

Date of receipt

— / — / —

Emergency loans from the Access to Learning Fund for students awaiting loan payments

If you have made a late application to your Local Education Authority and the Student Loans Company for student support for this year, your first loan payment may be delayed at the beginning of term. If you have **NO OTHER FUNDS** available to support you during the first few weeks of term, you may be eligible for a short-term emergency loan from the Access to Learning Fund. All emergency loans will be paid by direct transfer into your bank account, within ten days of a loan payment being authorised.

All loans under this scheme must be repaid **IMMEDIATELY** following the receipt of your first student loan payment, **AND IN ANY EVENT BEFORE 3 DECEMBER 2012**. Failure to do so will result in the application of University sanctions such as the withdrawal of University Library and IT facilities, and, ultimately, de-registration. If you have still not received the first instalment of your loan by 3 December you **MUST** contact this office to re-negotiate the repayment of the emergency loan.

Please complete in full the following details to apply for assistance. Please return your completed form by post to:

Administrator: Student Funding Team
Northcote House
University of Exeter
The Queen's Drive
Exeter EX4 4QJ

If submitting your application and documentary evidence in person, please take it to the Student Information Desk in the FORUM.

Your personal details

I Your full name _____

Your date of birth (DD/MM/YYYY) — / — / —

Student number (with University of Exeter) _____

Year and Course of Study _____

Term-time address _____

Contact telephone number _____

Is this University/college owned accommodation? Yes No

Do you have any other expected income this term other than your student loan, e.g. parental contributions, HE Grant, Maintenance Grants, University Bursaries, benefits, savings, earnings etc.?

Yes No

If yes, please give details

Bank account details

Any award will be paid directly into your nominated bank account. In order for us to process payment of your award, students must supply the University with their correct bank details. You can add bank details during registration or at any time after you have registered by logging onto your personal account at <https://srs.exeter.ac.uk>

Important - If we do not have your bank details then payments cannot be made. If we have the incorrect bank details then payments may be paid to an incorrect account. If you have previously supplied bank details, please check these details are still correct.

When did you apply for your Student Loan? (DD/MM/YYYY) ___ / ___ / _____

Have you been given an anticipated date of payment by the Student Loans Company? Yes No

If yes, when is payment due? (DD/MM/YYYY) ___ / ___ / _____

Has your Student Finance England assessment been delayed? *(If so, please give details of the delay)*

What was the date of your last contact with your Local Education Authority/Student Loan Company?

(DD/MM/YYYY) ___ / ___ / _____

Student Support Number _____

Please enclose a copy of your completed Loan Request Form, as sent to the Student Loan Company.

When you have completed this application, please send as soon as possible to:

The Access to Learning Fund Administrator/Student Funding Team
Northcote House
University of Exeter
The Queen's Drive
Exeter EX4 4QJ

Please attach a copy of your Notice of Assessment from Student Finance England.

Data Protection Act 1998

The University of Exeter is a data controller in terms of the 1998 legislation. The Student Funding Team follows University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the Finance Services for statistical purposes and electronic records keeping.

The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Administrator: Student Funding Team, Finance Services, Northcote House.

Declaration

I certify that, to the best of my knowledge, I meet the following conditions:

(please tick the relevant boxes)

SECTION A

- i) I am a UK national/British citizen; **or**
- ii) I am settled* within the United Kingdom (UK) i.e. I have the Right of Abode in the UK or have been awarded Indefinite Leave to Remain (please enter the reference number from your UKBA award notice and submit a photocopy of that award notice), **or**
- iii) I have been recognised by the UK Government as a Refugee (please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice), **or**
- iv) I have been granted Humanitarian Protection (HP) by the Home Office (please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice), **or**
- v) I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker (please tick if you intend to continue working while studying), **or**
- vi) I am an EU national who has been ordinarily resident in the UK for the three years prior to the first day of the first academic year of my course, **or**
- vii) I am the child of a Swiss national, **or**
- viii) I am the child of a Turkish worker.

*'settled' – on the first day of the first academic year of your course.

SECTION B

I was ordinarily resident** in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course, and

- I fall under either (i), (ii),(iv) or (vi) above and I have been ordinarily resident in the UK and Islands for the 3 years immediately before the first day of the first academic year of my course***, **or**
- I fall under (iii) above, **or**

Declarations continued

SECTION B continued

- I fall under (v) or (vii) above and I have been ordinarily resident in the EEA and Switzerland for the 3 years immediately before the first day of the first academic year of my course, **or**
- I fall under (viii) above and I have been ordinarily resident in the EEA, Switzerland and Turkey for the 3 years immediately before the first day of the first academic year of my course.

** 'Ordinarily resident' is interpreted to mean habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences. Such residence must also be lawful – that is, not in breach of any leave to remain in the UK. *(Persons awarded refugee status or humanitarian protection must have been ordinarily resident in the UK from the date this status was granted.)*

*** None of this time was wholly or mainly for the purpose of receiving full-time education, or if it was, I was resident in the EEA immediately prior to this three-year period.

SECTION C

- I confirm that I am applying for a short-term/stop-gap loan because of a delay in the assessment of my student finance entitlement or for childcare costs, and I am not in default of a previous student loan.
- I confirm that I am registered and in attendance on the course described in the 'Application for support from the HE Access to Learning Fund' form.

plus *(as appropriate)*

- I confirm that I am supporting the children named in Part 5 of the 'Application for support from the HE Access to Learning Fund' form.
- I confirm that I am not living with a spouse/partner *(if relevant)*.

and

- I declare that the information that I have given on this form is correct and complete to the best of my knowledge.
- I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the university. I further undertake to repay any grants obtained by me as a result.

Your name (CAPITALS)

Your signature

Date