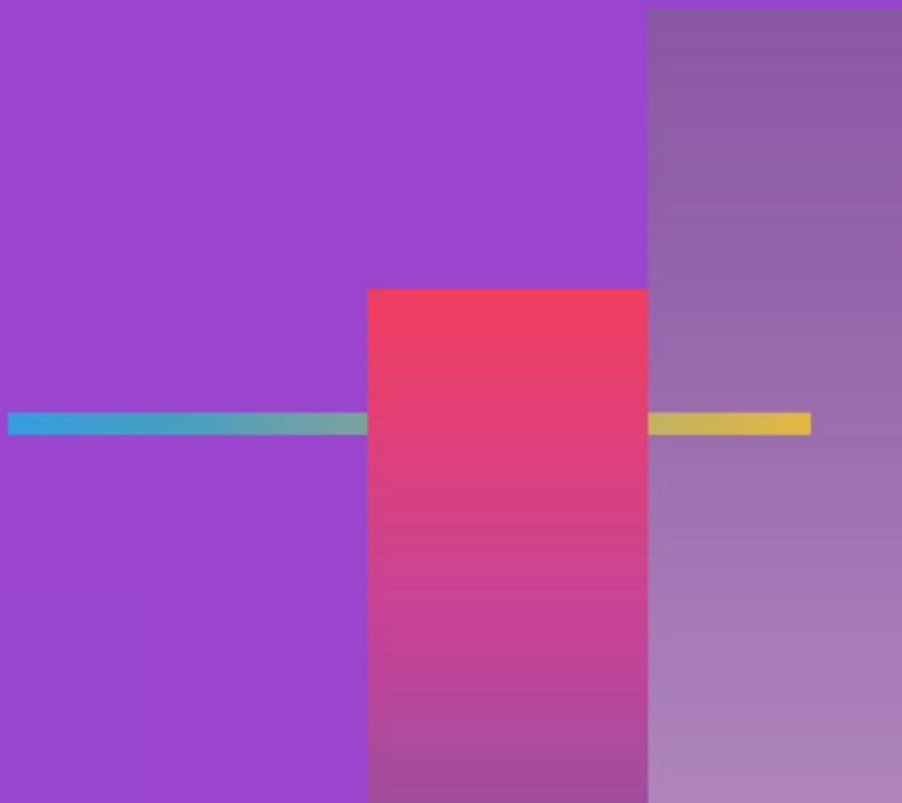
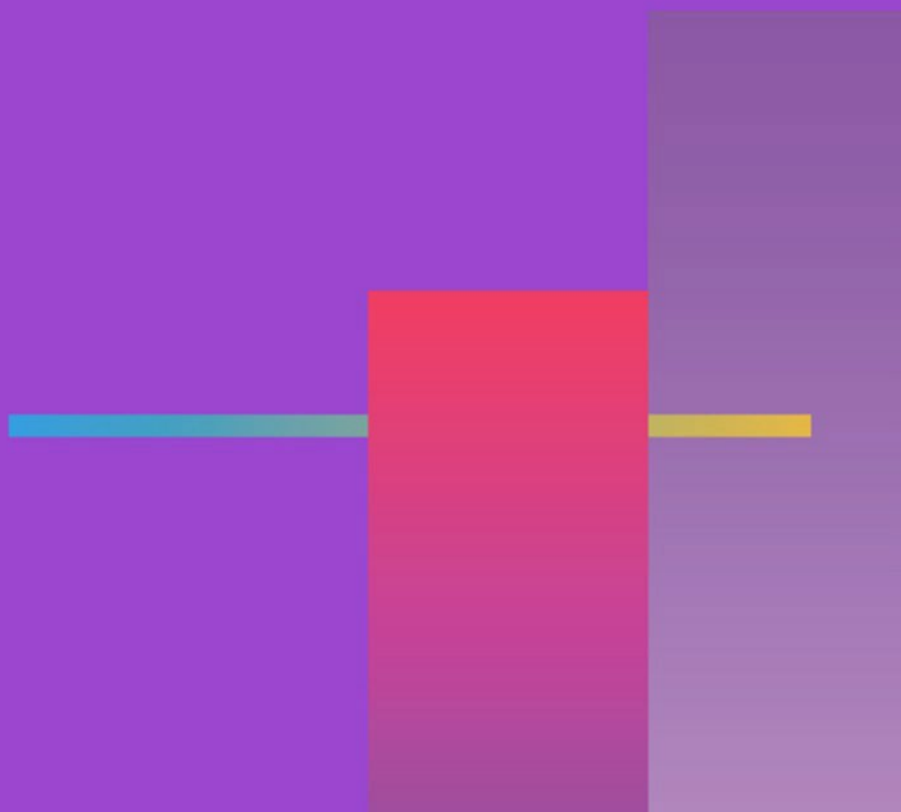


