

STUDENT FUNDING SERVICE

Awards for Students from Strike Fund Monies

The following form should be used for awards from the Colleges (Strike) Fund:
www.lusi.lancs.ac.uk/funding/Detail.aspx?AwardID=18

Guidelines for awards

- 1) All awards are to be proposed by one of the following college staff:
 - Principal
 - Vice Principal
 - Senior Adviser
 - Assistant Senior Adviser
- 2) **Staff interviewing students should be satisfied about:**
 - a) What difficulty the student is in (e.g. reached OD limit, death in family requiring travel etc)
 - b) How the problem arose - is it a result of gradual difficulties coming to a head or a sudden/unexpected emergency?
 - c) The level of financial help required – an approximate amount that would help resolve immediate difficulties.
 - d) The current financial situation (current bank balance and overdraft facility verified by supporting evidence as necessary)
 - e) What action, if any, the student has taken to alleviate difficulties – e.g. seen LUSU or counselling services. This is not a condition of the award, but may help the student more effectively tackle any difficulty they are in.
 - f) How the money will be used – to get an idea and agreement from the student that the money will be used for the purposes intended. An internal transfer may be appropriate when assisting towards the payment of University debts.
- 3) This form should be used to record award recommendations up to £450.00
- 4) A copy of the completed form for all awards made should be sent (via internal post or e-mail) to the Student Funding Service, The Base, A Floor, University House.
- 5) The Student Funding Service will aggregate information on awards across all colleges to facilitate reporting of strike monies spent and remaining balances.
- 6) Awards made will also be checked against the Student Funding Service databases for discretionary funds to ensure that duplicate awards are not made to the same student for identical circumstances.

Award from College (Strike) Funds

This form should be used where senior staff agree to support a financial award to a student from strike funds. Any application should follow the guidelines on the use of Strike funds (given overleaf) and should be sent to the Student Funding Service who will ensure there is no corresponding application to other discretionary funds (e.g. ALF) or more appropriate sources of help. All information supplied is strictly confidential and handled in accordance with the University Data Protection Policy.

1)	Student library registration number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms			
3)	First names (in full)	<input type="text"/>						
4)	Surname (in full)	<input type="text"/>						
5)	a. What problem is the student experiencing?	<input type="text"/>						
	b. How has the problem arisen?	<input type="checkbox"/> Sudden/Unexpected	<input type="checkbox"/> Gradual					
	c. Estimated level of help required?	£	<input type="text"/>					
	d. Current financial situation? (Supporting evidence/statements as necessary)							
	Does the student have an overdraft facility? If yes, what is the maximum limit?	<input type="text"/>						
	What is the student's current bank balance? Is it debit or credit?	<input type="text"/>						
	e. Has the student taken any action to alleviate the problem? (It may be appropriate to recommend the Student contacts an advisor in Student Services or the Student Union or makes an appointment with counselling services.)	<input type="text"/>						

College Staff Name
(CAPITALS)

College Staff Signature

Date

Student Funding Staff Signature

Budget Code

Date