|  |  |
| --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**