

# BPP Students' Association Crisis Fund Application Form

The BPP Students' Association Crisis Fund is a limited source of financial support for students who, due to circumstances beyond their control, are in severe financial difficulties.

Our Crisis Fund is here to provide short-term support for unexpected and unavoidable financial difficulties. However, any award will be modest, with a **maximum of £250 available**.

Please note:

- The fund is not intended for ongoing or regular financial support, and will only be granted twice a year, with a minimum of 2 months between applications.
- It is not designed to assist with planned expenses, such as course fees, rent or bills.

We encourage applicants to explore all other possible sources of financial support first such as (non-exhaustive);

- overdrafts,
- family assistance,
- Student or professional loans.

Additional support resources and other avenues of support to consider are available to view on our website and in the guide accompanying the form.

**The fund is here as a last resort to help with emergencies, and we appreciate your understanding as we aim to assist as many students as possible.**

## Who is not eligible to apply?

- Those who are not currently registered students of BPP University.
- Those who are seeking to cover long term costs (e.g. Bills, outstanding debt, course fees).
- Those who have other finances available to them through savings accounts and other means.

## How can I apply?

Email the Independent Advice team, attaching this form and your accompanying evidence (see below). The email to send this form to is [independentadvice@bpp.com](mailto:independentadvice@bpp.com)

## What evidence is required?

We require supporting evidence with your fully completed application form so that we can gain a full understanding of your circumstances and how we can best support you.

Due to this due diligence, we require:

- Three months of bank statements for all accounts available to you. These should be **full PDF statements** and should cover up until, or as close as possible to, the date of your application.
- If you are on a **Tier IV Visa**, you should **provide evidence that you had made adequate arrangements to support yourself** and to pay for your fees and accommodation before you arrived in your place of study, and that these arrangements were affected by unforeseen circumstances or events beyond your control.
- Evidence of **other measures** you have taken to support yourself financially ahead of applying for this fund, such as student loans or bursaries.
- Any other **evidence of extenuating circumstances** which may support your application.

Once your application is submitted, together with all your supporting documentation, it will be considered by both an Independent Education and Welfare Advisor and a Senior Independent Education and Welfare Advisor.

In the meantime, we would suggest that you read through our accompanying guide for further support resources and signposting.

## Part 1: Your Personal Details

1. Student identification number (SRN):
2. First name(s):
3. Surname:
4. Telephone number:
5. Email address:
6. Course title:
7. Student status (Full-Time/Part-Time):
8. Study centre:
9. Course start and end date:
10. Who do you live with (eg. Alone/family/flatmates/partner):
11. Do you have any children and/or adults who are financially dependent on you?

Yes

No

- a. If yes, please give details (*name, relationship to you, date of birth – sub-questions*)

Name	Relationship to You	Date of Birth

12. Are you an international student on a Tier IV Visa?

Yes

No

## Part 2: Your Finances

1. For any accounts in your name, do you have access to an overdraft?

Yes

No

a. Please specify your current overdraft limit in £ for each of your available bank accounts.

b. If you do not have access to an overdraft, why is this?

2. Do you have access to any other financial services (including other savings accounts or loans)?

Yes

No

a. Please note that statements of savings accounts will be necessary to provide a complete application

3. If you have made a card payment, transfer, or cash withdrawal over £100 within the last month please detail the expenditure and explain why the payment/transfer/withdrawal was made:

Amount (£)	Type of Transaction	Date	Reason for Transaction

### Part 3: Why are you applying?

1. What is the amount of financial support that you are requesting? (The **maximum amount which we can provide is £250**, and the amount provided is at the discretion of the advisors).

Expenditure	Amount (£)	Explain why you are requesting this amount
Food		
Other (please specify)		

2. Please give specific details of the change of circumstances which have led to your current financial circumstances and explain why you are making this application:

3. If you are an international student on a Tier IV Visa, please provide details of unforeseen circumstances which have depleted the arranged funds you were required to have to support yourself for the first 9 months of your course

## Part 4: Declaration

### **Please sign and date the following declaration:**

I confirm that the information supplied is correct and agree that BPP Students' Association may seek further evidence necessary to substantiate my statements and may require me to attend a meeting or phone call in relation to this application. I understand that giving false information, and/or withholding information, may constitute a fraudulent claim and could result in disciplinary action being taken against me.

*Signature:*

*Date:*

### **Data Protection and Confidentiality**

All information and supporting documents supplied by you with this application will be used for the sole purpose of assessing your application for financial help. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with Data Protection legislation and BPP's Privacy Policy (a copy of which is available at [www.bpp.com/privacy](http://www.bpp.com/privacy)). Your data will not be passed to any other third party without your consent. By submitting this application form you agree to your data being processed in this way.

## Afterword

Thank you for taking the time to fill out your application comprehensively and for providing the relevant evidence. This helps us to assess your application fully and to respond to you quickly.

We will aim to respond to your application within 3 working days. In the meantime, please remember that there is support available from the following places:

- Disabled Student Allowance - <https://www.ucas.com/student-finance-england/disabled-students-allowances>
- Food banks - <https://www.trusselltrust.org/get-help/find-a-foodbank/>
- Mental Health Crisis Support - <https://www.samaritans.org/>
- Wellbeing Support - <https://www.mind.org.uk/information-support/tips-for-everyday-living/wellbeing/wellbeing/>
- Turn 2 Us (to find alternative grants) - <https://www.turn2us.org.uk/>

Wellbeing and Mental Health Policy - <https://bppassets.s3.eu-west-1.amazonaws.com/public/assets/pdf/governance-finance/upp/6.+Wellbeing+and+Mental+Health+Policy.pdf>

If you are at risk of harm, then you can contact the safeguarding team at [safeguarding@bpp.com](mailto:safeguarding@bpp.com).

If you are concerned about your mental health during this time, you can contact the learning support team at [learningsupport@bpp.com](mailto:learningsupport@bpp.com).

You may wish to also get in touch with the Student Finance team to let them know you are experiencing financial hardship, as they may be able to organise a more suitable payment plan for you.

You can contact the University's Student Finance team by calling 03300 603 100 or by reaching them via the Student Query Form on the Hub.