|  |  |
| --- | --- |
| **Part 1**  |  |
| **Applicant’s Full Name** |  |
| **Your UCL Student Number** |  |
| **Are you fully enrolled?** (If you are on interruption, you are ineligible for this loan) | **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 a short term Loan?**  |  |
| **Please explain your financial circumstances** |  |
| **How much do you need? (£100 - £250)** |   |
| **What will you use this loan for precisely?** |  |
| **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, this loan may not be the correct course of action) | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  |
| **Any Other Sources?** |  |
| **Part 4** |  |
| **Have you had a previous loan from Student Funding Office?** (You are eligible for one loan each academic year) | **YES NO** |
| **Do you have an outstanding short term Loan from Student Funding Office?** (If you do, we will not issue you a new loan) | **YES NO** |
| **If you had previous loan from Student Funding Office, has it been repaid?** | **YES NO** |
| **Was it repaid on time?** (Normally one month loan repayment) | **YES NO** |
| **Part 5** |  |
| **If we agreed to issue you a short term loan, when can you repay? (DD/MM/YYYY)** |  |
| **Do you regularly experience cash flow problems?** (If you do, please contact [Student Funding Adviser](https://www.ucl.ac.uk/students/funding/financial-support/welfare-adviser) or check if you are eligible for [Financial Assistance Fund](https://www.ucl.ac.uk/students/funding/financial-support/financial-assistance-fund).) | **YES NO** |
| **Have you approached your family for help before requesting this short term Loan?** (You are advised to approach them before applying for a short term loan) | **YES NO** |
| **We may ask you for evidence to process your short term loan application.** |  |

|  |
| --- |
| **Confidentiality - Data Protection Act (2018)**UCL’s privacy notices for current students set out how any personal data we collect will be processed.  The full notice can be found [here](https://www.ucl.ac.uk/legal-services/privacy/ucl-student-privacy-notice). The information provided in this application will be processed by the UCL Student Funding Office for the purposes of determining your eligibility for financial support / a place on an award scheme / scholarships programme. The information you have provided may also be shared with other UCL departments for information verification purposes, including your academic department, the Accommodation Office and the Student Support and Wellbeing Team.If you have provided special category personal data (for example, information about your ethnicity, health or disabilities), we need your consent to use this data. By signing the declaration below, you consent to UCL using your special category personal data for the purposes set out above. You may withdraw your consent at any time by contacting the Student Funding Office via AskUCL. Please note that this may result in your application and/or award being withdrawn if we are no longer able to determine your eligibility for support.**Award Termination**UCL reserves the right to terminate your award and recover any paid funds in certain cases, if, for example, you:* breach UCL’s [Code of Conduct for Students](https://www.ucl.ac.uk/students/policies/conduct)
* are guilty of misconduct under the [Disciplinary Code](https://www.ucl.ac.uk/students/policies/conduct)
* provide false or incomplete information in the application

withdraw your consent to share information with UCL Student Funding if we are no longer able to determine your eligibility for support |

**student DECLARATION**

**Your application will not be valid unless this section is signed and dated:**

*By submitting this application to UCL on:*

|  |
| --- |
|       |

*(Submission Date – DD/MM/YYYY)*

 *I,*

|  |
| --- |
|       |

*(Print Name)*

 *Declare that:*

* *I have read and understood the Data Protection statement and consent to UCL using the special category personal data that I have provided (if any) for the purposes set out in that statement.*
* *I understand that my application is valid only if all required information is provided and all required additional documents are enclosed and that the information provided is accurate and correct;*
* *the information I have provided is accurate and true to the best of my knowledge;*
* *I understand it will be considered a disciplinary offence if I knowingly provide false or incomplete information and I agree to repay in full any award obtained by me as a result.*
* *I understand that if this is my second financial assistance application this academic year, my circumstances have changed and I have included the necessary supporting documentation and I have not already received the maximum amount available.*
* *I understand that the Student Funding Office may approach me later in the academic year, on behalf of sponsors and donors, in order to provide feedback to encourage further donations to the funds to help alleviate future students’ financial distress.*
* *If required, I authorise the UCL Student Funding Office to discuss my application with a UCL Student Funding Advisor in order to provide full assistance with my circumstances.*
* *I understand that documents submitted with this application will not be returned to me*

|  |
| --- |
|       |

*Type name (this will be taken as your signature)*

**Please submit your application by emailing this form to** **studentfunding@ucl.ac.uk**