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| --- | --- |
| **Part 1** |  |
| **Applicant’s Name:** | **Student Number:** |
| **Are you Fully Enrolled?** | **YES NO** |
| **Do you have a valid Student ID?** | **YES NO** |
| **Undergraduate?** |  |
| **Postgraduate?** |  |
| **Are you in your Final Year?** |  |
| **Full-Time** |  |
| **Part-Time** |  |
| **Part 2** |  |
| **Why do you need an Emergency Loan?** |  |
| **Please explain your circumstances** |  |
| **How much do you need? (£100 - £250)** | £ |
| **What will you use this loan for precisely?** |  |
| **How do you plan to repay the loan? (i.e. upcoming wages, scholarship or bursary payment, etc.)** |  |
| **What are your main sources of income?**  **UG – Maintenance Loan?**  **PG – Research Funding? etc**  **Part-Time Work?**  **Financial Support from Family / Partner?**  **No Income? (If you have no sources of income, a Loan may not be the correct course of action)** |  |
| **Any Other Sources?** |  |
| **Part 4** |  |
| **Have you had a previous Emergency Loan?** | **YES NO** |
| **Do you have an outstanding loan?** | **YES NO** |
| **Has it been repaid?** | **YES NO** |
| **Was it repaid on time? (one month loan repayment)** | **YES NO** |
| **Part 5** |  |
| **When can you repay the loan? (DD/MM/YYYY)** |  |
| **Do you regularly experience cash flow problems?** | **YES NO** |
| **Have you seen a Student Funding Welfare Advisor?** | **YES NO** |
| **Have you approached your family &/or friends for help (before requesting this Emergency Loan?** | **YES NO** |
| **If not, why not?** |  |
| **STAFF ONLY** |  |
| **Emergency Loan** | **YES NO** |

**Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTES:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**