

Hardship Fund Application form

PLEASE READ THIS SECTION AND THE ACCOMPANYING GUIDANCE NOTES BEFORE SUBMITTING YOUR APPLICATION

APPLICATIONS OPEN ON 1 NOVEMBER 2019 – if you submit your form earlier it will be held until after 1 November 2019*. CLOSING DATES: See accompanying guidance notes for closing dates.

*You may submit your application before 1 November 2019 if you are facing an unexpected financial crisis. You may also submit your application after the closing date if you wish to apply for a summer vacation Hardship Fund award (from 1 July 2020) because you are a lone parent/unable to find employment due to a disability or ill health.

Your application cannot be processed and will be delayed if you do not answer all the appropriate sections and attach all relevant documents. Please see page 8 for further details.

Answer all the questions by typing into the relevant text boxes and marking boxes with an X.

Please save your completed electronic application in a Microsoft Word compatible format with your name as the file name (i.e. JohnSmith.doc) and return your completed form to hardship@cumbria.ac.uk using your **University email account**.

You must scan your supporting evidence documents and include these scans in the email you send back to us. **Your evidence will be required before we can process your application.**

- This form is available in alternative formats. Please email moneyadvice@cumbria.ac.uk

Part 1: Your personal details

1. Student registration/enrolment no.	<input type="text"/>
2. Your first names (in full)	<input type="text"/>
3. Your surname (in full)	<input type="text"/>
4. Your full correspondence address	<input type="text"/>
5. Telephone number	<input type="text"/>
6. Mobile number	<input type="text"/>
7. Preferred email address	<input type="text"/>

Part 2: Course details

8. Course title

9. Faculty/Department

Undergraduate Postgraduate

10. Campus

11. Are you studying: Full Time Part Time Distance Learning School Direct

12. Start Date of Course (DD/MM/YYYY)

13. Year of course e.g. 1,2,3 Please tick if this is a repeat year

14. Is this your final year? No Yes

15. Is this a placement year? No Yes If yes is it: Paid Unpaid

16. Does this year include a compulsory field trip? No Yes If yes, give details:

Part 3: Term details – where will you live during this academic year?

17a. Where will you live during this academic year?

Term 1	<input type="checkbox"/>	Elsewhere or own home	<input type="checkbox"/>	Living with parent(s)
Term 2	<input type="checkbox"/>	Elsewhere or own home	<input type="checkbox"/>	Living with parent(s)
Term 3	<input type="checkbox"/>	Elsewhere or own home	<input type="checkbox"/>	Living with parent(s)

17b. If you have chosen elsewhere or own home, do you live:

<input type="checkbox"/>	Alone	<input type="checkbox"/>	In a hall of Residence
<input type="checkbox"/>	With a partner/spouse	<input type="checkbox"/>	In shared accommodation

17c. If in shared accommodation how many other adults live at this address?

18. Are you a Care Leaver or Estranged from your parents? No Yes

19. Have you applied for Housing Benefit? No Yes

Part 4: Your dependents

20. Do you have any children who are financially dependent on you? No Yes

If yes, please give details:

Full name | Date of birth

If you need to, continue on a separate sheet and attach it to this form.

21. Do you have any adults who are financially dependent on you? No Yes

If yes, please give details:

If you need to, continue on a separate sheet and attach it to this form.

Part 5: Disability / special medical needs

22. Do you have a disability or chronic medical condition? No Yes

23. Have you applied for a Disabled Student's Allowance (DSA)? No Yes

24. Do you wish to apply for any financial assistance towards any special equipment/material not covered by the DSA or for assistance towards the cost of a diagnostic test for a learning disability, e.g. dyslexia?

No Yes

If yes, please give details:

If you need to, continue on a separate sheet and attach it to this form.

Part 6: Your income – all students must complete this section

25. Please give the amounts of any income you and your partner receive in 2019-20. Please state the frequency the amount specified is paid. (Weekly/Monthly/Annually)

STUDENT FUNDING	YOU	YOUR PARTNER
Tuition fee loan	£	£
Student loan for maintenance	£	£
Maintenance Grant/Special Support Grant	£	£
Scholarship/Bursary	£	£
NHS Learning Support Fund	£	£
NHS Bursary	£	£
Social Work Bursary	£	£
Teaching Agency Bursary	£	£
Adult Dependents Grant / Parent's Learning Allowance	£	£
Childcare Grant	£	£
Prof & Career Development Loan/Postgraduate Study Loan	£	£
TAX CREDITS AND BENEFITS		
Child Benefit	£	£
Child Tax Credit	£	£
Working Tax Credit	£	£
Job Seeker's Allowance/ESA	£	£
Housing Benefit	£	£
Council Tax Benefit	£	£
DLA/PIP (including any received for dependants)	£	£
Other benefits (e.g. Universal Credit)	£	£
OTHER EARNED OR UNEARNED INCOME		
Net earnings from paid work <i>(please note depending upon your circumstances we may not include actual earnings but instead use an "assumed income" to cover earnings, an overdraft and a parental contribution)</i>	£	£
Maintenance / Child Support	£	£
Parental / partner contribution	£	£
Other – (please specify)	£	£
<i>(e.g. investments, savings, ISAs)</i>	£	£
Care Leavers Grant	£	£
Sponsorship / scholarship / trusts	£	£
TOTAL INCOME	per week/month/year (delete as applicable)	
	£	

Part 7: Student (and partner's) expenditure – all students must complete this section

Please note that you do NOT need to provide evidence for all of these costs. Please refer to the back page for details of evidence we require (scans of original documents).

26. Composite Living Costs

(Weekly / Monthly / Annually)

Rent / Mortgage		£
Council Tax		£
Composite Living costs (CLCs) – see table below to insert figure		£
Childcare costs		£
Travel costs (visits home if applicable)		£
Travel costs (daily travel during term time) – <i>public transport costs will be used unless you are a student with children/have a disability and then we will use a mileage rate of 0.25p a mile. Travel costs may be capped.</i>		£
Books/equipment/course costs		£
Child Maintenance		£
Other costs	1. <input type="text"/>	£ <input type="text"/>
(please specify)	2. <input type="text"/>	£ <input type="text"/>
Debts (please specify for each debt listed)		
Debt	1. <input type="text"/>	£ <input type="text"/>
Debt	2. <input type="text"/>	£ <input type="text"/>
Debt	3. <input type="text"/>	£ <input type="text"/>
TOTAL EXPENDITURE	per week/month/year (delete as applicable)	£ <input type="text"/>

A Composite Living Costs (CLCs) **weekly** figure has been determined based on government figures to cover expenditure on basic costs such as food, household bills, clothes, utilities, landline and mobile phones, internet access, entertainment etc. Please insert the appropriate figure into your CLC box above:

Studying Outside London

Single student	£82
Student with partner	£126
Lone parent with 1 child under 16	£178
Lone parent with 2 children u16	£252
Student with partner and 1 child u16	£222
Student with partner and 2 children u16	£296

Studying in London

Single student	£125
Student with partner	£171
Lone parent with 1 child under 16	£217
Lone parent with 2 children u16	£295
Student with partner and 1 child u16	£262
Student with partner and 2 children u16	£341

An additional claim of £74 per child may be made by students with more than 2 children.

Part 8: Travel costs – all students must complete this section

27. How do you travel to attend your course? Walk/cycle Bus Car Train

Other (please specify)

28. If you have a partner, does he/she travel to attend work/university? No Yes

If yes, please provide details, including the post code :

Part 9: Supporting statement

29. a) State why you are in financial difficulty and why you believe your situation to be exceptional and to merit additional support (continue on a separate sheet if necessary).

b) If you were to receive an award in what way would this make a difference to you as a student, how would it help you to progress?

Please answer both part a & part b, continue on a separate sheet if necessary

Part 10: Bank/Building Society details

30. Please list here all bank and building society accounts you and your partner hold. (Continue on an additional sheet).

1. Name of bank/building society			
Branch title e.g. town			
Current balance:		As at (date)	
Do you have an overdraft facility?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Amount:
2. Name of bank/building society			
Branch title e.g. town			
Current balance		As at (date)	
Do you have an overdraft facility?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Amount:

Documentation

You should supply evidence of your last three months bank statements relating to **ALL** of your account(s). These statements/savings books must show your name and bank details - mini statements are not acceptable. Please explain any debits or credits over £100 that appear on your statements.

Applications submitted without relevant bank statements will not be considered.

Part 11: Guidance notes – payment

31. PLEASE READ CAREFULLY

Payments from the Hardship Fund are normally made by bank transfer from the University Payments Team. Students **must** complete a student bank details form, and submit this via e-mail from their **University e-mail account**. Please visit <http://www.cumbria.ac.uk/study/student-finance/student-bank-details/> to access the form.

