

COVID-19 Expense Support Fund

In response to the pandemic, an additional fund has been created to further relieve the financial burden on students during the 20/21 academic year. This further significant funding is being provided by the University and the Office for Students and is intended to provide support for additional costs that have been incurred directly as a result of the pandemic.

Am I eligible to apply for the COVID Expense Support Fund?

All non-PGR students who have personally incurred unexpected programme-related costs due to the COVID-19 pandemic are eligible to apply. You cannot claim for any expenses that were covered by other internal sources, or any insurance policy. Please note, PGR students should apply separately via [PGR COVID-19 Expense Fund Guidance for Applicants \(The University of Manchester\)](#)

This new fund is distinct from the [Living Cost Support Fund](#), which is still available for any student who may be struggling to make ends meet and is unable to cover essential, day-to-day living costs.

What costs can I claim for?

Support cannot be provided for tuition fees, but applications will be accepted for personally incurred COVID-19-related costs limited to:

- Increased or unforeseen travel costs
- Quarantine costs
- Covid PCR test if coming from outside of the UK
- Additional IT/internet costs
- Additional learning materials
- Any other additional costs for which a written justification must be provided

How much can I claim for?

Due to the finite nature of the funds available students will be limited to making 1 application to the expense fund per academic year. Please note we do not envisage individual awards being greater than £2,000.

What evidence is required?

Alongside the details required in the application form you will need to provide evidence/proof of the expenses being claimed for. We will accept receipts / email confirmations / travel tickets and/or credit card and bank statements that detail the expense. And please be as thorough as possible in your supporting statement.

Of the items listed above, varying degrees of evidence would be required:

1. *Increased travel costs/costs that have been incurred but not refunded*: likely to be travel costs evidenced by purchase of a supplementary ticket due to an unexpected change in plans as a result of government guidance. The University will not refund travel costs that ought to be recovered via travel insurance or through the travel provider.

2. *Quarantine costs*: Unexpected quarantine costs associated with changes in government guidance that were not in place at the start of the year.
3. *Covid testing costs*: Eligible costs [evidenced by a receipt] would only be tests (e.g. current requirement for 2 tests on entry to the UK) that were not in place at the start of the year.
4. *Additional IT/internet costs*: Fixed price internet costs are not eligible under this category and evidence would need to be submitted that the purchase of additional data was the only means of studying online. If evidence cannot be provided then an estimate of the costs of additional use and a clear explanation of why this evidence is not available will need to be given.
5. *Additional Learning Materials*: there will be cases where students have had to study remotely and have had to purchase hard copy learning materials because no digital version has been available. This should be evidenced with a receipt, and checks will be made to confirm that the material was not available digitally.

Can I apply retrospectively?

Yes, applications can be made for any eligible COVID-19-related expense that has been personally incurred since 1st August 2020.

How do I make a claim?

Claimants will need to fully complete the claim form and submit it (alongside the required evidence) to funding@manchester.ac.uk using the subject heading 'COVID Expense Claim.'

When will I know if my application has been successful?

Students have until 30th June 2021 to submit an application. All applications will be reviewed after the deadline of 30th June 2021, and students notified of a decision in early July. Applicants will be contacted by email.

In order to receive a payment students must ensure they have submitted their UK bank details [online](#). Advice for international students studying remotely who need a UK bank account can be found at [Set up UK bank account](#) .

Help and contacts

If you have any questions regarding making an application, or about an application already submitted, please contact funding@manchester.ac.uk and one of the team will be able to advise you.