**Social**

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| **Alternative Financial Support for Students of Faith: Application Form** |

**This grant is for students who are unable to access financial support due not taking out a student loan for religious reasons.**

It is funded by the Access and Participation plan and aims to tackle inequity that some groups face.

This need for this fund was recognised after it was found that a large proportion of our Muslim students are unable to access the City Hardship Fund due to the maximum student loan entitlement needing to be claimed. This is something which a lot of Muslim students avoid as interest is not permitted in their faith.

This grant is open to anyone who has not taken out a student loan for religious reasons and can be awarded up to £250.

**This form must be completed and signed electronically and sent to** **unionadvice@city.ac.uk** **along with all evidence needed.**

Once submitted, the process will normally begin within 3 working days, and take up to 2 weeks for it to be complete.

Please use the text boxes indicated to enter text

# Contact details

**Full name:** Click or tap here to enter text.

**Date of birth:** Click or tap here to enter text.

**Student ID:** Click or tap here to enter text.

**Current term-time address:** Click or tap here to enter text.

**Telephone number:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

# Academic details

**Programme name:** Click or tap here to enter text.

**Year of study:** Choose an item.

**School:** Choose an item.

**Mode of Study:** Choose an item.

**Academic Status:** Choose an item.

**Fee status:** Choose an item.

**Are you repeating the year?:**
Yes [ ]
No [ ]

**Have you completed all assessments and are you awaiting final results?**

Yes [ ]

No [ ]

# Personal details

**Please provide any details of children or adults who are financially dependent on you:**

Click or tap here to enter text.

**Do you have a disability, long-term health condition, mental health condition and/or specific learning difficulty e.g. dyslexia?**

Yes [ ]

No [ ]

**If yes, please let us know if you require any reasonable adjustments relating to this process:**

Click or tap here to enter text.

**Type of accommodation:**

[ ]  Halls of Residence

[ ]  Private rented accommodation

[ ]  Live with parents or family

[ ]  Live with spouse or partner

[ ]  Home owner

**How did you hear about this grant?**

[ ]  Social Media

[ ]  Email

[ ]  SU Website

[ ]  Student group/society

[ ]  Cost of Living Hub

[ ]  Friends

[ ]  Other

**If Other, please state how.**

Click or tap here to enter text.

# Existing Hardship Applications

**Have you made an application to any of City’s hardship funds? More information about these** [**can be found here**](https://www.city.ac.uk/study/fees-and-funding/financial-alternatives/hardship-fund)**:**

Yes [ ]

No [ ]

**If yes, what was the date of application?:** Click or tap here to enter text.

**Have you received a decision?:**

Yes [ ]

No [ ]

**If yes, what was the decision?:**

Click or tap here to enter text.

# Student Loan Status

**Have you applied for the maximum Student Finance Tuition Fee Loan?**

Yes [ ]

No [ ]

**Are you receiving a Maintenance Loan provided by Student Finance England?**

Yes [ ]

No [ ]

**If yes, have much of your entitlement have you claimed?**

All of it [ ]

More than half of it [ ]

Less than half of it [ ]

**Are your reasons for not taking out the maximum Student Finance Loan, or only taking a part of it out, due to religious beliefs?**

Yes [ ]

No [ ]

**Explain how your religious beliefs have prevented you from taking out the maximum SFE loan. Please also state your religious group.**

**Have you ever applied for the Union’s interest-free** [**Short Term Loan**](https://www.citystudents.co.uk/support/advice/money/loans/)**?**

Yes [ ]

No [ ]

**Are you in receipt of any other loan or financial support e.g. NHS bursary, grant, scholarship?**

Yes [ ]

No [ ]

**If yes, please state what other support you are receiving?**

Click or tap here to enter text.

# Your circumstances

The text boxes in this section will expand. There is no word limit, but try and be concise.

**What do you feel has caused your unexpected financial difficulty?:**

Click or tap here to enter text.

**When did you first encounter these difficulties?:**

Click or tap here to enter text.

**Where practical this grant will take the form of the Union purchasing what you require, rather than paying money directly to you. For example, supermarket vouchers or travel cards. Please provide a clear breakdown of what we could purchase on your behalf below:**

Add rows if necessary

|  |  |
| --- | --- |
| **Item** **description** | **Estimated cost (in £)** |
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| **TOTAL (in £):** |  |
| **OR:** I need to be paid the money directly, rather than have items purchased on my behalf | [ ] Yes |

**If you answered yes above, why do you require money to be paid to you directly, rather than the Union purchasing what you need on your behalf?**

Click or tap here to enter text.

