
International Student Fund Policy 2021-22



Introduction

1. This policy sets out the financial support available through, and eligibility for, the International Student Fund. The Fund is available to support undergraduate and postgraduate international students on courses at the University for the Creative Arts (UCA) who are not eligible for funding through the Student Loans Company.
2. This Policy sets out how the University will receive and process student applications for the International Student Fund.

Context

3. UCA commits each year to setting aside a limited fund for supporting international students experiencing unexpected short-term financial crisis.
4. For 2021-22 the allocation is £7493.

Eligibility

5. International students can apply to the Fund provided they fulfil the following criteria:
 - Students must be fully enrolled.
 - Students must provide evidence that they have made adequate financial provision prior to their registration on the current academic year, and that financial hardship has been caused by circumstances outside of their control, and unknown at the time of registration.
 - Students must have a good financial history with the University. Where an application submitted indicates a tuition fee debt and no evidence of a payment plan being agreed or adhered to, this is likely to affect the outcome of an application
 - Students must be able to demonstrate a successful academic track record supported by an academic member of staff.

General Conditions

6. Applications for the International Student Fund will be accepted throughout the academic year until **22nd July 2022** or until the funding has been fully allocated, whichever is sooner. Final year students must submit their application and all supporting evidence by **31 May 2022**.
7. The Fund is very limited and is intended to support students on a one-off basis following an unforeseen financial crisis whilst alternative funding is put in place. The Fund cannot be regarded as an additional source of funding to help with long-term living or course costs.
8. Due to the very limited nature of the fund, students will be required to meet with the Specialist Adviser at their campus who will determine eligibility for the fund before an application is made.
9. All students must complete an application form and must be able to demonstrate a specific financial need. Evidence of income, rent, three months bank statements and support from academic staff must be provided along with any other relevant supporting evidence.
10. Students must be able to demonstrate adequate financial provision having been made at the beginning of the academic year. Adequate provision would at a minimum be based on the financial requirements of the student visa. This is £12,006 a year at Epsom and £9207 a year at Canterbury, Farnham and Rochester.
11. The fund cannot help with tuition fees and applicants with a tuition fee debt may be found to be ineligible.
12. The University reserves the right to request repayment of all or part of any award, should a student withdraw from their course.
13. In exceptional circumstances students may make more than one application to the International Student Fund in an academic year should their circumstances change. Further evidence must be provided and any previous awards will be taken into consideration.

Assessment

14. Awards can be made either as a loan or as a non-repayable grant.
15. Assessments will be undertaken initially by the campus Specialist Adviser who will calculate the level of award. The application will then be checked and reassessed by a second Specialist Adviser as follows:

Canterbury applications will be considered by the Farnham Specialist Adviser

Epsom applications will be considered by the Canterbury Specialist Adviser

Farnham applications will be considered by the Rochester Specialist Adviser

Rochester applications will be considered by the Epsom Specialist Adviser

16. Where an application is complex or does not meet the standard criteria, then referral will be made to a third Specialist Adviser to ensure a decision is reached.

17. Awards can be given to assist with course related costs and living costs. Awards cannot be given for outstanding tuition fees.

18. Specialist Advisers are able to award either loans or grants up to a maximum of £500. Any awards above this amount will be sent to a Gateway Services Manager for approval.

Payments

19. Direct payments will be made by BACS transfer to the account specified on the application form, unless otherwise requested by the student.

20. Payments to third parties will require a signed authority from the student.

21. Payments made as a loan rather than a grant will require a signed declaration from the student that the loan will be repaid by the date agreed with the Specialist Adviser. No interest will be payable on loans.

Administration

22. The fund will be reconciled at the end of each academic year.

23. Where a loan is not repaid on a due date and/or a student has not agreed a new repayment schedule, the Specialist Adviser will write to the student requesting immediate repayment.

24. The request for repayment should include a reminder that the loan is a debt to the University and will be pursued as such.

25. Whilst a loan remains unpaid, students will be ineligible to apply for further funding.

26. In the event of non-payment by the end of the academic year, the University's debt collection policy may be pursued, which may include an outside debt collection agency acting on behalf of the University.

Monitoring

27. Monitoring of the International Student Fund is the responsibility of the Director of Academic Services in conjunction with the University's Finance Department. Expenditure is

monitored termly with the Finance Department's Ledger Manager and reported to the Head of Gateway Services & User Experience via the Gateway Managers Meetings.

28. Take-up of the International Student Fund will be monitored annually by the Specialist Advisers, with a report produced at the end of each academic year for the Director of Academic Services.

29. Feedback from students will be collected annually to provide additional anecdotal information for the end of year report.

Appeals Panel

30. Students can submit an appeal where it is felt that not all circumstances have been taken into account. It is not possible to appeal against the criteria for the Fund.

31. Students who wish to appeal will need to appeal 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

32. The Appeals Panel will comprise the Head of Gateway Services & User Experience (Chair), a Gateway Services Manager, a Specialist Adviser not involved in the original decision, and a representative of the Student Union.

33. The panel will be arranged within 14 days of the receipt of your appeal letter.

34. The panel's decision is final, and this will be communicated to the student in writing within 7 days of the panel meeting date.