
Postgraduate Financial Assistance Fund



2021-22 guidance notes

What is the postgraduate financial assistance fund?

The fund supports you if you're experiencing financial difficulties beyond your control and you can demonstrate a clear financial need. The fund is limited and there's no automatic entitlement for help.

Applications for diagnostic assessment funding are only accepted where there are exceptional circumstances (for example, due to medical conditions) or where the Dyslexia Adviser has provided a supporting statement.

The fund can't help with tuition fees.

The fund is not able to help with costs incurred after the course end date (23 September 2022).

It is important that you budget at university as failure to do so may result in financial difficulty, and it's unlikely the fund will be able to help.

Who can apply for the fund?

The fund is open to all full and part time 'home' students. You're a home student if:

- You're a UK national or Irish citizen or have **settled** status under the EU Settlement Scheme or indefinite leave to remain so there are no restrictions on how long you can stay.

Overseas students and students with pre-settled status are not eligible to apply.

You're expected to have applied for all funding available to you, for example the postgraduate loan and any additional grants or benefits/tax credits. You're also expected to have taken advantage of any alternative sources of funding available to you including an interest free overdraft.

You're expected to have made realistic provisions to cover your course and living costs before the course starts. Where you haven't done so, a payment from the Fund may not be appropriate.

Awards will usually only be given for course related costs and the fund is not able to help with core living costs unless in exceptional circumstances. If you're in receipt of means tested benefits, please note that any awards for living costs may affect your benefits.

The fund will prioritise the following students:

- You're from a Black, Asian, Minority Ethnic community
 - You have children (especially lone parents)
 - You're disabled (especially where DSA is unable to meet particular costs and the institution has no legal responsibility to do so)
 - You're a care leaver or young carer
 - You're estranged from your family
 - You're self-funding due to being over 60 and ineligible for the government PG loan
-

When can I apply?

Applications can be made at any time during the academic year until 13 September 2022 or the fund closes should all monies be spent.

How do I apply?

You can apply by completing the appropriate application form available from the Specialist Adviser, online at uca.ac.uk/study-at-uca/fees-finance/financial-support or through myUCA.

You must submit copies of all supporting evidence. Documents will be retained for audit purposes and will not be returned.

Applications submitted without all required documents will not be considered.

Applications will normally be processed within 14 days of receipt of a completed application and all required evidence.

How are awards assessed?

Your application will initially be assessed by your campus Specialist Adviser. A second Specialist Adviser will review the assessment and make a decision. In some cases, complex applications may be referred to a Gateway Services Manager.

Awards may be granted following a calculation of income/expenditure. If your income is less than your expenditure and a clear financial need has been evidenced, then you may be considered to have an additional need.

Awards are primarily available to help students meet the associated costs of their course. The maximum award will be £400 for part time students and £800 for full time students, however lower awards may be given depending on assessed circumstances. In exceptional circumstances awards above this may be agreed and authorised by a Gateway Services Manager.

Awards may include agreed one-off costs in exceptional circumstances and will be considered on a case by case basis.

Income

You must have taken out your full entitlement of postgraduate loan.

Students are expected to have made adequate provision for funding both their course and their living costs. The method by which students are considered to have made adequate provision is to use either the student's actual income or by using a student's Minimum Required Provision (MRP), whichever is the greatest.

Where a student is supported by a partner, the partner's income will be included in the calculation.

The weekly MRP figures are as follows:

Student without dependants: £227 Canterbury, Rochester, Farnham // £266 Epsom

Student with dependants or unable to work due to disability: £182 Canterbury, Rochester, Farnham // £213 Epsom

Overdraft

An assumed overdraft of £1,000 will be included as income in all calculations at the rate of £333 per academic year, unless you're able to provide evidence demonstrating that you're unable to secure an arranged overdraft. If you've been refused an overdraft, you will need to provide evidence from at least one bank to confirm this.

Expenditure

A set figure will be used for certain elements of your expenditure. This is known as composite living costs. This includes food, utility bills, mobile phone, TV licence, clothes, and entertainment costs.

Composite living costs are as follows:

Single student/lone parent

Studying outside London: £100

Studying in London: £133

Student with partner

Studying outside London: £155

Studying in London: £181

Children

Studying outside London: £118 one child, £91 each additional child

Studying in London: £135 one child, £103 each additional child

How are awards paid?

Awards will generally be paid in one instalment, however there may be occasions where awards are paid in two instalments to assist with budgeting.

General Data Protection Regulations (GDPR)

As part of the application and assessment process for bursary support, you will be asked to consent to the collection and processing of all personal data submitted as part of this process. All parties will be required to read the University's Student Data Protection Privacy Notice available at uca.ac.uk/data-protection-policies and be asked to give your consent by signing the statement at the bottom of the application form.

If you are not willing or are unable to give your consent, this may impact on our ability to process your application and you should discuss this with your Specialist Adviser.

What do I do if I'm not happy with the decision?

You have the right to appeal against a decision made by the panel, but not against the criteria for the fund.

Appeals should be made in writing within 14 days from the date of the decision letter, enclosing any additional supporting evidence and directed to:

Christina Lewis

Head of Gateway Services & User Experience

adviceroch@uca.ac.uk

The Head of Gateway Services & User Experience, a Student Union Representative, a Gateway Services Manager, and a Specialist Adviser (who was not involved in the original assessment), will re-assess the application.

The panel will meet within 14 days of receipt of an appeal.

The panel's decision is final and this will be communicated by e-mail within 7 days of the panel meeting date.

Please note it is not possible to appeal against the criteria for the Fund.

Contact details for your Specialist Adviser:

- Canterbury: 01227 817307 // advicecant@uca.ac.uk
 - Epsom: 01372 202441 // adviceeps@uca.ac.uk
 - Farnham: 01252 892612 // advicefarn@uca.ac.uk
 - Rochester: 01634 888644 // adviceroch@uca.ac.uk
-