Coronavirus Hardship Fund – Managed Quarantine

# 2021/2022

Policy & Application Form

If you have a disability, health condition or learning difficulty and need help completing this form please email [studentfunding@napier.ac.uk](mailto:studentfunding@napier.ac.uk)

Purpose

## **Purpose**

Intended to help eligible students who are travelling from red list countries and need assistance with managed quarantine costs because they are facing financial hardship.

## **Application Process**

* Applicants will be required to complete the application form attached and provide all relevant supporting documents which must be digital copies. Incomplete applications will not be considered.
* Applicants will be required to answer a number of questions relating to personal and financial circumstances.
* Fully completed applications must be emailed to L.Friary@napier.ac.uk from their university email address, failure to use university email address will result in applications being automatically rejected. Applications from other email accounts will not be considered.

## **Outcome of Application**

All applicants will be notified of the outcome of their application by email to their Edinburgh Napier student email address.

# Eligibility Guidance

## **You can be considered for help from this fund if:**

## You are a matriculated student.

* You have explored all other options open to you, including the maximum overdraft available to you.
* You are able to demonstrate financial hardship.
* You are able to demonstrate that you are travelling from a red list country and will incur quarantine costs.

# Personal Details

## **Personal Details (PLEASE USE BLOCK CAPITALS)**

Surname Forename(s)

Date of Birth \_ \_ / \_ \_ / \_ \_ \_ \_ Matriculation No: \_ \_ \_ \_ \_ \_ \_ \_

No. of dependant children: Ages of children: (1) (2) (3) (4)

Status: Single/Married/Living with partner/Lone parent

Address:

Postcode: Contact telephone no:

**Course Details**

Course title:

Year of study of (e.g. 2 of 4 = 2nd Year of a 4 year programme)

# Your Monthly Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Monthly Income** | | **Monthly Expenditure** | |
| If you live with a partner or spouse you must include their monthly income | | If you live with a partner or spouse you must include their monthly expenditure | |
| Sponsorship | £ | Rent or mortgage | £ |
| Scholarship/Bursary/ Government Loan | £ | Food | £ |
| Fees | £ |
| Own Salary/Wage | £ | Gas and/or electricity | £ |
| Partner/Spouse’s Salary/ Wage | £ | Telephone/mobile phone | £ |
| Contribution from Parents | £ | Clothing & toiletries | £ |
| Contribution from a child’s absent parent (if applicable) | £ | Insurance payments | £ |
| Other income (please specify) | £ | Council tax | £ |
|  | | Child support payments | £ |
| Formal childcare costs | £ |
| Books/course equipment | £ |
| Social costs (include membership fees) | £ |
| Travel to university | £ |
| Credit cards (min payment(s) total | £ |
| Store cards (min payment(s) total | £ |
| Bank loan repayments | £ |
| Other loan repayments (total) | £ |
| Other costs (please specify) | £ |
| Total MONTHLY income | £ | Total MONTHLY  expenditure | £ |

Your Monthly Budget continued...

## **Overview of your bank/Savings account and credit/store cards for both you and your Spouse/Partner (if applicable)**

|  |  |  |
| --- | --- | --- |
| Name of bank | Current balance | Overdraft limit |
| 1. | £ | £ |
| 2. | £ | £ |
| 3. | £ | £ |
| 4. | £ | £ |

If you do not have an overdraft facility, please explain here why not

|  |  |  |
| --- | --- | --- |
| Name of credit/store card/s | Current balance | Minimum monthly payment |
| 1. | £ | £ |
| 2. | £ | £ |
| 3. | £ | £ |
| 4. | £ | £ |

Rent/mortgage Information

How much is your monthly rent/mortgage payment? £ What date is your next payment due: Have you any arrears? Yes/No

If so, how much do you owe? £

How do you usual pay your rent/mortgage? (please circle as appropriate) Direct debit/Cash/Cheque/Parents pay/Third party pays/Housing benefit (how much £ )

Please provide a personal statement to support your application. The information you provide will be used to make the final decision regarding funding. Your personal statement should outline why you are applying for this fund and the difference this funding will make to you in supporting your studies at Edinburgh Napier University. We will take into account any personal or family circumstances which might affect your finances – such as responsibility for the care of dependants, and/or any other personal circumstances.

