**SU Emergency Loan Application**

Please fill out this application form and return via email to SUEmergLoan@rvc.ac.uk. By submitting an application for an SU Emergency Loan you are agreeing to the terms and conditions laid out at the end of this form and on our website. The SU Emergency Loan is designed to support students who are in need of a small amount of money to cover an unexpected cost or who are facing short-term financial difficulties. This loan is not appropriate for students facing long-term financial hardship, such as those struggling to make rent or tuition fee payments. For further advice please look at the resources provided on the RVCSU website and contact moneymatters@rvc.ac.uk for advice on applying for the college’s Student Support Fund. For the purposes of the SU Emergency Loan we will need either your bank account details (UK accounts only) or PayPal email address. We aim to respond to all applications within 2 working days. Please email SUEmergLoan@rvc.ac.uk with any questions regarding the SU Emergency Loan scheme.

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| **Name:** |  |
| **RVC email address:** |  | @rvc.ac.uk |
| **Mobile number:** |  |
| **Student number:** |  |
| **Course and year:** |  |
| **Loan amount requested (£20-100):** |  |
| **Briefly tell us why you are applying for the loan and how you plan to repay it:****(2 or 3 sentences)** E.g. My car broke down and needed £75 of repairs. I will be able to repay the loan when I get my next student finance disbursement in May. |
| **Bank Details or PayPal? (delete as appropriate)** |
| **Account number:** |  | **Sort code:** |  |
| **PayPal email address:** |  |

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| **Declaration:**I declare that the information given above is correct and complete to the best of my knowledge. I understand that giving false information will disqualify my application and may also lead to disciplinary procedures. Furthermore, I undertake to repay the loan amount in full before the end of the academic year in which it is awarded. I accept that the decision of the RVCSU Finance and Shop Manager is final. Submission of this application is evidence that I accept and agree to the above declaration and the terms and conditions of the SU Emergency Loan, as laid out at the bottom of this form.  |
| Signed: | Place signature here |
| Date: |  |

Terms and Conditions:

* To be eligible for the SU Emergency Loan you must be currently enrolled as a student at RVC.
* A student may apply for the SU Emergency Loan once per academic term (maximum 3 times per academic year).
* Repeat applications from students who have outstanding repayments from a previous term’s loan will not be considered.
* By submitting this application, you agree to your information being shared with the RVC SU Finance and Shop Manager and VP Treasurer.
* Any information shared in this form is confidential and will not be shared beyond the SU staff member(s) assessing your application, unless in exceptional circumstances (see next point).
* By submitting this application, you agree that if the SU staff member assessing your application judges there to be a significant welfare or safeguarding issue present, they may share information including, but not limited to, your name, contact details and financial circumstances with the relevant supporting body (e.g. RVC Advice Centre and/or Money Matters team).
* A student may apply for any amount between £20 and £100 in each application.
* RVC Students’ Union will be unable to consider applications which don’t include an explanation as to why the loan is needed.
* Any student applying for an SU Emergency Loan agrees to repay any loan amount awarded, in full, prior to the end of the academic year in which it is awarded.
* Repayment schedules can be discussed and arranged in consultation with the SU Finance and Shop Manager.
* All loans are awarded on an interest-free basis, but must be repaid in full.
* Students may not apply for a loan to aid with the repayment of tuition fees or credit card debt.
* The applicant agrees to be contacted by email every two months regarding outstanding payments.
* Any decision made regarding loan awards by SU Finance and Shop Manager, with or without consultation with SU VP Treasurer, is final.
* Failure to repay any loan amount awarded prior to the end of the academic year may result in exclusion from future SU financial support.