Overview of the Emergency Loan Facility

The Emergency Loan Facility is to be offered to full-time undergraduate and PGCE students at the University of Chichester, who are in receipt of ‘Home’ funding, who can demonstrate genuine, urgent and unexpected financial hardship of a limited duration.

Applications for emergency loans are considered on a ‘case by case’ basis. The University is not obliged to support any student financially and emergency loans are offered at the discretion of the Student Money Team.

We aim to process all applications for emergency loans within three working days.

No interest amounts are charged on short-term emergency loans offered from the relevant funds to students in financial difficulty. However, an admin fee of at least 10% may be charged for late repayment of the loan.

Emergency Loan Eligibility Criteria

1. The loan is available to ‘Home’ students and those students in receipt of student funding on the basis of being an ‘EEA Migrant Worker’ who are studying on a full-time undergraduate or PGCE course at the University of Chichester and who are not in the last semester of their final year.
2. An emergency loan is only to be offered as a last resort, if there are no other possible sources of funding available. Students are expected to have sought help from family members, friends and employers and to have extended their overdraft facilities before applying for an emergency loan.
3. No student has an automatic right to this loan. The amount offered to a student will be the lowest amount considered necessary to alleviate the financial crisis based on the individual situation and is at the discretion of the Student Money Adviser.
4. Emergency loans are not offered to cover rental deposits required by landlords.
5. Emergency loans are not available during the summer holiday period after students have officially finished their academic year and are no longer registered as being in attendance at the University.
6. Repeated requests for emergency loans are likely to be turned down due to contravening the nature of the loans criteria and limiting funds available to other students. In such cases, applications to alternative funding sources such as the Support Fund and/or budgeting advice will be recommended instead as appropriate.
7. The decision as to whether or not to offer a loan is limited by the amount held in the fund at any one time. Should the fund reduce to zero, no further loans can be given until previous loans have been repaid. Where the decision has been made on these grounds, for practical reasons, there is no right to a review or appeal against the decision.
8. Students will need to provide proof of identity, such as their student card (University library card), and evidence of the unexpected hardship; for example, SFE account print-out, bank statements and receipts. Students should also show some evidence of how and when the loan is to be repaid and provide bank payment card details to the Adviser in order to facilitate repayment of the loan on the agreed date.

Review and Appeal Procedure

1. If any student disagrees with a decision made by the Student Money Adviser regarding an application for an emergency loan, the student has the right to request a review within one week of the decision, except where the decision is based on there being no funds available. This must be made in writing and submitted to the Student Money Team with an outline of the student’s situation as stated at the time of applying for the loan and clear reasons why the student feels a loan should be made. Any supporting evidence and new information which may assist in the review process should be submitted with this written application. Our aim is to complete the review process within one week of receipt of the request.
2. Following a review of a loan decision, if the decision remains unchanged, the student has the right to appeal in writing to the Director of Students, Support and Information Services within one week of receiving the loan decision.

Terms and Conditions of the Loan:

1. On receipt of an emergency loan the student becomes responsible for ensuring the timely repayment of the loan. In signing for the loan, the student is undertaking that it is their duty to notify the Student Money Team of any changes to their bank card details. The student must also notify the Student Money Team if there will be insufficient funds in their account which may affect the University’s ability to debit the amount loaned from the student’s bank account on the agreed date.
2. The University reserves the right to debit the funds from the student’s bank account card on the agreed repayment date. Unauthorised late repayments of loans may be subject to an administration fee of 10%.
3. If the repayment fails on the agreed date, it is the student’s responsibility to contact the Student Money Team to repay the money immediately.
4. If the Loan remains unpaid, the University reserves the right to debit the funds from the student’s bank card on the date or dates the student would expect to receive funding from Student Finance England or the University without prior notification.
5. An unexplained missed emergency loan repayment will prevent a continuing student from being considered for any future emergency loans.
6. Where a student has applied to the Support Fund, If an award is subsequently made, then a non-negotiable condition of the award is that any loan money will be deducted from the award first before any remaining money is paid to the student.

Declaration:

*I confirm that I have read and understood the Short-Term Emergency Loans Policy and that I agree to abide by the above terms and conditions applied to the issuing of a short-term emergency loan from the University of Chichester. In particular I understand that:*

The loan should be paid back by me, the student, on the date agreed with the Student Money Team.

*If, exceptionally, the repayment fails and I have not notified the Student Money Advice Service beforehand, then the loan amount will be transferred to the University Finance Department, who will take action to recover the debt.* In such a case, I understand that I will be charged a 10% administration fee and I become a debtor to the University and may be prevented from re-registering and/or attending graduation whilst the amount owed is outstanding. The University reserves the right to pass debts to a debt collection agency.

Signed: Date:

Name: Student Number: