**[](https://www.solent.ac.uk/)Emergency Short-term Loan**

Application form 2021-22

If you are experiencing a delay in your student funding and have no other funds available, you can apply for an emergency short-term loan to assist with basic living costs. For full eligibility criteria, please refer to the leaflet ***“***[***Emergency short-term loans – Terms and Conditions***](file:///C:\Users\mitchard_l\OneDrive%20-%20Solent%20University\leaflets\Leaflets%202021-22\Emergency%20Short%20Term%20Loans.pdf)***.”*** **Loans are discretionary and not given on demand.**

Section 1 – DOCUMENT CHECKLIST – Please include all the relevant evidence *(as below)* relating to your application.

* **Student Finance Entitlement summary** for 2021-22 *(this MUST show your name & Customer Ref. Number)*
* EU\* Student Funding – confirmation of your EU tuition fee loan for 2021-22
* EU\* Students: proof of funds you plan to repay the emergency loan from
* Evidence of rent/mortgage *(if applying for help with this)*
* **1 month** of your ***most recent*** bank statements showing you have reached your maximum overdraft limit **or** evidence why you cannot get an overdraft. **N.B.** **Cashpoint slips are not acceptable.**

\*Students with settled and pre-settled status

**HOW TO SUBMIT YOUR APPLICATION AND EVIDENCE:**

**Failure to follow these guidelines may result in your form being refused or severely delayed.**

**IMPORTANT!**

We will accept; screenshots/attachments/photos of evidence. However, in order to process your application, we need:

1. Clear, legible documents. Pixelated or small print will **not** be accepted.
2. You must name EACH document clearly e.g. Barclays bank statement 1; Tenancy agreement etc.
3. Bank statements must be **clear and in date order**. They should follow on from the previous month, without any missing pages.
4. We need **up to date** evidence regarding your circumstances.
5. **We cannot accept individual attachments for documents i.e. bank statements.** Combine your evidence as much as possible, preferably onto 1 attachment:

If you have ADOBE ACROBAT PRO DC (Solent University has this available on windows 10):

<https://acrobat.adobe.com/uk/en/acrobat/how-to/merge-combine-pdf-files-online.html>

Here’s how to **combine** and **merge** your files into one **PDF**: Open Acrobat DC to **combine** files: Open the Tools tab and select "**Combine** files." Add files: Click "Add Files" and select the files you want to include in your **PDF**. You can **merge PDFs** or a mix of **PDF** documents and other files.

​ This can be found on your university PC/Laptop start menu:

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1. You **must** email in your completed application form and evidence to [student.funding@solent.ac.uk](mailto:student.funding@solent.ac.uk)

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| Section 2 – PERSONAL DETAILS |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number** (as on your student ID card) | | **Q** | |  | |  | |  | | |  | |  | |  | |  | |  | |
| **First Name** |  | **Surname** | | | |  | | | | | | | | | | | | | | |
| **Phone Number** | |  |  | |  | |  | |  |  | |  | |  | |  | |  | |  |
| **Where are you living during term time?**  (please circle) | | At home *(state where):*……………………. / At University | | | | | | | | | | | | | | | | | | |

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| Section 3 – COURSE DETAILS |

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| --- | --- | --- | --- | --- | --- |
| Course Name: |  | | | | |
| Current year of course *(Please circle)* | Foundation | 1 | 2 | 3 | 4 |
| Are you currently repeating a year of study? *(Please circle)* | Yes | | | No | |
| If yes, why are you repeating? *(Please circle)* | Suspended | Failed Year | | Changed Course / University | |

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| Section 4 – YOUR FUNDING |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Have you applied for UK funding (*maintenance loan*)? *(Please circle)* | Yes | | | | No | | |
| *If yes,* ***when?*** Date: |  |  |  |  | |  |  |

*If no, please state why not and how you are funding your living costs:*

If you are an **EU student,** have you applied for a Tuition Fee Loan Yes  No 

Do you have a student bank account with an interest-free overdraft? Yes  No 

If **yes,** what is your overdraft limit? £………………. and what is your current balance? £ ……………………….

If no, please state why: *(we do advise you have an interest free overdraft if possible)*

Are your family able to help you, financially? Yes  No 

***If yes, how much do they give you?***  £ ………..……..pw/pcm

Are you currently working? Yes  No 

***If yes, how much do you earn per week / month?***  £ ……..……...pw/pcm

Do you have any savings? Yes  No 

***If yes, how much?***  £ …………………………….

Please explain why you cannot use your savings:

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| Section 5 – REASONS FOR A SHORT-TERM LOAN |

* Please explain the reasons *why* you require a short-term emergency loan.
* Please detail what essential expenditures you are likely to have for the **next four weeks.**

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*Continue on a separate sheet if necessary, and attach to the email.*

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| Section 6 – LOAN REPAYMENT |

Short-term loans are expected to be repaid **within 30 days** or when your student loan payment is due (whichever is sooner). Please tell us w**hat source of income will you be repaying the loan from?**

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*Continue on a separate sheet if necessary, and attach to the email.*

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| Section 7 – DECLARATION |

* I declare the information given on this form is true, complete and accurate to the best of my knowledge.
* I agree to repay any loan on or before the agreed repayment date, and will inform the income team ([income.team@solent.ac.uk](mailto:income.team@solent.ac.uk) ) of any delay.

Student’s Signature: ………………………………………………………………………………………… Date: ………. / ………. / ………..

***Please email your application and all evidence to*** [***student.funding@solent.ac.uk***](mailto:student.funding@solent.ac.uk) ***. You will then receive a phonecall from a Funding adviser to discuss your application.***