



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.

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

Student No.

First name(s):

Family name:

Term-time address:

Contact phone number:

Email address:

Please give details of any family members living with you in the UK:

Name of partner/spouse:

Partner/spouse working in the UK?

Number of children (in UK):

Age(s) of child(ren) in UK:

PROGRAMME DETAILS

Programme of study: Mode of study: <input type="checkbox"/> Full time <input type="checkbox"/> Part time (postgraduate only) Year of study:

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.

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:	£	£

Please give a breakdown of your average expenditure (including any expenses for family who are dependent on you). Please do not include tuition fees.

Expenditure	Annual	Monthly
Rent / Mortgage	£	£
Gas / Electricity	£	£
Water	£	£
Council Tax	£	£
Contents insurance	£	£
TV licence	£	£
Mobile phone	£	£
Food & household expenses	£	£
Books / photocopying	£	£
Clothes / shoes	£	£
Childcare	£	£
Transport	£	£
Other (please specify):	£	£
TOTAL:	£	£

Have you applied for a hardship fund before?

If yes, was your application successful?

If yes, please indicate the amount and date of award:

Do you have outstanding tuition fee debt?

If yes, please indicate the outstanding amount:

SUPPORTING STATEMENT

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).

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

AMOUNT APPLIED FOR

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

SUPPORTING DOCUMENTATION

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

I certify that all the information contained within this application form is true, correct and complete to the best of my knowledge.

Date:

Signature:
