

WESTMINSTER 'STAY ON TRACK' SCHEME

This University scheme will be running between April and July 2020 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 **fully 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
- Students must have been in paid employment or self-employed
- Students must have been living away from their parental home before the shutdown took place
- 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 whose employers have applied to the Government scheme for furloughed workers will be considered but if successful, would receive a reduced award [Coronavirus-job-retention-scheme](#)
- 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. Eligible furloughed workers will be awarded a reduced grant. 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 (you will need to provide evidence of this):

- On a zero hour contract and no work is currently available:
- Normal contract of employment but have been unable to work:
- Normal contract of employment and my employer has applied to furlough me through the government [Coronavirus-job-retention-scheme](#)
- Self-employed but unable to work at present:

Supporting Statement

Please give a brief explanation about your personal circumstances, how the current situation has affected your income and why you need help from the scheme

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 – 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 – We need copies of your wage slips for the last 3 months. If you are self-employed, we need a scanned copy of your 2018 and 2019 tax returns

Bank statements – please provide bank statements for all your bank accounts for the last two months (i.e. from the date of your application). For example, if you applied on 16 April, please submit statements for 15 February to 15 April

Student Finance- For undergraduate students, we need a copy of your 2019/20 Student Finance Entitlement Summary letter. For postgraduate students, we need the equivalent PGL/PGDL letter

Other Funding - Written confirmation of any scholarships, research studentships or other student funding you may be receiving

Please email the completed form to studentfunding@westminster.ac.uk and put ‘stay on track’ in the subject header. We will endeavour to email you our decision within 7 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.

Electronic Signature: _____

Date: _____