Any change of bank details must be completed through the above process, and it is your responsibility to notify the University Payments Team of any in-year account changes.

In the event of any problems with the bank details form, please contact the University Payments Team by emailing accountspaybleteam@cumbria.ac.uk.

Failure to complete this will delay any award payment.

Part 12: Declarations

32. I certify that to the best of my knowledge, I fulfil the following criteria (please tick the relevant boxes)

I am a UK National

I am an EU National

I am from outside of the UK

1. I declare that the information that I have given on this form is correct and complete to the best of my knowledge.
2. I understand that giving false information will automatically disqualify my application and may lead to disciplinary procedures resulting in possible expulsion from the University of Cumbria. I further undertake to repay any loans/grants obtained by me as a result.
3. If I have an outstanding short-term loan, I authorise it to be repaid from any award made.
4. In submitting this form, I understand that I am giving the Money Advice Team permission to contact any appropriate person within or external to the university to clarify or obtain information about me in order to process my application form. Occasionally, an external organisation may request my written permission in order to release information about me and I understand that I will be contacted to request this information. If I have any concerns about this, I understand that I can contact the Money Advice Team.

By ticking this box and entering your name below, you are agreeing to the above declarations. If you do not tick this box, we will not be able to process your application.

Your name:

Date:

Confidentiality

Applications are seen only by the Hardship Fund Panel. It may be necessary for additional supporting information to be sought from other university staff in order for the Panel to reach a decision.

Data Protection

The University of Cumbria collects and uses personal information about students in accordance with applicable Data Protection and Privacy laws, including the Data Protection Act 1998 and the General Data Protection Regulation. Please read the Privacy Statement, which you can access here <https://www.cumbria.ac.uk/study/student-finance/support-funds/> and contact us if you have any queries.

This Privacy Notice explains how we handle the personal information of Hardship Fund applications.

Part 13: Student Checklist

33. Your application will not be accepted without the following evidence, which should be scanned and attached to your electronic application saved with your name and 'Hardship19'.

Please provide scans of the originals of each item of relevant documentary evidence. Your information shall be kept in accordance with UK Data Protection standards and will not be used for any other purpose than assessing your application.

<ul style="list-style-type: none"> Recent itemised bank statement covering at least THREE months for ALL accounts. (You may provide downloads from online bank accounts as long as they show the URL/web address). If you provide downloads you may e-mail these to the relevant money advice email address. 	
<ul style="list-style-type: none"> Notification of your student loans/grants/bursary 	
<ul style="list-style-type: none"> Proof of all benefits received by you and your partner (where applicable) – ALL pages of relevant award/entitlement letters 	
<ul style="list-style-type: none"> Up to date Tax Credit notification (ALL pages) 	
<ul style="list-style-type: none"> Tenancy agreement/mortgage statement 	
<ul style="list-style-type: none"> Council Tax bill if you have a partner or another (non-student) adult within the house 	
<ul style="list-style-type: none"> Proof of postgraduate funding (Professional Career Development Loan/PG Study Loan/Other) 	
<ul style="list-style-type: none"> Proof of earned income for your partner (e.g. wage slips/P60) for the last three months 	
<ul style="list-style-type: none"> Proof of maintenance / child support (e.g. CSA letter) 	
<ul style="list-style-type: none"> Proof of any other income 	
<ul style="list-style-type: none"> Proof of any loans/credit cards/store cards – e.g. loan schedule, most recent statement 	
<ul style="list-style-type: none"> Proof of field trips (letter from tutor) 	
<ul style="list-style-type: none"> Proof of childcare costs (e.g. bill from childcare provider) 	
<ul style="list-style-type: none"> Other – please specify: <input type="text"/> 	

Money Advice contacts – Please use the following contacts for all enquiries:

Post	Email
<p>Carlisle: Money Advice Team, University of Cumbria, Fusehill Street, Carlisle, CA1 2HH</p> <p>Lancaster: Money Advice Team, University of Cumbria, Bowerham Road, Gateway Building, Lancaster. LA1 3JD</p>	<p>For all Hardship Fund queries please email: hardship@cumbria.ac.uk</p> <p>For all other money advice questions please email moneyadvice@cumbria.ac.uk</p>