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**Everyday Living Allowance**

The Everyday Living Allowance is to support students living in **private accommodation** impacted by COVID-19 who encounter a financial emergency. The allowance is designed to cover ‘everyday’ costs such as food, toiletries, utilities, bills and medicine. The allowance is also intended to support with increased expenses due to periods of self-isolation and significant losses of income because of the pandemic.

* **Students with no dependents can receive up to £300**
* **Students with dependents can receive up to £400**

Please note,there is no guarantee of an award and assessments are made in order of application on a case-by-case basis.

The Everyday Living Allowance is available to all full-time and part-time students **currently enrolled** on a UCFB/GIS taught undergraduate or postgraduate course validated by Buckinghamshire New University. It is only for students who are living in **private accommodation**.

To apply, you must complete this application form and provide copies of your bank statements from January 2021 and February 2021. If you are applying for the award of £400 for students with dependents, then you will have to provide evidence of your dependents which may include copies of their birth certificates or suitable alternatives”. You must return this via email to the Student Services team on:

* UCFB Wembley [studentserviceswembley@ucfb.com](mailto:studentserviceswembley@ucfb.com)
* UCFB Etihad Campus students: [studentservicesetihad@ucfb.com](mailto:studentservicesetihad@ucfb.com)
* Online students: [studentservicesonline@ucfb.com](mailto:studentservicesonline@ucfb.com)

**Please submit applications no later than 5pm on Wednesday 24th March 2021**.

**Late applications will not be accepted.**

Please be advised that you will be notified if you are successful after the closing date. Payments will be made after the closing date, but please be aware that payments could take up to ten working days to reach your account.

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| **PERSONAL DETAILS** |  |
| Bucks Student ID Number: |  |
| Full Name: |  |
| Date of Birth: (DD/MM/YYYY) |  |
| Contact telephone number: |  |
| Email address: |  |
| Correspondence Address: |  |
| Please confirm you are in private accommodation. Y/N |  |
| Is your contract with UNITE Students? Y/N |  |
| UNITE STUDENTS ONLY:  Have you applied for the 50% rebate? Y/N  *Please note: Students who have applied for UNITE’s 50% discount will only be assessed for up to £150 of the Everyday Living Allowance.* |  |
| Mode of study: (Full Time/Part Time) |  |
| Please indicate if you have dependents (evidence will be required) Y/N |  |
| Please give a brief description of your change of circumstances and why you need this Everyday Living Allowance |  |
| **BANKING INFORMATION** |  |
| Name of Bank: |  |
| Account Name: |  |
| Account Number (8 digits): |  |
| Sort Code (6 digits): |  |
| I declare that the information I have given is correct to the best of my knowledge. I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. | Signed:  (You can type your name and send from your email)  Date: |

**FOR OFFICE USE ONLY**

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| Evidence seen? | **Y** | **N** |
| Accommodation provider checked? | **Y** | **N** |
| Bank/Building Society statements seen? | **Y** | **N** |
| Bank details checked | **Y** | **N** |
| Amount awarded | **£** | |
| Awarded by |  | |
| Date |  | |

**Confidentiality**

Applications are seen only by the UCFB/GIS Emergency Allowance Administrators.

**Data Protection**

UCFB are a registered Data Controller under the terms of the General Data Protection Regulations and Data Protection Act 2018. UCFB processes personal information about our students, alumni, staff, and other individuals that come into contact with us. We aim to be as transparent as possible about the ways we use personal information; to only collect and retain the minimum amount of data possible and to keep it securely. We will only share your personal data with third parties with your consent, where it is required to deliver the service you have requested, or where there is a legal requirement to do so.

Full details of the types of personal information UCFB process, and your individual rights as a data subject are detailed within the UCFB Privacy Notice which is available on the UCFB website.