**Please provide a clear breakdown of how you would intend to use this grant to help resolve your financial hardship**

Click or tap here to enter text.

**Is there anything else you would like us to know?**

Click or tap here to enter text.

# Evidence

Applications require some form of evidence to be reviewed by an Advisor.

**Proof of Financial Hardship**

This can be provided via a combination of the following:

* The Advisor witnessing the student logging in and showing the Advisor their online bank accounts during an appointment.
* Print-out or mini-statement from an ATM machine showing the state of bank accounts on the day of the application.
* Evidence of all income and expenditure
* Evidence of financial hardship – bills, rent, or other debts.
* Evidence of any state benefits received

The above is not exhaustive. You may only need to provide one of the above forms of evidence.

**Are you happy to provide one or more of the above forms of evidence alongside this application, or at the appointment if needed?**

Yes [ ]

No [ ]

**Have you completed the Blackbullion**[**‘Budgeting 101- The Smartest Money Move’**](https://www.blackbullion.com/pathways/budgeting) **pathway? (evidence required, please add a screenshot below or email to us)**

Yes [ ]

No [ ]

**Proof of Religious Practice**

The evidence can be in the form of a letter from the faith leader of the religious community you are practicing with. Another example is proof of membership from a religious Society.

 Other forms of evidence are also acceptable as long as they clearly state both the religion you follow and how the practice has prevented you from taking out a student loan. If you can’t provide evidence, you can explain why.

**Are you able to provide this evidence alongside this application, or at the appointment if needed?**

Yes [ ]

No [ ]

**Explain why you are unable to provide this evidence?**

# Bank details

**Only complete this section if you are making a request for money to be transferred to you directly**

If approved, the grant will be paid directly into your bank account. For this to happen please provide your bank details:

**Account holder’s full name:** Click or tap here to enter text.

**Sort code:** Click or tap here to enter text.

**Account number:** Click or tap here to enter text.

Your bank details will be kept electronically on your case file in order for us to process the grant payment to you, or receive repayments from you. This will only be accessible to Union Advice and the Union’s Finance team.

# Declaration

Please sign the declaration as below. Send a copy to unionadvice@city.ac.uk

**I have read and understood the terms of the Data Protection Statement overleaf**

Yes [ ]

No [ ]

|  |
| --- |
| By signing this form I acknowledge that all information contained herein and in conjunction with this application is accurate and truthful to the best of my knowledge. I understand that instances of dishonesty or consciously withholding relevant information without good reason will result in a rejection of my application and may, in extreme cases, preclude me from being able to submit further applications in the future |
| **Student Signature:**  | **Date:**  |

# Optional: Demographic and other information

It would be helpful for us to understand better who uses our service and to try to ensure that our service is accessible and meets the needs of all students.

Please feel free to share only what you are comfortable with.

**How did you hear about the grant scheme?**

Click or tap here to enter text.

**How would you describe your gender (if any)?**

[ ]  Female

[ ]  Male

[ ]  Non-binary

[ ]  Other

[ ]  Prefer not to say

**Do you have a preferred pronoun?**

Click or tap here to enter text.

**How would you describe your sexuality?**

[ ]  Bisexual

[ ]  Heterosexual (straight)

[ ]  Lesbian/Gay

[ ]  Other

[ ]  Prefer not to say

**How would you define your ethnicity?**

|  |  |
| --- | --- |
| [ ]  Asian or Asian British Bangladeshi[ ]  Asian or Asian British Indian[ ]  Asian or Asian British Other Background[ ]  Asian or Asian British Pakistani[ ]  Black or Black British African[ ]  Black or Black British Caribbean[ ]  Black or Black British Other Background[ ]  Chinese[ ]  Eastern European[ ]  Middle Eastern/Arab | [ ]  Mixed White & Asian[ ]  Mixed White & Black African[ ]  Mixed White & Black Caribbean[ ]  Mixed Other Background[ ]  Romany, Gypsy, Traveller[ ]  White British[ ]  White Irish[ ]  White European[ ]  White Other[ ]  Prefer not to say |

**How would you define your religious identity?**

|  |  |
| --- | --- |
| [ ]  Christian[ ]  Jewish[ ]  Muslim[ ]  Hindu[ ]  Buddhist | [ ]  Jain[ ]  Sikh [ ]  Other [ ]  Prefer not to say[ ]  Not applicable |

