



**Bournemouth
University**

BU International Student Emergency Fund Guidance

The BU International Student Emergency Fund is a limited fund available to non-UK students who experience unexpected change to their financial situation.

- Students will need to demonstrate they have an unforeseen change in their financial situation* that they were not aware of before enrolment and either
 - can be resolved within 3 months; or
 - less than 3 months remains until their expected course end date.
- Provide evidence of the change in their financial situation.
- Provide evidence that they have little or no money available to them.
- Because of limited funds, applicants must have exhausted all other avenues and be in employment if any visa allows.

*Examples of changes in financial situation:

- Currency crashes.
- National disaster (eg conflict, natural disaster)
- Unexpected change in sponsor support.
- Unemployment of funder (through no fault of their own).
- Country puts restrictions on export of currency.

BU will need to be satisfied the student has adequately provisioned financially for their course, prior to arriving in the UK and starting their course.

The fund is **not** generally able to replace funding where a student is unable to work, or where a student has used funds for non-related study costs, (this may include sending money to family). In these instances, **if** funding is approved, this may be limited and to only help support a very short-term period depending on circumstance.

The fund cannot provide any assistance towards tuition fees.

The financial awards are in the form of a non-repayable grant, which will cover a maximum of 3 months financial support depending on circumstance.

1.0 Day to Day Costs

- 1.1 BU will use the assumed figures (called the Reasonable Living Cost) below when making assessments to take into account day to day expenditure such as food, utility bills, clothes, entertainment etc:

Student Profile	Elsewhere per week	London per week
Single Student	£126	£174
Student with partner	£197	£238
Dependent children* (each)	£119	£121

*In addition, an extra one-off family premium cost of £38 will be factored in.

- 1.2 Other expenses will be taken into consideration, including return travel to your home country, depending on your personal situation.

2.0 Reasonable Living Costs

- 2.1 BU will use the amounts below for specific items listed where students may require support for these:

Outgoings	Maximum levels
Rent for single students <i>For students living in the parental home, the composite living costs are classed as any rent paid, which cover the student's living</i>	Up to £693.33 per calendar month (£160 per week)
Course requirements – books, photocopying, equipment, printing	Up to £10 per week
Phone	Up to £30 per month

3.0 Application Process

- 3.1 A decision will normally be provided within 10 working days of receipt of your application. Where further information or clarification is requested to inform assessment of your application the decision may take longer. Decisions will normally be communicated to students by email to their BU student email account.

4.0 Assessment Process

- 4.1 Each application will be reviewed on a case by case basis. Depending on a student's circumstance in line with fund criteria, essential financial need and available funds

demonstrated by student, will determine whether an application is successful and the value of any award.

- 4.2 Where a student has outstanding tuition fees and is considered as being in debt to the university, the student will have to demonstrate beyond doubt the fees will be paid, before any award is made. An application can be declined, on the basis of a student having tuition fee debt.

5.0 Appeals

- 5.1 If you are dissatisfied with the outcome of your application, you should first discuss your case with the Senior Student Money Officer in AskBU. If you believe that you have grounds to appeal, you should follow the [BU Financial Support Appeals Procedure](#). We recommend that any student thinking about appealing a decision on their application for an award from the BU International Student Emergency Fund, seek advice from the [Student Union Advice Centre](#).
- 5.2 Appeals will only be considered when there is evidence that a procedural irregularity has occurred in processing the application or new evidence becomes available that was not available at the time of making the application.
Appeals against the University's judgment of the merit of an applicant against the published criteria will not be accepted.

6.0 Payment of International Student Emergency Fund Award

- 6.1 If your application to the BU International Student Emergency Fund is successful, we will pay you by BACS payment using the bank details provided with the application.
- 6.2 Please make sure that you keep your contact details up to date at all times – you can do this by going to [MyHub](#). This is essential as some contact details are required for us to make BACS payments