

Student Support Fund 2026/27

Review Application form and guidance notes

This information is available in Welsh and alternative formats on request.
Please read the following guidance notes carefully before proceeding with the application.

Guidance Notes

What circumstances can I review?

Have there been any changes in your income/expenditure since you completed your application or has there been a change in your circumstances (e.g., changes in employment hours, housing, debts etc)? The Panel can then review the case in light of this new information.

How long does it take to review an application?

It can take up to **20 working days** to process a review fully. Please note that if there is evidence/information missing it can take a further 20 working days from the date for this information is received to process your application.

Is a review the best course of action?

If you are unsure whether or not you should submit a review please arrange an appointment with Money and Support Adviser to discuss your options. You can book an appointment online:
<http://studentmoney.southwales.ac.uk/contact/>.

What happens after I submit my application?

- If we require further evidence or information in support of your application, we will usually communicate with you via your University email address. It is your responsibility to provide the required information.
- The Student Support Fund Panel will consider your individual circumstances and make a decision on your award.
- Awards made from the Fund vary and should not be considered to be an automatic entitlement.
- The Student Support Fund is finite and subject to review, as such it is not guaranteed to be available every academic year or during the whole of an academic year.

Who do I contact for support?

If you require support with your application, or have any queries regarding your eligibility, please contact the Student Money and Advice Team.

Email: studentsupportfund@southwales.ac.uk.

You can also make an appointment with a Money and Support Adviser who will be happy to assist you.

You can do so online <https://studentmoney.southwales.ac.uk/contact-us/>.

SECTION 1: Personal Details

Full Name		SSF Number	
Student ID		Date that change of circumstances came into affect	

SECTION 2: Financial Circumstances

My main reason for applying for support is: (Tick only one)	☐ Problems with Student Funding	☐ General Living Costs
	☐ Course Costs	☐ Accommodation Costs
	☐ Disability Costs	☐ Travel Costs
	☐ University Debt	☐ Childcare Costs
	☐ Unmanaged Debts	☐ Other (please specify below)

SECTION 3: Supporting Statement

The information included in your supporting statement gives you the opportunity to explain your financial difficulties and allows us to make a more accurate assessment of your financial situation.

You should explain any changes to your circumstances that have put you under particular financial pressure, and outline any specific issues that you think are affecting your finances.

If the change is ongoing (i.e. change in wages, benefits, rent, etc.), please complete Sections 3 and 4.

If the change has been caused by a one off, unexpected payment please submit evidence of this with your application form.

Please detail the changes to your circumstances since your initial application and explain how these changes have caused financial difficulty:

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SECTION 4: Household Income

If there has been a change to your household income, please note the changes below.

You do not need to complete the full table, only if there has been a change since your initial application. If the change has been to your partner's income, please explain this in your supporting statement.

Student Income

	Previous Income				Current Income			
	Amount	Week	Month	Year	Amount	Week	Month	Year
Maintenance Loan	£				£			
Maintenance Grant / Special Support Grant	£				£			
Postgraduate Funding / Doctoral / Other Loan	£				£			
NHS / Social Work / Teaching Bursary	£				£			
University Scholarship or Bursary	£				£			
External Scholarship or Bursary	£				£			
Adults Dependents Grant	£				£			
Parents Learning Allowance	£				£			
Childcare Grant	£				£			

State Benefits

	Previous Income				Current Income			
	Amount	Week	Month	Year	Amount	Week	Month	Year
Universal Credit	£				£			
Housing Benefit	£				£			
Job Seekers Allowance	£				£			
Employment Support Allowance	£				£			
Income Support	£				£			
Carer's Allowance	£				£			
Disability Benefit (e.g. PIP, DLA)	£				£			
Working Tax Credit	£				£			
Child Tax Credit	£				£			

Employment and Other Income

	Previous Income				Current Income			
	Amount	Week	Month	Year	Amount	Week	Month	Year
Wages from employment	£				£			
Parental / Family contribution	£				£			
Other (e.g. savings, etc)	£				£			
Child Maintenance	£				£			

Income Section Checkpoint

Before continuing to the next section, please ensure that you have:

☐ Provided evidence of all changes to your income (i.e. wage slips, bank statements, benefit entitlement letter.)

SECTION 5: Household Expenditure

If there has been a change to your household expenditure, please note the changes below.
You do not need to complete the full table, only if there has been a change since your initial application.

Household Bills

	Initial expenditure				Current Expenditure			
	Amount	Week	Month	Year	Amount	Week	Month	Year
Rent / Mortgage	£				£			
Council Tax	£				£			
Gas / Electricity / Water	£				£			
TV Licence	£				£			
Home and/or Contents Insurance	£				£			
Other Insurance	£				£			

General Living Costs

	Amount	Week	Month	Year	Amount	Week	Month	Year
Food / Toiletries / Household	£				£			
Laundry	£				£			
Clothing	£				£			
Leisure	£				£			
Phone Payments	£				£			
Travel to University or work	£				£			

Loans and Hire Purchase

	Amount	Week	Month	Year	Amount	Week	Month	Year
Loans	£				£			
Hire Purchase	£				£			

Cost of Study

	Amount	Week	Month	Year	Amount	Week	Month	Year
Tuition Fees	£				£			
Course Costs	£				£			

Childcare Costs

	Amount	Week	Month	Year	Amount	Week	Month	Year
Registered Childcare	£				£			
Travel to/from Nursery and/or School	£				£			
Other (Please specify below)	£				£			

Expenditure Section Checkpoint

Before continuing to the next section, please ensure that you have:

☐ Provided evidence for all changes of expenditure listed above.

SECTION 6: Bank Details

Bank Account Guidance Notes

Please ensure that you list all accounts that you hold.

This includes:

- Bank, Building Society, Savings and e-Bank accounts. e.g. Plum, Monzo, PayPal, Starling.
- Accounts that have a zero balance or are not currently in use.
- Accounts belonging to a partner/spouse, if they normally reside with you.
- Accounts belonging to children where you are named as the trustee/in your name.

Bank Accounts

Following the guidance notes above, please list all applicable accounts:

Account Holder Name	Bank	Last 4 digits of account number	Overdraft facility?	Overdraft Limit

Bank Statements Guidance Notes

All students must provide the last **2 month's** itemised statements for all Bank, Building Society, Post Office, PayPal, Monzo and any other online bank accounts showing up to the present date.

You will need to provide a copy of statements for all accounts.

Bank statements for all accounts that your partner/spouse hold are also required if they normally reside with you.

The bank statements that you submit must:

- Display the account holder name and bank account details.
- Show the full transaction amount, transaction details and running balance.
- Have an explanation for all payments over £500.
- Have all transfers to/from other accounts explained regardless of amounts.
- Have annotated Direct Debits or recurring payments if you chose to use this as evidence of your expenditure.
- Not be in an Excel format.

Paper bank statements or statements printed from your online account are accepted as evidence as long as your name, bank details and running balance are clearly shown on the page.

You can find our guide on how to download statements from your online banking [here](#).

Overdrafts

Did you previously have an interest free overdraft facility?	☐ Yes	☐ No
If no, has this changed?	☐ Yes	☐ No

If no, please explain why in the space below

Bank Details Checkpoint

Before continuing to the next section, please ensure that you have:

- ☐ Listed **ALL** applicable bank and savings accounts following the Bank Account Guidance Notes.
- ☐ Provided the last 2 months bank statements for all accounts in line with the Bank Statements Guidance Notes.

SECTION 7: Data Protection Statement and Declaration

Data Protection Statement

The University requires this information to administer and process your application. Where necessary, information submitted may be shared and processed internally by University of South Wales staff in Student Life and other University departments and faculties. Information may be disclosed externally where necessary to organisations including (but not limited to) the Independent Appeals Adjudicator and Department for Work and Pensions. All personal details will be held in accordance with the Data Protection Act 2018.

Further information on how your data is processed is included in the Privacy Notice for Students:

<https://uso.southwales.ac.uk/information-compliance-unit/data-protection/>

I understand that:

- Documentary evidence may be requested at any time to clarify the information given in this application.
- I have attached the relevant documentation as requested and understand that if an item is missing or incorrect my application will be delayed or rejected.
- The information given by me on this form is accurate and complete to the best of my knowledge and belief, and I undertake full legal responsibility for it.
- I will inform you immediately of any alterations to the information I have provided.
- I agree to repay any support given as a loan, according to the agreed terms.
- I agree to repay any award paid as an administrative error.
- I have provided details of all bank accounts in my name and my partner's name, where relevant, and understand that if I fail to disclose an account, or any other details relating to my financial status, I may not receive support from the Fund and may be required to repay awards based on inaccurate/incomplete Information.
- I also understand that as a result I may be subject to the University's regulations regarding student conduct, provided here: <https://registry.southwales.ac.uk/student-regulations/>
- The Panel reserves the right to make payments directly to a third party (such as an accommodation provider) on behalf of the student if it believes it is in the student's best interests to do so.

Declaration

Please sign to confirm that you have read, understood and agree with the Data Protection Statement and Declaration Statement relating to this scheme.

Name	
Signature	
Date	

Submitting your application

Once fully complete, please submit this form and accompanying evidence to studentsupportfund@southwales.ac.uk
Please note, the fund will close prior to the below time frame if it is exhausted.

You must submit your fully completed form and all evidence at least 6 weeks before your course ends in the 2026/27 academic year.