

SHEFFIELD HALLAM UNIVERSITY

INTERNATIONAL EMERGENCY FUND

Terms & Conditions

The fund will be used to support international / EU students who encounter significant short-term financial difficulties caused by unexpected changes in circumstances or severe personal issues.

The definition of an international student will be as defined by the University for fee assessment purposes. EU (non-UK) students who only receive tuition fee support from Student Finance England (SFE) will also be eligible for the fund only if they are not in receipt a maintenance loan from SFE.

To be eligible, students must be fully enrolled. Students who are excluded from study at the University will not be eligible.

The fund will be used to provide, one-off, short-term assistance for essential living costs and will not be used as a substitute for long term funding streams or to pay tuition fees. If a student has made special arrangements to pay their tuition fees in instalments, these payments must be up to date at the time of the application.

Students will be required to demonstrate that they have made adequate arrangements to finance their living costs but have met unforeseen circumstances. Detailed evidence may be required e.g. copies of financial documentation used to secure a visa, bank statements, income / expenditure statements, medical certificates etc.

Where student is applying for emergency funds to cover costs of equipment, the [Access to Remote Learning Guidance](#) will apply.

Payments will normally be made as a grant. Payments may also be made as a repayable loan. With the agreement of the student, in some circumstances, payments may be made to a third party.

The fund is strictly limited, and awards are subject to available funds. In normal circumstances awards will not exceed £300.

There is no automatic entitlement to an award from the fund and all applications are considered on their individual merits. The International Emergency Fund cannot be used to cover long term living costs or to subsidise a substantial shortfall in income.

Management / Administration

Requests for funding from individual students will be referred to the International Experience Team for consideration.

Students will be required to complete an application form to provide a record of their case, and to ensure that clear information is available to enable a decision to be made on their case. A personal statement detailing their unforeseen personal circumstances and what they are doing to manage their financial situation is also required

Anything disclosed to the University will be treated in confidence and will only be disclosed to those who need to know so that they can provide support (for example an Academic Advisor or Student Support Adviser).

Assessment

Applications are reviewed every working day and the student can normally expect to receive a final decision within two weeks of submitting their application.

The advisers may need to discuss an application with the student and/or clarify an aspect of their application during the assessment process. Failure to respond to a request from the University in a timely manner will delay the final response beyond two weeks.

When assessing an application the University will consider whether or not the situation was foreseeable, whether or not the student has other sources of funding and savings, whether or not the student could come to harm without financial help and the impact on their studies.

There is no definitive list of situations that would guarantee a payment from the fund and the university recognises that difficulties impact on people in different ways. Whilst all circumstances will be considered we have provided an indicative list of situations in which we are unable to help in Annex 1.

Payments

Payments will normally be received into the student's nominated bank account within three weeks of notification of a successful application.

Documentary evidence

Awards are much more likely to be granted when an application is submitted with a documentary evidence of the student's personal circumstances. Applications containing just a personal statement are unlikely to be granted.

During the application process the student will also be asked to attach evidence of other funding the student is receiving as well as bank statements covering the previous 90 days for all current and savings accounts. Applications will not be assessed without this information.

Appeals

If the application is unsuccessful, the student has the right to appeal if they have grounds to do so.

Information on how to appeal can be found [here](#).

The following are valid grounds for appeal:

- There has been an error in the assessment process
- The decision has taken insufficient account of the evidence provided

The following are not considered valid grounds for appeal:

- Disagreement with the eligibility criteria for the fund
- Appealing the amount that has been awarded

Appeals are initially reviewed by the Head of International Experience or the Head of Student Funding and can be escalated to the Director of Student Support Services at their discretion.

Annex 1

Indicative list of circumstances where the International Emergency Fund cannot provide support:

- Failure to get insurance
- Paying down debts
- Compensation for injuries, illness, or negligence by a 3rd party
- Medium or long-term help with bills or other costs such as rent
- Costs to repair or maintain a vehicle
- Compensating for loss of benefits or other payments
- Cases which include excessive unessential spending
- Cases where we are asked to help with unessential costs such as streaming services and other entertainment services