# Overseas Emergency Financial Aid: Fund Policy 2024/25



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## 1. Fund Overview: Overseas Emergency Financial Aid

The Overseas Emergency Financial Aid (OEFA) Fund offers discretionary non-tuition related emergency financial assistance for overseas fee-status students and students assessed as EU by the Student Loans Company (SLC).

Each applicant is assessed on a case-by-case basis, and if successful, they may receive a non-repayable financial grant of minimum £500. A higher grant may be awarded only if you are able to provide evidence of your circumstances (refer to section five) or attend a meeting with Financial Support Officer. OEFA has limited funds so we cannot guarantee that we will be able to fully meet your financial requirements or ensure the availability of funds. We strongly encourage you to submit your application as soon as possible. Once the funds have been exhausted, it will be closed abruptly without advanced warning, regardless of the stated closing dates and circumstances.

OEFA is designed to help to alleviate unexpected temporary financial hardship where student's financial emergency cannot be met from other sources of support. Applications associated with difficulties in paying tuition fees, inflation, COVID-19, cost of living, fluctuations in exchange rates, car insurance will not be considered as provisions to pay these should be in place before commencing the course.

Applications stating this will be rejected automatically.

This fund is not created for supporting students with tuition fee payments, voluntary unemployment, students in first semester of their course, students who are not registered or withdrawn.

You can only make one application per year.

## 2. Dates & Deadlines

OEFA opening and closing dates are shown in the below table:

Term Dates	Opening Date	Closing Date
Autumn Term	14 <sup>th</sup> October	13 <sup>th</sup> December 2024 at 4:00 PM
Spring/Summer Term	13 <sup>th</sup> January 2025	16 <sup>th</sup> May 2025 at 4:00 PM

## 3. Students with no recourse to public funds

The financial support fund is accessible to students with no recourse to public funding. Your eligibility is not restricted as long as you meet the eligibility criteria, and assistance is available to support your academic journey.

## 4. Eligibility

- You must be currently registered for the academic year at the University of Hertfordshire and have sufficient funds to support yourself and cover your tuition fees.
- You can be a foundation, undergraduate, or postgraduate student.

- You must have an overseas fee status or be assessed as EU by the Student Loans Company (SLC).
- You must have experience circumstances that are severely impacting your finances and provide evidence.

*Not providing evidence will result in immediate rejection.*

## 5. Providing Evidence

**We use the below information and evidence to evaluate your financial situation and determine the required amount of financial assistance.**

**Essential:** Blackbullion application, detailed personal statement, one month worth of bank statements for **all** UK bank accounts in your name. Any transactions over £99 must be annotated. The

above must be uploaded as evidence accompanied by one of the following:

- Commuting Students: Receipts of your travel expenses and a copy of your timetable.
- Accommodation: Debt notice, rent arrears letter, UH Accommodation notice, letter from UH supporting staff.
- Outstanding household bills: bill notice showing your name, address, dates and amount you owe.
- Single parents: in financial hardship with childcare costs (evidence of costs required and evidence of parental link i.e. birth certificate)
- Course expenses: textbooks, laptops, stationery, course equipment, printing credit, course trips, kits/uniforms. You must provide details depending on your course needs.
- Caring responsibilities/financial support: evidence of bank transfers must be annotated in your bank statements and evidence of relationship provided i.e. birth certificate, wedding certificate.
- Vulnerable groups: students facing homelessness, domestic abuse.
- Medical circumstances: evidence of medical expenses, prescriptions or a letter from a professional explaining your condition.
- Health conditions covered by the Equality Act 2010 are eligible for additional emergency support if the individual has no recourse to public funds.  
*Must be followed by appropriate evidence from health professionals in English.*
- Unemployed students in case of redundancy/recently terminated employment (P45 required).
- Emergency travel – flight or train tickets as evidence of these required.
- Geopolitical tension: please provide details in your Blackbullion statement.