This document MUST be submitted with your application.

Successful applicants will have their payment(s) paid directly into their bank account. This MUST be a UK bank account in YOUR name. Failure to provide bank

details accurately and legibly will result in a payment being delayed or lost. The University will NOT replace payments which are lost due to incorrect information being provided here.

Please note that this information is kept securely and treated with the strictest confidence.

Name of Your Bank: Branch Name: Bank Sort Code (6 digits): \_ \_ \_ \_ \_ \_ Bank Account Number (8 digits): \_ \_ \_ \_ \_ \_ \_ \_

# Document Checklist

Please ensure scanned/digital copies of the following are submitted:

* Proof of sponsorship, government loan or bursary.
* Bank statements for ALL accounts held for you and your partner showing transactions for one full month. This should be for any period from 1 July 2021 onwards. Internet printouts are acceptable (not screenshots).
* A copy of your flight ticket, showing your name, point of departure and arrival.
* Your hotel isolation receipt, clearly showing your name, start and end date of managed hotel isolation.
* Evidence of accommodation costs e.g. tenancy agreement or mortgage agreement
* Personal statement outlining your personal and financial circumstances. (This is extremely important to the Student Funding Team as without it we will not have a full picture of the extent of your financial problems.)
* Proof of income from earnings for you and/or your spouse/partner e.g. a recent payslip – if relevant.

Your application may be rejected if you fail to provide all supporting documents.

Completed application forms, including scanned/digital copies of all relevant supporting documents should be emailed to:

L.Friary@napier.ac.uk

**PLEASE SEND APPLICATIONS FROM YOUR UNIVERSITY EMAIL ADDRESS, APPLICATIONS RECEIVED FROM ANY OTHER EMAIL ACCOUNT WILL NOT BE CONSIDERED AND WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

## **Customer Service**

The Student Funding Office aims to provide a responsive and caring service. If you are unhappy with the service or have comments or suggestions for improvement of the service please email: [studentfunding@napier.ac.uk.](mailto:studentfunding@napier.ac.uk)

## **Using your personal information**

* Personal information provided by you and others on your behalf in connection with this application will be processed by Edinburgh Napier University in accordance with the General Data Protection Regulation (EU) 2016/679 & Data Protection Act 2018 for the purposes of administering all aspects of this application and, if successful, any ongoing funding arrangements. A copy of the Universities Data Protection Privacy Notice is available at the following webpage: https://staff.napier.ac.uk/services/ governance-compliance/governance/DataProtection/Pages/statement.aspx
* We may share your information internally and with third parties to enable us to process applications, make decisions, secure and administer funding, process payments, check/verify information, audit information and provide anonymised statistical analysis for management reporting.
* We will ask your consent before processing the information you have provided for any purposes other than those mentioned above, unless we are required to disclose information by law, e.g. for the purposes of preventing and detecting fraud.
* We will keep your information securely and will dispose of it in line with University Policies. For further information please see the University’s Data Protection Code of Practice and Student Data Processing Notice.

# Student’s Declaration

Please read the following:

* I am currently a matriculated student of Edinburgh Napier University and am attending classes as part of my programme of study
* You will use the information I have provided to process my application for financial help
* You may check or verify information I have provided to: ensure that it is accurate, to produce statistics and to ensure that the award is administered in accordance with eligibility criteria set out by the Trustees
* I will be required to repay any monies I may receive where I have made a claim that did not contain all relevant information, was fraudulent, or where a payment has been made in error by the University.
* If I am found to have intentionally given misleading or inaccurate information, the University may take other action against me including demand of repayment of award or disciplinary proceedings.
* My application will not be considered if I have not fully completed the form correctly and legibly, including the bank details form, and/or I have not supplied copies of relevant supporting documents.
* I must inform the Student Funding Office promptly of any changes to my personal circumstances and any personal information provided.

I declare that the information I have given on this form is correct and complete to the best of my knowledge and belief, and have read all sections of this application and agree and understand the above statements.

Applicant’s Signature:

Date of Application: