

Robert Gordon University
International Students' Emergency Fund
Guidelines
EU and International students

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1 OVERVIEW

The International Students' Emergency Fund is provided by the Scottish Government to assist students who are facing financial difficulty as a direct result of global conflicts.

The fund aims to help students who are struggling to secure adequate income due to the conflict with their basic living cost expenses such as food, utilities and rent. **The fund is not available to support the payment of tuition fees.**

Funding is limited and priority will be given to students who have demonstrated the greatest need and those who have not yet received an award.

The University reserves the right to contact Academic Staff in connection with your application if necessary.

Applications can take 4-6 weeks to be processed and all correspondence will be made through AskRGU.

2 ELIGIBILITY

EU students

International students

You must be able to demonstrate you are in financial difficulty, you have been financially affected by a global conflict and have applied to the Home Office for a form of leave or extension of right to remain in the UK.

3 ATTENDANCE

You must be in regular attendance and achieving satisfactory progression on your course.

A Referee's Report will be required to be completed by your course leader/lecturer.

4 HOW NEEDS ARE ASSESSED

The Financial Assistance application form will ask you to provide an overview of your financial situation. Our assessment will then compare your income to your essential expenditure, subject to certain guidelines detailed below, to establish if there is a shortfall that can be made up from the fund.

4.1 Income

When assessing your income, the following will be taken into account:

- funding from sponsors and/or family.
- partner/spouse earnings.
- bank overdraft facility.
- any other income, eg, employment, scholarships, etc.

4.2 Expenses

Non-essential expenditure will not be taken into consideration e.g. cigarettes, gym membership, eating out/take-aways, extra-curricular activities, etc. This list is for illustrative purposes only and is not exhaustive.

4.3 Composite living costs

Composite Living Costs (CLC) include expenditure required to cover basic living costs such as food, clothes, entertainment, mobile phone, etc, which ensures that all applications are treated fairly regardless of the students individual lifestyle choices.

4.4 Travel

Travel costs are capped at the cost of a monthly bus pass. Students under the age of 22 may be eligible for free bus travel. Details can be found at <https://www.mygov.scot/under-22s-bus-pass>

4.5 Course costs

Course costs in this instance include essential books, journals, course materials, stationary, specialist equipment, field trips etc. You are required to provide a breakdown of costs and we may verify these with your School.

4.6 Period of assessment

The period of assessment for UG students will be a standard 9 months from September to May in-line with the academic calendar then pro rata from date of application.

The period of assessment for PG students will be 12 months – September to August or until the end of their course whichever is earliest.

If you receive an award this will be a one-off award to help support you for a period of time. You can re-apply if your circumstances do not improve however we cannot guarantee that further applications will be successful.

5 SUPPORTING STATEMENT

It is essential that this section be completed and should include details of how you were to be financed for the duration of your course and how this has been impacted by a global conflict.

6 DISBURSEMENT AND PAYMENT

Payment will be made by bank transfer directly to the student's nominated UK bank account. We cannot make payment to a non-UK bank account.

Students who are Asylum Seekers will be paid by vouchers or pre-paid cards.

7 SUPPORTING DOCUMENTATION

It is important that you submit all supporting documentation with your application. All information and supporting documentation will be treated in confidence.

The following must be submitted with your application –

- proof of having applied to the Home Office for a form of leave or extension of right to stay in the UK
- bank statements covering the last 2 months are required for ALL accounts held by you and your spouse/partner (both in the UK and in your home country) including Savings and ISA accounts. Photos/screenshots are NOT acceptable. If you are unsure how to download a statement from online banking, please refer to the "Bank Statement Guidelines" under the How to Apply section.
- proof of all income and expenditure. If anything shows on your bank statement, you should highlight the transaction and write beside it what it refers to otherwise you must provide evidence.
- copy of any award letters of sponsorship, scholarships, bursaries or any other funding.
- you must provide a copy of all documentation you supplied in order to receive your CAS letter showing you had sufficient funds available to cover your tuition fee and living costs.
- a Referee's Report completed by an academic member of staff.

Applications will not be considered without full documentary evidence.

Completed applications, along with all documentary evidence, it can be emailed to studentfinance@rgu.ac.uk using your university email address or handed in at the Student Help Point in the Ishbel Gordon building.

Please be aware that it can take up to 4-6 weeks for a decision to be made on your application.

All correspondence will be made through AskRGU.