Student Welfare Service

Hardship Fund

www.le.ac.uk/welfare
What is the Hardship Fund?

The Hardship Fund is discretionary support provided by the University to assist if you are experiencing financial hardship. Awards from the Fund are income assessed and non-repayable. They are intended to help with day-to-day expenses and course related costs which include:

- Books
- Compulsory Residential/Fieldwork
- Accommodation
- Childcare
- Travel
- Utilities
- Fees

The Fund can also assist with unexpected and exceptional costs for example the result of a family bereavement; birth of a baby; unplanned relocation; temporary injury, or victim of crime, etc.

Am I eligible to apply?

If you are an International student, you are not eligible to apply for the Hardship Fund, but you should contact the Student Welfare Service for advice if you are experiencing financial difficulty.

If you are a Home Full-Time Undergraduate you are eligible to apply to the Hardship Fund if you are in financial hardship.

MA Social Work and PGCE students are treated as Undergraduate students in line with statutory funding entitlement.

If you are a Home Part-time student you will only be considered for course related assistance because it is expected your everyday income should be sufficient to maintain your living costs.

Postgraduate and EU students are expected to have made realistic provision to meet full costs before commencing studies, and as such will only be considered for support if it can proved there has been a significant change in circumstance, since the onset of studies, leading to financial hardship.

For further details on eligibility visit the Student Welfare Service webpages at www.le.ac.uk.

Awards from the fund are needs-related and assessed on an individual basis. As a result, it is difficult to give a clear indication of your eligibility, or the likely value of any possible award until an application has been submitted and the assessment process completed. Nonetheless, you are encouraged to apply even if your application is unsuccessful, because the Student Welfare Service can still advise on other possible areas of support that may alleviate financial hardship.
How do I apply?

You can apply any time throughout the academic year which includes re-applications if you experience a change in circumstances. An application form can be requested from the Union Point; Student Welfare Service Reception, or email welfare@le.ac.uk.

The form can also be downloaded from the Student Welfare Service webpages at www.le.ac.uk.

Once the form is completed you should return it to the Student Welfare Service along with the supporting documents detailed within the form. This can be posted (address overleaf), sent electronically or delivered by hand. If you feel you need help in order to obtain the maximum support you may be entitled to, you can book an appointment with a Welfare Adviser before submitting your application.

How is my application assessed?

In most cases the Hardship Fund is assessed following a means tested calculation taking into account your income (plus partner or parents if applicable) and expenditure. You will be awarded any identified shortfall in income. In exceptional cases, further discretionary support may be applied if it is seen as beneficial to your long term academic progress and student experience.

In order to maximise potential entitlement it is therefore important that you provide as much documentary evidence and information in regards to your circumstance as possible.

How will I be notified and paid?

Once an application is received you will usually receive a decision on your entitlement and award within 10 working days via post and/or email. Once you receive your award notification you should receive payment into your bank within 5 working days. The process will be delayed if you fail to provide sufficient evidence as listed on the application form.

In exceptional circumstances, payments can be paid directly to third parties, and you can request an alternative method of payment if a bank transfer may cause additional financial hardship.

You will be informed of how to appeal your award as part of your Notification letter but you are encouraged to discuss the decision with a Student Welfare Adviser first, who will be able to explain the reasons for the outcome of the application, and offer advice on alternative funds and income that may be available.
What other help is available?

The **Student Welfare Advisers** can advise on a range of financial matters, including how to maximise income, budgeting, overdrafts, and benefits. You can book an appointment at the Union Point or by contacting the Student Welfare Service. They can also liaise directly with your Student Finance funding body should you experience any problems with your loan and grant awards.

**Unitemps** is an employment agency specialising in temporary/part-time employment, located on the ground floor of the Percy Gee building. Please see their website: [www.unitemps.co.uk](http://www.unitemps.co.uk)

**Grant-making Organisations** may consider help for students. *The Guide to Educational Grants* is held in the University library.

Alternatively, book an appointment with a Welfare Adviser to investigate potential opportunities.

How to contact the Student Welfare Service

Student Welfare Service  
Student Experience Division  
1st Floor Percy Gee Building  
University Road  
University of Leicester  
Leicester  
LE1 7RH

**W:** [www.le.ac.uk/welfare](http://www.le.ac.uk/welfare)

Where to find the Union Point/Student Welfare Service

---

**We are here**

**Percy Gee Building**  
The Union Point is in the Concours Area of the Percy Gee Building on the Main University Campus. The Student Welfare Service is located on the First Floor.