Hardship Fund Application Form

STRICTLY CONFIDENTIAL

Please complete all sections of the form and submit the required documentation to avoid delays in processing your application.

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# Eligibility Checklist

|  |  |
| --- | --- |
| 1. **Eligibility Checklist – Please Tick All That Apply:** | |
| ☐ | I am fully registered and attending my programme of study. |
| ☐ | My financial difficulty has arisen due to unforeseen circumstances beyond my control. |

# Personal Details

| 1. **Your Details:** | | | | |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| Student number: |  | | | |
| Term-time address: |  | | | |
| Email address: |  | | | |
| Telephone number: |  | | | |
| 1. **Programme Details:** | | | | |
| Programme of Study: | ☐ | Undergraduate degree programme [name programme] | | |
| ☐ | Postgraduate degree programme [name programme] | | |
| ☐ | Degree apprenticeship/work-based learning programme [name programme] | | |
| ☐ | NUin/NU Bound/GEP/Global Quest/Semester in London | | |
| Mode of Study: | ☐ | Full Time | ☐ | Part Time (postgraduate only) |
| Year/Level  (e.g. Year 1/Level 4) |  | | | |
| 1. **Please give details of any family members living with you in the UK:** | | | | |
| Name of partner/spouse: |  | | | |
| Partner/spouse working in the UK? | Yes/ No | | | |
| Number of children (in UK): |  | | | |
| Age(s) of child(ren) in UK: |  | | | |

# Supporting Statement

| 1. Please provide details of your current situation, explaining what unexpected/unavoidable event has caused your financial hardship. Please list any one-off expenses in addition to your usual expenses, if relevant to your situation (500 words max). |
| --- |
|  |

| 1. Please state how the Hardship Fund award will be used / what specific expenses it will cover. |
| --- |
|  |

# Financial Details (Living Costs)

Please give a breakdown of your actual or anticipated income to cover your living costs for this academic year. Please do not include any student loan for tuition fees or any scholarship or bursary you elected to have paid towards tuition fees.

| 1. **Please give a breakdown of your actual or anticipated income to cover your living costs for this academic year. Please do not include any student loan for tuition fees or any scholarship or bursary you elected to have paid towards tuition fees.** | | |
| --- | --- | --- |
| **Income** | **Annual** | **Monthly** |
| Scholarship | £ | £ |
| Bursary | £ | £ |
| Student loan (maintenance only) | £ | £ |
| Other loans | £ | £ |
| Personal savings | £ | £ |
| Family contribution | £ | £ |
| Earnings | £ | £ |
| Earnings (partner / spouse) | £ | £ |
| Benefits (e.g. child tax credit, etc.) | £ | £ |
| Other (please specify): | £ | £ |
| **TOTAL:** | £ | £ |

| 1. **Please give a breakdown of your average expenditure (including any expenses for family who are dependent on you). Please do not include tuition fees.** | | |
| --- | --- | --- |
| **Income** | **Annual** | **Monthly** |
| Rent / Mortgage | £ | £ |
| Gas / Electricity | £ | £ |
| Water | £ | £ |
| Council Tax | £ | £ |
| Contents insurance | £ | £ |
| TV license | £ | £ |
| Mobile phone | £ | £ |
| Food and household expenses | £ | £ |
| Books / photocopying | £ | £ |
| Clothes / shoes | £ | £ |
| Childcare | £ | £ |
| Transport | £ | £ |
| Other (please specify): | £ | £ |
| **TOTAL:** | £ | £ |

# Application Amount and Financial Impact

Please note that the maximum Hardship Fund award is £500. The information you provide in this section does not impact the outcome of your application, but may be used to guide the University in determining follow up support measures, as needed.

| 1. **Please indicate the following:** | | |
| --- | --- | --- |
| What is your total outstanding financial need for this academic year? | £ | |
| How much are you applying for from the Hardship Fund? | £ | |
| Will the Hardship Fund fully resolve your financial situation? | ☐ Yes | ☐ No |

# Bank Details for Payment Purposes

| 1. Please indicate the details of the bank account to which you would like any awarded hardship fund amount transferred: | |
| --- | --- |
| Name of Account Holder: |  |
| Bank Account Number (8 digits): |  |
| Bank Sort Code (6 digits): |  |

# Supporting Documentation

| 1. **Please tick that you have attached the required supporting documentation that you are submitting with your application.** | |
| --- | --- |
| ☐ | Bank / Building Society statements for every account covering the last 3 complete months. |
| ☐ | Rent / Mortgage: i.e. tenancy agreement, mortgage statement, letter from the landlord. |
| ☐ | Evidence of unexpected event / change of circumstances. |
| ☐ | Other, please specify: |

# Signature and Declaration

| 1. **I certify that all the information contained within this application form is true, correct, and complete to the best of my knowledge.** | |
| --- | --- |
| Date |  |
| Signature |  |

# Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title: Student Hardship Fund Application Form**  **Approved by: The Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ General/ Student Welfare** | | | | |
| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review Date** |
| 3.0 | February 2023 | February 2023 | Quality Team | September 2024 |
| 2.0 | September 2021 | September 2021 | Quality Team | September 2022 |
| 1.0 | November 2020 | November 2020 | Quality Team | November 2021 |
|  | | | | |
| Referenced documents | Student Hardship Fund Policy | | | |
| External Reference Point(s) | None | | | |