students enrolled on a conversion or professional course, such as the GDL, CILEx, ACCA, CIMA, RIBA (part 3) are **not** eligible.
- Students must still be residing in the UK
- Home status and EU students must have taken out all UK government student finance available to them (i.e. the full undergraduate maintenance loan and/or tuition fee loan; the postgraduate loan or postgraduate doctoral loan)
- Students who did not take out the full Government funding available can still apply but must give a good reason (with evidence if possible) why they chose not to
- Students whose employers have applied to the Government scheme for furloughed workers will also be considered
- Students in receipt of Universal Credits or the older legacy benefits will **not** be considered as their benefits should increase to reflect any reduction in income

Awards

A one-off non-repayable grant of £750 will be made to students who meet the criteria for this scheme and provide the required evidence. You will need to complete your bank details on this form to let us know where to pay the award

Applicant details

Name: _____

Student ID number: _____

Undergraduate: Postgraduate:

Please indicate your student status: Home EU International

University Email: _____

Employment status: Please indicate your employment type (if in work, you will need to provide evidence of this):

- On a zero-hour contract but hours reduced, or no work is available:
- You are currently looking for work:
- Normal contract of employment and my employer has applied to furlough me through the Govt. [Coronavirus-job-retention-scheme](#)
- Self-employed but unable to work at present:

Supporting Statement

Please give a brief explanation about your situation and how your income has been affected and why you need help from the scheme. If you have not applied for all the Government student loans available, you also need to give the reasons why (**with evidence if possible**)

Supporting Documents/Evidence

You will need to provide the following information to enable your application to be considered. Only provide evidence that relates to your circumstances. Incomplete or missing documents will lead to delays in your assessment.

Please provide **scanned** copies of the documents using one of the existing PDF scanning apps available (e.g. Genius scan)

Employment contract if applicable – please provide your employment contract and any recent letters from your employer about your employee status because of the government lockdown (e.g. redundancy notice or P45)
Salary (if applicable) – We need copies of your wage slips for the last 3 months. If you are self-employed, we need a scanned copy of your 2020 tax returns
Bank statements – please provide bank statements for <u>all</u> your bank accounts for the last two months (i.e. from the date of your application). For example, if you applied on 20 January 2021, please submit statements from 20 November to 19 January 2021
Student Finance (if applicable) - For undergraduate students, we need a copy of your 2020/21 Student Finance Entitlement Summary letter. For postgraduate students, we need the equivalent PGL/PGDL letter. If you have not applied for funding, please provide an explanation and (if possible) evidence
Other funding - Written confirmation of any scholarships, research studentships or other student funding you may be receiving

Please email the completed form to ofsgrant@westminster.ac.uk and put ‘stay on track’ in the subject header. We will endeavour to email you our decision within 10 working days, but this may be delayed if you do not submit all the required evidence.

Payments can take up to 10 working days, so do not delay in submitting your application. Please provide your bank account details below so that if you are made an award, we can payment to you.

Bank Name:	Sort Code:
Account Number:	Account Holder:

Declaration (please read the declaration and sign below)

The University takes data protection obligations very seriously. You can find the Student Funding GDPR statement on our website [Student-Funding-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 the GDPR statement.

I confirm that I have read the criteria for the Stay on Track scheme and the documentary evidence supplied is complete and accurate to the best of my knowledge.

Signature: _____

Date: _____