





## **How to apply**

Complete the online application at [www.blackbullion.com](http://www.blackbullion.com)

You will need to sign up using your ULaw email address as a user name.

Make sure you answer all the questions in the application.

You will need to confirm your name and course details first.

You will then be asked to confirm what help you need. You can select from the following:

- Graduation gown hire
- Guest tickets (Maximum of 2)
- Travel costs (Maximum of £50)

## **Evidence needed**

You need to upload the following:

- Student Finance England notification, clearly showing your Customer Reference



## **Payment of awards**

If you receive an award for graduation gown hire or guest tickets we will inform the Graduation Team on your behalf.

If you receive an award for travel costs, we credit this to your account with the Aspire University Portal, rather than directly into one of your bank accounts. The Aspire University Portal is a platform the University of Law (and many other universities) use to make hardship funds and bursary payments.

We do this because it is extremely quick for you to access the funds from the Aspire University Portal and draw them down to your personal bank account (usually within minutes of the award being made). You will receive an email from the University of Law Aspire University Portal explaining how to withdraw the funds, and a separate email with your log-in details.

## **Reviews and appeals**

There is a review and appeals process if you are not happy with our decision, which can be found in the 'How we assess applications' guidance in the Student Financial Assistance Funding section of the Student Support Services page on the ELITE Institution page. A copy will also be sent to you if your application is unsuccessful.

## **Any questions?**

The Team are happy to help.

Please email [studentsupportfunds@law.ac.uk](mailto:studentsupportfunds@law.ac.uk)

If you have any technical issues with making your application please contact the Blackbullion Support team at [support@blackbullion.com](mailto:support@blackbullion.com)