



Student Welfare Service

Full-time

Application for support from the Hardship Fund

and other hardship funds for home/EU students

Your Name:

Student Number:

(please see library card)

Please state the academic year in which you are applying for support

e.g. 2017/18

How did you hear about this fund?

Important:

- Your application will only be considered if you answer all the appropriate sections and attach copies of all relevant documents.
If you experience difficulty in completing the form or are unable to provide the supporting documents required please contact us for advice; see the final page of this application form for contact details (or below).
- Please answer all the questions by ticking the appropriate boxes or marking N/A if not applicable to you. Paper applications must be written in ink.
- Carefully read the Data Protection statement below.

Confidentiality

Applications are seen only by the Student Welfare Service staff. It may be necessary for additional supporting information to be sought from other University staff in order for a decision to be reached, in which case we will seek your permission beforehand.

Statement on Data Protection

The information you provide will be used only for the purposes of the administration of the above funds. It will be used by persons connected with the operation of these funds (e.g. administrators and trustees). The University's auditors sometimes ask to see information pertaining to individuals in order that they can monitor the University's spending of public money and your information may be disclosed in such circumstances.

The information will be treated with sensitivity and in confidence at all times. It will normally be held for seven years and will then be destroyed. If you wish to see information that is held about you please contact the Student Welfare Service in the first instance; we may refer you to the University's Data Protection Officer if we are unable to deal with your enquiry.

Your completed form should be posted, hand delivered or sent electronically using your University of Leicester email address to:

Student Welfare Service, Charles Wilson Building, University of Leicester, University Road, Leicester, LE1 7RH

Tel: +44 (0) 116 2231185 Email: welfare@le.ac.uk

Notes for Guidance

- For eligibility and full application details see: www.le.ac.uk/welfare
- Applications can be accepted throughout the academic year up until the deadline of 31st July, except final year students who need to apply no later than 4 weeks prior to their course end date. Please note the Hardship Fund is drawn from a finite pot so it is recommended you submit your application as soon as possible because any award will be subject to available funding.
- It is important that all supporting documentation is enclosed with your application form. The Student Welfare Service cannot usually accept original documents and you are therefore asked to provide legible photocopies. In exceptional circumstances you may be contacted by the Hardship Fund Administrator and asked to supply relevant original documents. Applications that do not have supporting documents are incomplete and cannot be processed. These forms may be returned to you with an explanatory letter. This will delay your application. For evidence see page 11.
- If you need help with any part of the form please contact a Student Finance Adviser (for details see final page) who will advise you over the telephone or offer an appointment if practical.

Part 1: Your Personal details

Complete all parts

1 Is this your first contact with the Student Welfare Service? Yes No

2 Your title (tick one box only) Mr Mrs Miss Ms Other (specify)

3 Your first names (in full)

4 Your surname (in full)

5 Your date of birth (dd/mm/yyyy)

6 Your age in years

7 Your full address
Please put an address that is to be used for all correspondence (include the postcode)

Post code

8 Telephone numbers
Daytime Home Mobile

9 University Email address

10 Personal status/Accommodation details
Do you live:
alone? with your partner/spouse/children? in shared accommodation?
in lodgings? in University accommodation? with parents/guardian?
other (please specify)

11 Are you a care leaver/or estranged from your parent(s)? Yes No

12 Do you have caring responsibilities for an adult family member? Yes No

If yes, please can you provide further details in part 9

Part 2: Your Course Details

Complete all parts.

13 Course title

e.g. BA English

14 College/Dept.

e.g. Arts

15 Undergraduate

Postgraduate

Writing up

Tutor's Name (if known)

Do we have your permission, if necessary, to contact your personal tutor?

Yes

No

16 Location of Studies

e.g. Main Campus/School of Education etc.

17 Course Dates

Start (month/year)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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End (year)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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18 Year of course (please tick)

Foundation

1

2

3

4

5

6

19 Is this a repeat year?

Yes

No

20 Is this your final year?

Yes

No

21 Are you studying abroad?

Yes

No

If **Yes**, please give details below confirming dates of course; the university you will be attending; Erasmus funding (if applicable)

22 Are you currently in suspense and not in attendance for all/part of the year?

No

Yes

If yes, please can you provide reason(s) for suspension in part 9

Part 3: Compulsory Fieldwork/Residential

Please give start and finish dates (including travel days) and location of any **compulsory** fieldwork or residential. We will also require your supervisor's name who we will contact to confirm arrangements.

Fieldwork Supervisor

Total Estimated Cost

£

Part 4 : Previous Study

- 23 Have you ever studied a course of higher education in the UK (e.g. degree or HND) before starting your current course? Yes No

If **Yes** please give the following details:

Institution (name of college or University)

Course title

Start date

End date

Did you complete the course/receive an exit award?

