

Bank Statements in Support of Your *Financial Support Application

*(Student Financial Support Fund / Financial Assistance Fund / Emergency Funding / Student IT Hardship Fund)

August 2023

When you apply to any of the University's discretionary financial support schemes you will be asked to provide supporting documentation. Specific supporting documentation requirements will be outlined on each of the application forms and vary depending on the scheme you are applying to.

We aim to provide you with an outcome within 15 working days (or the same working day for emergency funding) but only if you have provided a fully completed application form and all relevant supporting documentation. We cannot guarantee that your outcome will be provided within the agreed timeframe if you have not completed your application form in full and we have to contact you to ask for further supporting documentation or information.

It is in your own interest to provide all supporting information at the time you submit your application as this will speed up the processing of your application and reduce the need for us to contact you.

It is also your responsibility to provide us with **honest and accurate information**. We may refer you to the [University disciplinary procedure](#) if we find that your application is **fraudulent and you have deliberately omitted information**.

As all of the University's discretionary financial support schemes are assessed on the basis of financial need you must provide bank statements in support of your application so we can determine your financial position.

1. You must provide statements for all of the bank accounts that you hold, including any overseas bank accounts.

2. If you have a spouse or partner you must provide statements for all of the bank accounts that they hold, including any overseas bank statements.

3. Even if you (or your spouse / partner) do not use a bank account very often you must provide statements for this account.

4. We will only accept full statements downloaded in PDF format.

If you are registered for online banking you may need to log in to your online banking using the bank's webpage to obtain full statements.

If you do not have online banking you should contact your bank to ask about generating / obtaining full bank statements.

5. If you (your spouse / partner) have more than one bank account you should provide a separate PDF for each account. Do not combine statements for different bank accounts in the same PDF document.

6. We cannot accept screenshots or lists of transactions from mobile banking or statements in an excel spreadsheet.

7. All statements must include your (or your spouse / partner's) name, sort code and account code.

8. All statements must show funds going in to your account (income), funds going out of your account (expenditure) and balances (funds available to you).

9. You should not delete or obscure any information on your statements.

Get in touch: student.fin-supp@newcastle.ac.uk

Monday to Friday 9am to 5pm

10. Statements should be continuous and cover the whole of the relevant period. There should be no gaps and they should run in date order.

11. Statements should include transactions and **balances up to the date that you submit** your financial support application.

12. If you (your spouse / partner) have closed a bank account please provide proof of closure from your bank.

13. You should make a note against or provide a list of explanations for any income or expenditure on your statements which is £100 or over.

14. If you are applying to the **Student Financial Support Fund** or **Financial Assistance Fund** you must provide:

a. Statements for all of your (your spouse / partner's) bank accounts which show the available funds you (your spouse / partner) had at the start of the academic year. This is usually a continuous statement which covers the month of September.

b. Continuous statements for all of your (your spouse / partner's) bank accounts which cover the last three months' of transactions.

c. Statements for all of your (your spouse / partner's) credit cards for the last three months'

d. Statements for all of your (your spouse / partner's) PayPal, app only banks such as Monzo, betting exchanges and crypto currency for the last three months'

15. If you are applying to the **Student IT Hardship Fund** you must provide:

a. Continuous statements for all of your (your spouse / partner's) bank accounts which include transactions and balances for the last four weeks

16. If you are applying for **Emergency Funding** you must provide:

a. Continuous statements for all of your (your spouse / partner's) bank accounts which include transactions and balances for the last four weeks.

b. Statements for all of your (your spouse / partner's) credit cards for the last four weeks

c. Statements for all of your (your spouse / partner's) PayPal, app only banks such as Monzo, betting exchanges and crypto currency for the last four weeks

17. The data you provide will be processed in line with the GDPR and the Student Health and Wellbeing Privacy Notice which can be found at www.ncl.ac.uk/wellbeing/about/policies-procedures/ Identifiable data will not usually be shared with third parties (separate legal entities to the University) without your explicit consent, except when the University is required to by law. On rare occasions, where it is suspected there is involvement in criminal activities such as money laundering, fraud or funding of terrorism we will report this to the police. Data will be stored in accordance with the University's Records Management Policy. The University is required to appoint an auditor who has a right of access at all reasonable times to the books, records, accounts and vouchers of the University; this is part of the University Statutes, which are passed by Privy Council and have the force of law. Any expenditure by the University including hardship loans and awards must be recorded and retained for audit purposes. We will be unable to erase your data until the retention period (6 years + current year) has ended.

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