

## **2020/21 WESTMINSTER 'STAY SHELTERED' SCHEME**

**This University scheme is running to help those students struggling with accommodation costs because of financial difficulties due to COVID-19. It is to help specifically with rental costs or 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 have been living away from their parental home and renting accommodation. This includes University owned and partner residences such as iQ Raffles House in Wembley
- 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 be considered
- Students in receipt of Universal Credits or the older legacy benefits that cover **all** their housing costs will **not** be considered

### Awards

Applicants who meet the criteria and provide the required evidence will be eligible to an award based on their rent or accommodation costs up to a maximum of £185 per week. The total that can be awarded is £1,110 which is 6 weeks rent at the capped weekly amount.

**This award will not be paid to you but directly to your accommodation provider**, so you will need to complete the accommodation providers bank details on the form to let us know where to pay the award.

### Applicant details

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

University Email: \_\_\_\_\_

Please **highlight** your student status:

Home/EU/International      Undergraduate/Postgraduate:

### Employment status:

Please select 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:
- I am currently receiving welfare benefits that don't cover all my housing costs:
- 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 an explanation about your personal circumstances; how you have been paying your accommodation costs up to now and why you now need help to pay your accommodation costs. 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)

<b>Accommodation contract</b> – you need to provide a copy of your tenancy agreement, rent statement or accommodation agreement/invoice from your accommodation provider. This should clearly show the amount charged for your accommodation and if possible any current arrears.
<b>Bank statements</b> – please provide bank statements for <b>all</b> your bank accounts for the last two months from the date of your application. For example, if you applied on 20 January 2021, please submit statements from 20 November 2020 to 19 January 2021. The statements should show at least one of your accommodation payments, so you may have to submit an older statement e.g. if you pay rent every term
<b>Parental or other support:</b> If your parent/s or other sponsor has been paying your accommodation costs, they will need to provide evidence why they can no longer do this (e.g. loss of job etc)
<b>Employment contract (if applicable)</b> – 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)
<b>Salary (if applicable)</b> – 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
<b>Welfare Benefits (if applicable)</b> – If you are currently receiving benefits, we will need the latest copy of your Universal credits letter or Housing benefit letter
<b>Student Finance (if applicable)</b> - for home/EU undergraduate students, we need a copy of your 2020/21 Student Finance Entitlement Summary letter. For home/EU postgraduate students, we need the equivalent PGL/PGDL letter. If you have not applied for funding, please provide an explanation and (if possible) evidence
<b>Other Funding</b> - 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](mailto:ofsgrant@westminster.ac.uk) and put 'stay sheltered' 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. We **cannot** make the award payment to you so please provide the bank details for your accommodation provider below:

### Accommodation Provider bank details

Bank Name:	Sort Code:
Account Number:	Accommodation Provider Account name:

## Declaration

You must read and sign the declaration below – we cannot process any applications without a signature. 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 Sheltered Scheme and the documentary evidence supplied is complete and accurate to the best of my knowledge. I also give consent for my award to be paid direct to my accommodation provider

Signature: \_\_\_\_\_

Date: \_\_\_\_\_