

Academic Reference Request for Keele University Rent Guarantor Scheme – Guidance for Staff

The Keele University Rent Guarantor scheme will offer a limited number of places to returning Keele Students who meet the relevant eligibility criteria. The scheme will offer places on a needs basis and will prioritise students from the following backgrounds:

- Care Leavers
- Students who are estranged from their families
- Students from low income backgrounds where parents are ineligible to become a guarantor
- International students where exceptional circumstances have had an impact on their ability to sufficiently fund their living costs

For more information about the scheme and the eligibility criteria please visit

www.keele.ac.uk/guarantor

In order to assess the eligibility of the student and to mitigate any risk to the University students are required to provide an academic reference from their personal tutor or a staff member within their school to confirm that they have satisfactory academic standing and engagement with their course.

We would appreciate it if staff members within the school would complete the reference request template on the next page for any students wishing to apply for the scheme and either give the completed form to the student to submit alongside their application or email it directly to student.services@keele.ac.uk.

If you have any questions about the scheme or the reference request please email student.services@keele.ac.uk or call 01782 734481





Keele University Rent Guarantor Scheme- Academic Reference

Student Name: _____

Student Number: _____

Faculty/School: _____

Please provide comments on the student's engagement with their studies including any unauthorised absences or absence warnings they may have received.

Please provide any comments on the student's current progress with their academic studies and their ability to progress/continue on their course at Keele next academic year.

Please provide any additional comments you may have about the student's suitability for a place on the Keele University Rent Guarantor Scheme.

Name of Referee: _____

Signature of Referee: _____

Date: _____



Privacy Statement

We have in place security measures to protect personal data and we manage this data in accordance with applicable data privacy regulations. The information that you provide to us will be used to assess the students' application for the Keele University Rent Guarantor Scheme. The information will be recorded on our central system, Topdesk, it will not be shared with any external agencies but the information may be shared with the student either directly or as part of a Subject Access Request. This information will be retained for the duration of the academic year for which the application applies.

Further information about how we use Topdesk, data and the information you give us can be found at www.keele.ac.uk/it/policiesandprocedures. To see the full staff privacy notice please visit: Privacy Notice at www.keele.ac.uk/privacynotices/privacynotice-staff/

