

TEMPORARY FINANCIAL ASSISTANCE POLICY

1. The Temporary Financial Assistance Policy applies to all students who are registered on degree programmes.
2. The policy does not cover bursaries or scholarships.
3. The University provides two forms of financial assistance for students facing temporary financial difficulties: Tuition Fee Support (Hardship) and Food and Transport Emergency (vouchers).
4. Students who wish to apply for tuition fee support (temporary assistance with tuition fee payment) can apply via the following application form
<https://forms.office.com/e/FHkRb3VPtF> to the Student Finance Sub-Committee.
5. The following conditions apply to all applicants. Students must:
 - 5.1 Have completed at least one academic year.
 - 5.2 Not be on academic probation.
 - 5.3 Students should be in good social standing (i.e. not the subject of disciplinary procedures). Code of conduct investigation vs outcome
 - 5.4 Consideration student in work
 - 5.5 Demonstrate financial need or unforeseen circumstance that has affected their ability to meet the tuition fee payments fully in the respective semester.
Students must provide documentary evidence in support of their application.
6. Where there are competing demands, the Student Finance Sub-Committee might give priority to students with comparatively higher cumulative GPAs.
7. In cases where payment difficulties are not considered temporary, the student will be referred to the Finance Team to liaise with the student regarding a payment plan to ease manageability.
8. Applicants are not restricted in the number of applications they can submit during their degree program, but awards will only be made in relation to the semester that the student applied for. Students are not restricted in the number of applications they can submit over the course of their studies.
9. Applicants will be notified by the Associate Dean, Financial Aid & Scholarships by email on the outcome of their application.
10. Students cannot appeal against the decision.

11. Students who are subject to financial emergency (not relating to tuition fee payments) such as related to the costs of living can apply for Emergency Support/Hardship (Food, Transport)
12. Students apply directly to the Finance Team /Student Affairs ([Student Emergency Loan, Fall 2024 - Spring 2025](#)) who provide support in the form of food vouchers or Oyster cards.
13. The following conditions apply to all applicants. Students must:
 - 13.1 Have completed at least one academic year.
 - 13.2 Not be on academic probation.
 - 13.3 Students should be in good social standing (i.e., not the subject of disciplinary procedures).
14. Emergency support is capped at £100 for the academic year, per student. The £100 would be added to the student account as a “university loan”, to be repaid before completion of degree program.
15. The Finance Office/Student Affairs will notify students when the food or transport voucher is available to pick up from the Student Hub.

VERSION MANAGEMENT

Responsible Department: Student Affairs			
Approving Body: University Board (on recommendation of Student Experience Committee)			
Version no.	Key Changes	Date of Approval	Date of Effect
1.0	New Version	13 June 202	September 2025
		Restricted Access? <i>Tick as appropriate: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></i>	