

## ALF EMERGENCY SHORT TERM LOAN APPLICATION

Answer all questions on the application form & put a cross in boxes where applicable.

Email the completed form along with all supporting evidence to [financialaid@kent.ac.uk](mailto:financialaid@kent.ac.uk) Canterbury Campus or [ukmfinance@kent.ac.uk](mailto:ukmfinance@kent.ac.uk) Medway Campus

Name (in full)	
Address (term)	
Telephone No.	Email (UoK)
Student ID Number (UoK)	Student Support No
Programme of Study	

Have you changed your course / institution?	YES	NO
If yes, have you informed SFE?	YES	NO

Reason for delay:	
Expected payment date advised by SFE:	Date SFE contacted:

Please attach photocopies of the following supporting papers

Financial Notification Letter from SFE            or            Letter / email confirming your application

### PAYMENT

Payment will be made directly into your bank account. Please complete and sign the attached Electronic Transfer Form so that the University can make any payment to you.

**STUDENT DECLARATION:**

- I declare that I have applied for my Student Loan this year.
- I declare that the information that I have given on this form is correct and complete 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.
- I further undertake to repay any loans obtained by me as a result of this application within 10 days of receipt of your Student Funding.
- I understand that this loan will be added to my University student account, if I have failed to repay as stated above.

Signature

Date

**OFFICE USE ONLY**

Tick below evidence seen:

Financial Notification Letter from SFE

Letter / email confirming application

Academic Status Confirmed:

Short Term Loans student currently owes to the Access to Learning Fund: £

Expected Student Loan payment date indicated by the SLC / SFE

Date

Recommended Loan to be given: £

Signed

Date

**(Financial Aid / Finance Office Staff)**

Signature of  
Authorisation

Date

**(Authorised Signatory)**

Dear Student

**Payment by Electronic Transfer**

The University of Kent's preferred payment method in relation to Hardship Funds is via Electronic Transfer.

Please could you complete your personal and bank account details below and submit it to the Financial Aid Office / Medway Finance Office with your application.

If your bank details change during the academic year you will need to go to the Financial Aid Office / Medway Finance Office and complete a new form.

Full Name (as it appears on your Bank Account) \_\_\_\_\_

Kent Student ID No \_\_\_\_\_

Contact Phone No \_\_\_\_\_

Bank Account Number

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Sort Code

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Bank Account Reference (if applicable)

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I confirm that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that it is my responsibility to make sure that the bank details are correct and up to date so that I can receive payments from the University.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

**Confidentiality**

This form will only be viewed by the Students' Union Advisers, Financial Aid Office, Medway Finance Office & the University Payments Office. This form will be destroyed in accordance with our data retention policy.

**Data Protection Law**

The University of Kent is a data controller in terms of Data Protection Law. The Students' Union Advisers, Financial Aid Office, Medway Finance Office & the University Payments Office all follow the University's policy in matters of data protection. The data requested in this form is covered by the notification provided by the University to the Information Commissioner. Personal data can be used solely for making a payment.

The data will not be passed to any other third party without your consent, except when the University is required to do so by law. For more information on Data Protection at Kent please see our website [www.kent.ac.uk/infocompliance/](http://www.kent.ac.uk/infocompliance/)