**In addition to the below section on Data Protection, we would like to make you aware that this service holds the Advice Quality Standard Kitemark (AQS), which demonstrates to students using our service that we are working to the best possible professional standards. To maintain AQS we need to evidence providing a good standard of advice, and our service will undergo an audit every 2 years. Do you give consent for your case file to be shared with AQS assessors for auditing purposes only?**

Yes [ ]

No [ ]

**We will need to verify your details with City University to progress your application. Do you give consent for this:**

Yes [ ]

No [ ]

**Data Protection Statement**

As per our [Privacy Policy](https://www.citystudents.co.uk/about-us/privacy/) and [Data Protection Policy](https://www.citystudents.co.uk/pageassets/about-us/policy/Data_Protection_Policy_300519.pdf), when accessing the Union Advice service, under the General Data Protection Regulations 2018 Article 6(1)(f), Union Advice record ("process") the following information relevant to your case/enquiry in order to create a case file and process your grant application:

* Name
* Student number
* Contact details including home address
* Academic details (eg. course, year of study etc.)
* Your bank details (in order to make payment for the grant)
* Information and correspondence regarding your issue (your case file) including special category data provided by you in your request for advice (i.e, medical information, criminal convictions etc).

This is because we have a legitimate interest to do so in order to provide you with a service.

The Union Advice service also processes special category data with your consent as per Article 7 of the General Data Protection Regulations 2018. This means we only process this data with your explicit consent in line with our Data Protection Policy.

Your bank details will be kept on your case file in order for us to process the grant payment to you. This will only be accessible to Union Advice and the Union’s Finance team.

We gain your consent by asking you to provide the following categories of data voluntarily. You do not have to provide it in order for us to provide a service to you.

The categories are:

* Date of birth (age)
* Gender
* Nationality
* Health and disability
* Sexuality
* Ethnicity

In the course of the provision of advice you may let us know information or send correspondence regarding your issue (your case file) including special category data provided by you in your request for advice (i.e, medical information, criminal convictions etc).

The Union Advice service uses your data to create a case file. This case file will be confidential and enables us to assist you with your case or enquiry and to ensure that we are providing the best advice, information and support based on an accurate understanding of your circumstances. We also store the details of your grant request in this case file. The file enables us to provide you with follow up advice should you need to contact the service again.

Further, the processing of this data ensures we are able to monitor the quality of advice provided to you and ensure that we are complying with our service policies and this includes the auditing of case files.

In some circumstances Union Advice may need to retain data for the establishment, exercise, or defence of legal claims against City, University of London Students' Union.

The Union Advice service uses special category data anonymously for statistical purposes to help us identify trends and to assess and improve the performance of our service.

Union Advice naturally receive data (information, correspondence) about your issues in the course of the provision of advice.

You can request a copy of the data we hold, update or correct your data at any time.

You have the right to request the erasure of your data which will not be withheld save for our right under Article 17(3)(e) where the service has a need to retain the data for the establishment, exercise, or defence of legal claims against City, University of London Students' Union.

You have the right to instruct us to transfer your data to another data controller at any time.

As a Union Advice user you also have the right to object (General Data Protection Regulations 2018, Article 21) to us continuing to process your data. We will cease processing your data upon your objection, save for our right under Article 17(3)(e) where the service has a need to retain the data for the establishment, exercise, or defence of legal claims against City, University of London Students' Union.

With regard to any case file with Union Advice you can exercise the above rights at any time by contacting us by email at **unionadvice@city.ac.uk**.

All data which personally identifies you will be destroyed or anonymised after a period of 6 years.

If you believe our use of your personal data to be in breach of your rights, please let us know by contacting Phil Gilks, Chief Executive/Data Protection Officer - Philip.Gilks@city.ac.uk so we may rectify the problem as soon as possible. If you are still not satisfied, you have the right to lodge a complaint with the [Information Commissioner’s Office](https://ico.org.uk/make-a-complaint/).

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| INTERNAL USE ONLY**Advisor:**Click or tap here to enter text.**AdvicePro Case Number:**Click or tap here to enter text. | **Total grant approved:**£Click or tap here to enter text. |

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| **Item agreed for purchase** | **Relevant item details** (e.g. links to where to procure, name of product or company)  | **Price, including VAT** (in £) |
| e.g Train ticket | London Victoria to Manchester on 20th August 2020 | 100.00 |
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