



BIRMINGHAM  
CITY  
University

ASK us about...

# Money Matters



# ASK

ADVICE SUPPORT KNOWLEDGE

Student Services



EUROPEAN COMMUNITY  
European Social Fund

T: 0121 331 5588  
[www.bcu.ac.uk/askus](http://www.bcu.ac.uk/askus)

Student Services understand that individual circumstances are often varied when it comes to money management and student finance.

## Funding? Debts? Budgeting? Money Saving? Income?

Knowing how daunting these issues can be, Student Services offers a free, dedicated information and advice service staffed by our team of experienced Student Finance Advisers. You can benefit from financial expertise to ensure that things don't get out of control and affect your academic studies.

Whatever your Money Matters questions, access our **Frequently Asked Questions** on our website at [www.bcu.ac.uk/studentservices/faqs](http://www.bcu.ac.uk/studentservices/faqs) to identify the answers.



## Getting help and support to suit you and your needs...

We aim to offer a flexible approach to enable you to make the best use of Student Services at a time and place to suit you:

- **Self-help information resource** centres on our campuses provide access to money management information, how to handle debt and sources of additional funding;
- **Face-to-face consultations** on our campuses – available as a booked appointment or a quick-query drop-in session;
- **Telephone consultations** – available as a booked appointment or a quick-query;
- **E-mail consultations** – available 24/7 with all queries responded to within 3 working days;
- **Online web enquiry service** – available 24/7 with all questions responded to within 3 working days [www.bcu.ac.uk/student-services/askus](http://www.bcu.ac.uk/student-services/askus)
- **Online FAQs** – available 24/7 [www.bcu.ac.uk/student-services/faqs](http://www.bcu.ac.uk/student-services/faqs)
- **Group work sessions** – workshops held throughout the year on postgraduate funding, applying to trusts and charities, student banking, money management, understanding the benefits and tax system and managing your finances whilst working and studying;
- **Check our website** at [www.bcu.ac.uk/student-services](http://www.bcu.ac.uk/student-services) for up-to-date details about opening times, online booking of events, email access and free interactive web resources.

## One step ahead...

We are not just here for times of crisis, we can help you to become more proactive with your finances and sensibly plan ahead. Our dedicated Student Finance Advisers are here to help you with individual budgeting in order to develop sound and sensible money management strategies.

**Try our Student Calculator:** [www.bcu.ac.uk/student-calculator](http://www.bcu.ac.uk/student-calculator)  
Our calculator can help you to build a budget and manage your money whilst studying at Birmingham City University

Student Services advice and guidance staff are experts in the fields of money management and debt counselling, as well as career coaching, visas and immigration and disability. We provide impartial and confidential information and guidance to suit your personal and professional requirements.

### Top tips on sensible budgeting

- List weekly and monthly fixed costs, like rent or mortgage
- List weekly and monthly variable costs, like electricity and gas
- Work out how much money you have left once you have paid for essentials



## Dreaded debts...

A debt is when you owe money to someone such as a lender or creditor. If you don't repay on time, you can end up paying more in the long term. Interest, late payment charges, or even court fines may result, so it is important that you seek advice at the earliest opportunity.

Our "Money Doctor" initiative is here to help you if you are concerned about your debts. The "Money Doctor" initiative is part of a national project led by the Financial Services Authority which aims to improve your financial capabilities. If you do have debts, anything from rent arrears to repayments on a credit card, we are able to negotiate repayments on your behalf with creditors, easing the worry for you.

One key activity to help you manage your money and earn extra income whilst you study is to secure part-time employment. Working will not only benefit you financially, it will also give you the skills and experience that will make you employable after you graduate. Time management, communication, negotiating and problem solving are valuable transferable skills sought after by employers.



Student Services have the resources and expertise to enable you to secure a range of part-time work opportunities that won't impact on your course work. You can access these opportunities either online or by visiting Student Services. We continue to work with local employers who want to fill their part-time, temporary and seasonal jobs, which are advertised on our jobs notice boards, as well as online via our jobs database at [www.bcu.ac.uk/studentservices/vacancies](http://www.bcu.ac.uk/studentservices/vacancies). You can also benefit from our successful partnership with Unitemps ([www.unitemps.co.uk](http://www.unitemps.co.uk)), who encourage students to register, upload your CV, search and apply online for temporary jobs.