Students must inform Student Funding and Financial Support team of any changes in circumstances.

Any applications associated with inflation, cost of living (without any evidence), car insurance, inappropriate expenditure or tuition fees will be automatically rejected.

**Evidence must be for the academic year 2024/25.**

## 5. Exclusions Policy

The following students are not eligible to apply:

- Students in the first semester of year one of their course.
- Dormant, withdrawn, or completed students.
- Applications that state a need for assistance with paying tuition fees will be rejected.

- Applications without evidence will be rejected.
- OEFA is not open to students who are facing financial difficulties as a result of being unable to find paid employment.

Please refer to Section 4 & Section 5 for more information on eligibility.

## 6. How to apply?

1. Register and apply online via Blackbullion.
2. Ensure you answer all questions and provide evidence.
3. Write a personal statement explaining your circumstances.
4. Upload one month-worth of bank statements for all your bank accounts.
5. Upload supporting evidence. You **must** do this otherwise your application will be rejected.
6. Submit application.

## 7. Second Application Policy

Re-applying for the fund is not permitted without consulting financial support team (financial-support@herts.ac.uk).

This fund is not designed for long term financial support, therefore if you run out of options, please contact SFFS team to discuss as we may be able to provide you with additional advice.

Overseas students are advised to reach out to your home government as some countries offer loans and grants to their students.

## 8. How will you be assessed?

Applications will be assessed on a case-by case basis, using the personal statements and evidence provided on your application. Please ensure you provide as many details as possible otherwise your application will be rejected.

An assessment and decision should be made within four working weeks of submission of a completed application form, including all required documentary evidence. There may be times when the process can take longer than four weeks due to high number of applications. Each time an application is returned OR additional evidence is uploaded, the 4-week period resets. The 4-week turnaround is for decisions on applications, not for payment of an award.

## 9. Inappropriate Expenditure

If a spending pattern is identified within the assessment and is deemed excessive or inappropriate, the application will be rejected. Applications will also be rejected if suspicious bank activity is identified. This includes frequent transactions of large sums of money coming in and out of your accounts.

Examples of inappropriate expenditure: • Gambling • Crypto-currency trading • Gaming • Excessive fast food or drink • Excessive taxis where public transport is available

## 10. Copying Statements

Any student discovered copying personal statements from other OEFA applications or using AI software's will face automatic rejection of their application.

## **11. Receiving an award**

Awards amounts are based on your individual application assessment. You will be notified via the email address on your student record of the outcome of your assessment. If you are successful, you will also be advised of the date you will receive payment. Awards will be paid via BACS into your nominated UK bank account. Funds cannot be paid in cash.

## **12. Updating Bank Details and VPN**

It is your responsibility to keep your banking information up to date and correct. If information is not kept up to date, there may be delays in you receiving your funds. To update your bank details, please use this link: <https://update-your-details.herts.ac.uk/>. Students need to be on a VPN to update their bank details. More information on how to connect to VPN can be found here: <https://ask.herts.ac.uk/vpn-virtual-private-network-and-pulse-secure>.

Please be advised that if your bank details are not provided by 2 June 2025, you will not receive payment, and your award will be withdrawn.

## **13. Appeals**

As this is a discretionary fund and decisions are final, there is no right of appeal. If you wish to discuss the outcome of your application, please e-mail [financial-support@herts.ac.uk](mailto:financial-support@herts.ac.uk) within ten working days of receiving the decision.

Please note that the SFFS team is not obliged to notify students of earlier closing date. You can only make one application per year.