

Additional Support Fund (Undergraduate Students) | 2024-25

Terms and Conditions

What is the Additional Support Fund?

1. The Additional Support Fund provides financial assistance for students in exceptionally difficult financial circumstances. It can be used for financial emergencies or as a 'just in time' fund to support with the cost of food, bills, travel to SAE, internet and technology, including a contribution towards the cost of a laptop (for those students who do not have equipment). Other essential provisions can include prescriptions and medication, and support towards the cost of a hostel or travel to a safe space for students who are made homeless.

The fund is limited with three main application windows in which students can apply to the fund for support. Applications outside of these windows will be reviewed on a case-by-case basis. A maximum of £900 will be offered to a student each academic year.

Please note a set amount of resource has been allocated for each payment window; Window 1 (November to December), Window 2 (March and April) and Window 3 (July and August). When the amount is reached SAE will not be able to offer the fund until the following payment window or academic year.

Eligibility Criteria

2. Students will only be eligible for an award if they meet the following criteria:
 - a. They are a UK domiciled undergraduate student.
 - b. They are from one of the following groups:
 - i. They are a Care Leaver and/or Care Experienced.
 - ii. They are an Estranged student and therefore assessed as Independent by the Student Loans Company.
 - iii. They are from a low socio-economic household (under £30,000), as assessed by the Student Loans Company.

Application Process

3. Students must apply to the Additional Support Fund using the provided online application form. Students can only apply once per payment window.
4. The fund is limited and submitting an application **does not** guarantee a successful outcome.
5. It can take up to **10 working** days for applications to be reviewed and for you to be notified of the outcome by email.
6. Eligibility will be assessed against information the student has provided to the Student Loan Company.
7. Students who have not been assessed by the Student Loans Company may be required to provide original documentation to support your application as detailed below:
 - a. Proof of ID (Passport).
 - b. Three months' consecutive bank statements.
 - c. Utility Bills in your name and address.

If applicable:

- d. Student Financial Award Notification.
- e. Evidence of income (Pay slips).
- f. Evidence of benefits received.
- g. Child birth certificate.
- h. Proof of Care Leaver Status.
- i. Proof of Carer responsibilities.

Payment Details

- 8. It is the responsibility of the student to ensure that they provide bank details to SAE and that they are correct. Incorrect bank details may cause delays in payment.
- 9. It can take up to 10 days from the receipt of BAC's payments details to the money reaching the students' nominated bank account.
- 10. All information supplied by the applicant as part of their application will be held and maintained in accordance with the provision of the General Data Protection Regulation (GDPR).
- 11. For any enquiries related to this bursary, please contact financialsupport@sae.edu

Right to Appeal

- 12. Students are able to appeal an unsuccessful application by completing the [Complaints Form](#).
- 13. Appeals will be accepted on the basis that new evidence is submitted or proof of a change in circumstance.
- 14. An appeal does not guarantee a subsequent successful award.
- 15. Appeals must be sent within 10 days of notification of the decision.

General Terms and Conditions

- 16. Applications for this academic year (2024-2025) will close on 29 August 2025. Applications received after this date will not be processed.
- 17. Receipt of this fund does not affect eligibility for other bursaries or financial support offered by SAE.
- 18. If the student's status changes during their study because of information not being provided, and the student becomes ineligible, SAE reserves the right to revoke the bursary and claim back any payments incorrectly made to the recipient.
- 19. If a student breaks SAE's regulations and is withdrawn from study, no further support will be available. Funds previously paid out will not be reclaimed.
- 20. A complaint is normally a specific concern related to a procedural error, irregularity, or maladministration of your bursary, please contact us in the first instance so that an informal resolution can be sought. This may be done by completing the [Complaints Form](#).