## Top tips on reducing debts

- Try not to use credit too much where possible
- Don't spend more than 20% of your income on repaying debts (excluding rent and/or mortgage)
- Ensure any minimum payments are paid on time
- Do not ignore letters or phone calls from creditors – if in doubt, come and see us in Student Services and we can act promptly on your behalf
- See if you can increase your income sources by undertaking part-time employment, which will not impact on your studies



# Good news on funding...

Student Services administers several discretionary hardship funds available to Birmingham City University students and offers advice on alternative funding from trusts and grant-awarding bodies. Any student can apply for these discretionary hardship funds by simply completing a Student Finance Application Form, available to print online: [www.bcu.ac.uk/student-info/finance-and-money-matters/financial-difficulties](http://www.bcu.ac.uk/student-info/finance-and-money-matters/financial-difficulties). We endeavour to process all applications within 4 weeks, subject to all relevant documentation being supplied.

If you need childcare assistance during your studies, you may be eligible for a Childcare Grant. This grant is income assessed and could provide up to 85% of your childcare costs. Please visit [www.direct.gov.uk](http://www.direct.gov.uk) for more information and to download the Childcare Grant application form. Our “Child Care” leaflet also provides further information or go to our website at [www.bcu.ac.uk/studentservices](http://www.bcu.ac.uk/studentservices).



Students with a disability may be entitled to receive additional funding via the Disabled Students' Allowance (DSA) in order to cover additional costs that may be incurred because of a disability. For example, 1 to 1 support (note taker, Dyslexia/Study skills tutor); equipment with enabling software; and/or additional stationery costs. Please visit [www.direct.gov.uk](http://www.direct.gov.uk) for more information and to download the DSA application form. Student Services Disability Advisers are able to provide expert advice and help with applications for DSA and help with arranging needs assessment appointments. Our “Health and Wellbeing” leaflet provides further information about disability advice and support or go to our website at [www.bcu.ac.uk/studentservices](http://www.bcu.ac.uk/studentservices).





## Top tips on applying for additional university funding

- Don't be afraid to ASK for assistance in completing the various funding application forms (Student Finance Application Form; Childcare Grant Application Form; Disabled Students' Allowance Application Form);
- Follow the advice given in the relevant guidance notes and websites to ensure you do not miss any information;
- Ensure that you submit all necessary supporting information and evidence.

### Please note:

- You only need to complete ONE Student Finance Application Form each academic year, but can reapply by submission of a letter and further evidence not previously included in your initial application.
- Submitting an application for additional funding does not guarantee an award.

Savings Plus 401(k) Plan

**Your Contribution Elections as of 02/21/2006**  
This section displays in which funds your contributions will be invested.

Statement Period: 01/01/2006

Investment Index Fund	Percent	Employee Pre-Tax	Employer Match
Total	100%	100%	
Contributions This Period		\$14,000.00	\$6,300.00
Year to Date		\$14,000.00	\$6,300.00
Inception to Date		\$71,000.00	\$34,149.88
Vested Percent		100.00	100.00

**A Message**  
If you have any questions concerning information contained in this statement, please call 401(k) Plan Representative

**Your Account Activity**  
Use this section as a summary of transactions that occurred in your account during the statement period.

Activity	Mid Cap Inv	Value Index Inst
Beginning Balance	\$98,224.48	\$0.00
Your Contributions	14,000.00	0.00
Employer Contributions	6,300.00	0.00
Exchange In	0.00	0.00
Exchange Out	-130,093.50	5,331.20
Dividends	5,331.20	6,237.80
Change on Market Value	6,237.80	130,093.50
Ending Balance		

**Your Account**  
If information has been changed, please call 401(k) Plan Representative

# Here's how to ASK for further information...

## In person

See our website for exact days and times.

**City North Campus** - 1st Floor, Baker Building

**City South Campus** - 2nd Floor, Seacole Building

**Gosta Green, City Centre** - G27

**Millennium Point** - Room 252, Level 2,  
Technology, Engineering & the Environment (TEE)

## Contact us

You can get in touch with us by:

**Phone:** 0121 331 5588

**Email:** [student.services@bcu.ac.uk](mailto:student.services@bcu.ac.uk)

**Online web enquiry service:**  
[www.bcu.ac.uk/student-services/askus](http://www.bcu.ac.uk/student-services/askus)

**Website:** [www.bcu.ac.uk/student-services](http://www.bcu.ac.uk/student-services)  
**icity:** [icity.bcu.ac.uk/Student-Services](http://icity.bcu.ac.uk/Student-Services)

## Collect the set

Detailed leaflets and factsheets are available for:

**Student Guide to Student Services**

**Child Care**

**Health & Wellbeing**

**Job Prospects**

**Visas & Immigration**

If you require this information in an alternative format, please contact Student Services.

We welcome your feedback on Birmingham City University and its services.

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