

Interim advice: Request for Exceptional Financial Support from the University Secretary.

The University Secretary can make discretionary payments to students who are experiencing difficulties as a result of exceptional circumstances resulting in severe financial hardship. The criteria for awards are currently under review, in the meantime students can write to the University Secretary to ask for financial support.

How to write an application for support

If you have been advised to seek support from the University Secretary you should write to the University Secretary, Alison Wells (a.wells@londonmet.ac.uk). Your written request must demonstrate the following:

- a) You have made appropriate plans to finance your studies and are now in financial difficulty due to exceptional circumstances.** *Say how you planned to finance your studies and what the exceptional circumstances are.*
- b) You have the support of your Faculty (ie your Personal Academic Tutor, Course Leader or Supervisor endorsed by the Dean).** *This support can be in the form of an email or letter, whichever is convenient for the person providing it.*
- c) You have made contact with the Advice, Information and Funding Service (AIFS) team in Student Services.** *They will help you to review your financial situation and see what other support you may be able to access.*
- d) You have maximized your income and support from all other available sources*** *What have you done to gain extra income? For instance, do you have a part-time or full-time job? Are you claiming any state benefits you might be entitled to?*
- e) You have made efforts to reduce your expenditure to cope with your reduced income*** *What have you done to reduce your expenses?*
- f) Provide evidence, to support your request*** *Suitable evidence would be letters or statements from banks, loan providers or credit card companies. You can 'black-out' individual transactions to maintain your privacy, but we must be able to see that the document is yours, is recent (not more than three months old) and shows how much you owe or are entitled to. If it is relevant, please provide medical evidence.*

*The AIFS team may be able to assist you in preparing this evidence

Alison Wells, University Secretary
22/10/2012