



BOURNEMOUTH UNIVERSITY FINANCIAL ASSISTANCE AND EMERGENCY FUND

GUIDELINES AND FRAMEWORK Academic Year 2024-25

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Introduction to the Bournemouth University Financial Assistance Fund 2024-25

1.0 Scope and Purpose

- 1.1** The purpose of the BU Financial Assistance and Emergency Fund is to provide a limited amount of additional financial support to students who are not able to access support or further support from the main BU Financial Support Fund, or any other BU funds. This document details how the BU Financial Assistance and Emergency Fund operates and aims to promote consistency, clarity and fairness in the way the Fund is managed and allocated.
- 1.2** The primary purpose of the BU Financial Assistance and Emergency Fund is to provide short-term relief from financial difficulty that may impact on a student's continued participation in their studies at BU. This includes assisting those who need extra financial help to meet particular costs (other than tuition fees) which are not already met from other sources of funding and providing one-off emergency payments for unexpected crises. Any award made from the BU Financial Assistance and Emergency Fund will be non-repayable.

2.0 Overview of 2024-25 Provision

- 2.1** The BU Financial Assistance and Emergency Fund will be reviewed on a regular basis and BU reserves the right to amend the Fund eligibility criteria or to cease the fund at any time.
- 2.2** Applications for funding from the BU Financial Assistance and Emergency Fund will be administered by the Student Money Advice Team. If the annual allocation has been spent in full before the end of the academic year, further applications to the fund may not receive any payments if there are insufficient funds remaining.

3.0 Eligibility

There are two elements to this fund, financial assistance and emergency funding as detailed in 3.1 and 3.2 respectively:

- 3.1** **The financial assistance element** is open to all students currently enrolled at Bournemouth University. For students who started the academic year in September the fund opens on **1st February**. Students who commenced their academic year in January can apply from **1st May**.

- 3.2** The emergency funding element will open from the start of the academic year only for students who
- a) Are eligible for funding from Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency Scotland
 - b) Have applied for their funding but have not yet received all or part of their first payment
- 3.3** Students who have reached the end of their enrolment at BU will not be eligible unless they have ongoing study requirements, such as re-sits, extensions or resubmissions. These requirements must be evidenced.
- 3.4** Students who may be eligible for initial or further funding from any of the other BU Funds cannot be awarded BU Financial Assistance and Emergency Fund. These Funds include:
- BU Financial Support Fund
 - BU Laptop Support Fund
 - BU DSA Support Fund
 - BU Placement Opportunity Fund
 - BU Tourism Support Fund
 - BU Tourism Placement Opportunities Fund
- 3.5** Students who have received the maximum funding available to them already through the BU Financial Support Fund (and / or other funds) will not be eligible for the BU Financial Assistance and Emergency Fund until after they have received their award(s) and can demonstrate that these funds have been exhausted.
- 3.6** Where undergraduate students are in receipt of maintenance loan from Student Finance England or other awarding body, but are not household income assessed, the BU Financial Assistance and Emergency Fund will not usually be considered at the first point of contact. Students will be advised to undergo household income assessment and should re-engage with the Student Money Advice Team once this is complete.
- 3.7** In some specific circumstances, students who are not household income assessed may be awarded, where the student:
- Cites specific reasons for their non-household income assessed status which are not easily resolvable
 - Is close to the end of their academic year and would not have sufficient time to get household income assessed before their enrolment finishes
 - Faces financial difficulty which is exceptional and immediate

4.0 Application Process

- 4.1** The application forms to apply for the BU Financial Assistance and Emergency Fund are provided directly to students by the Student Money Advice Team. Applications are made online through MyCareerHub. Applications should be accompanied with uploads of the relevant evidence required. If a student is unable to upload the evidence, they can provide this by email to fsf@bournemouth.ac.uk.
- 4.2** Where students have already applied to other BU Funds and the Student Money Advice Team has evidence of their current financial position, the BU Financial Assistance and Emergency Fund can be awarded without a separate application.
- 4.3** Students can apply for the BU Financial Assistance and Emergency Fund at any time during their studies until their final date of enrolment, as recorded on the student records system.
- 4.4** Alternative provision will be made for the application process for any student who is unable to access the online application form.
- 4.5** A decision on an application to the BU Financial Assistance and Emergency Fund will normally be provided within 20 working days from receipt of the application. Decisions will be communicated to students by email to their student and personal email accounts.

5.0 Evidence Requirements

- 5.1** All applications must be supported by evidence. All evidence provided through the BU Financial Assistance and Emergency Fund application process will be destroyed by the start of the next academic year in line with the [BU Student Privacy Notice](#).
- 5.2** In order to be considered for the BU Financial Assistance and Emergency Fund, it is expected that the student will provide evidence to demonstrate their financial difficulty. Students must provide the most recent bank statements for all accounts covering the last month and showing all transactions and balance. This may also include any trading/cryptocurrency accounts or similar.
- 5.3** Where the bank statements provided indicate other possible sources of income or undisclosed bank accounts, further evidence will be requested to determine a full overview of the student's financial position. Any failure to comply with requests for additional

evidence will result in the student's application being declined.

6.0 Assessment Process

- 6.1** Students who have outstanding tuition fee debt and no payment plan in place may be declined support.
- 6.2** Assessments will be made by interpreting a student's bank statements to determine that they have little or no funds remaining. In general this must be around £100 or less positive balance remaining across all accounts.

7.0 Awards

- 7.1** To effectively manage the annual allocation of available funds, the BU Financial Assistance and Emergency Fund will be provided at a set award level. BU will review the award level each academic year and also retains the discretion to amend the limits in-year.
- 7.2** Students qualifying under 3.1 will receive a standard award payment of £250. Students qualifying under 3.2 will be considered for the following:
Standard award payment for single students: £250. Award for students with children: £500.
- 7.3** Only one award can be made to any student during any academic year.
 - 7.3.1** Where a student later applies in the same academic year for the BU Financial Support Fund, funding received via the BU Financial Assistance and Emergency Fund may be deducted from their award if applicable.

8.0 Payment of BU Financial Assistance and Emergency Fund Awards

- 8.1** Once an award has been assessed, the student will receive confirmation by email of the amount and expected payment date. As part of the application process, the student will provide their bank details so payment can be made.
- 8.2** The Student Money Advice Team provide details to the BU Finance Department on a weekly basis from the BU Financial Assistance and Emergency Fund to pay awards that have been approved.
- 8.3** Where a student's bank details have been previously supplied as part of another application for funding, the Student Money Advice Team should ensure that the

details remain valid before instructing payment.

9.0 Appeals

- 9.1** Students who are dissatisfied with the outcome of their application should first discuss their case with the Student Money Advice Team Leader by replying to the outcome email. If the student believes that they then have grounds to appeal, they should follow the [Financial Support Appeals Procedure](#). Students considering appealing a decision on their application for an award from the BU Financial Support Fund are strongly recommended to seek advice from [SUBU Advice](#).
- 9.2** Appeals will only be considered when there is evidence that a procedural irregularity has occurred in processing the application or new evidence becomes available that was not available at the time the assessment was completed.