Yes

No

If **Yes** what qualification did you attain?

If you have studied in Higher Education more than once before please give details of all other courses in part 9 and tick this box to indicate you have done so

Part 5: Disability/Special medical needs

Disabled students, especially those with a specific learning difficulty such as dyslexia, may wish to apply for a preliminary diagnostic test, prior to applying for a Disabled Students Allowance. Assistance in meeting this cost may be provided through the Hardship Fund. For more information on the diagnostic test, contact the AccessAbility Centre – see www.le.ac.uk/accessability for details.

For more information on DSA see www.gov.uk/disabled-students-allowances-dsas

- 24 Do you have a disability, specific learning difficulty or chronic medical condition? Yes No

- 25 Have you applied for Disabled Students Allowance (DSA)? Yes No

- 26 Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA or for assistance towards the cost of a diagnostic test? e.g. dyslexic students Yes No

- 27 Do you wish to apply for other additional costs relating to your medical condition? e.g. prescription charges, travel to attend medical appointments Yes No

- 28 If **Yes** to any of the questions above please provide details below,

Part 6: Your Dependents

Complete this part if relevant, giving details of any children who are financially dependent upon you. If you are paying for registered childcare it is very important that the Ofsted number is provided. If you are unable to use registered childcare please give details in part 9.

29 Do you have any children who are financially dependent on you?

Yes No

Give details of children's full name(s)

Date(s) of birth

Child 1

Child 2

Child 3

Do you require childcare in order to attend your studies?

Yes No

If **yes**, please give the **carer details** below.

If you are requesting assistance with these costs, your child/children should normally be cared for by a registered child minder/nursery/play scheme etc.

You can only receive childcare support for childcare required to undertake study, workshops or fieldwork associated with your course.

Carer Details

Name and address of Childminder/Nursery

Telephone Number

Child 1

Child 2

Child 3

Ofsted Number

Care Provided

How many hours/days is childcare required?

Term Time Arrangements

Vacation Arrangements

	Days	No. of hours per day	Cost (specify per hour/day)	Days	No. of hours per day	Cost (specify per hour/day)
Child 1	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Child 3	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

30 Are you in receipt of the free Early Years Entitlement from your local authority? If yes please provide details in part 9.

Yes No

If you have additional children or childcare providers, please provide details in Part 9 and tick this box to indicate you have done so.

Part 7: Your Income

Please mark N/A in the box if it is not applicable to you.

If you are in receipt of a student loan, it is particularly important that you tick the relevant box below regarding whose income was assessed to determine the level of support you receive

Please indicate who is financially assessed for your students loans, grants etc.

Parent/Guardian Partner Non Income Assessed Self

Annual Amount

Student Maintenance Loan/Postgraduate Loan	£
Maintenance/Special Support Grant	£
Adult Dependants' Grant	£
Parents' Learning Allowance	£
Childcare Grant	£
University Bursary or Scholarship	£
Welsh Assembly/Northern Ireland Bursary	£
Bursary (NHS,TTA)	£
Parental/partner contribution	£
Net earnings from your paid work	£
Working/Child Tax Credits	£
Professional/career development loan	£

Weekly Amount

Student and/or partner if applicable

Universal Credit	£
Housing Benefit	£
Child Benefit	£
Income Support/JSA/ESA	£
Disability Benefits <i>(please specify)</i>	£
Other income <i>(please specify)</i>	£

Savings *(Student and/or Partner if applicable)*

£
£

Partners Income

Net annual income

(take home pay after deduction of NI and Tax)

£

Please continue in part 9 if you wish to include additional information in regards to your income. Please tick the box to indicate that you have done this.

Part 8: Your Expenditure

Please mark N/A in the box if it is not applicable to you.

Place in the expenditure column all household expenditure you and your partner (if applicable) have. If you have children the expenditure should include costs relating to them as well.

	Monthly Amount
Rent	£
Mortgage	£
Board	£
Council Tax	£
General living costs (utilities, TV licence, insurance, groceries)	<small>For office use only- standard costs are included as per government guidelines</small>
Building Insurance (home owners only)	£
School Meals	£
Other Debts (please give details and evidence in part 9)	£

Travel

Do you run a car/motorbike (delete as appropriate)
Please specify your reason for running a car/motorbike in part 9

Yes No

If **Yes**, what is your weekly mileage

to your course?

other?

If **No**, what are your weekly public transport costs (bus/train)?

£

Does your partner run a car/motorbike(delete as appropriate)?
Please specify the reason why your partner runs a car/motorbike in part 9

Yes No

If **Yes**, what is their weekly mileage?

If **No**, what are their weekly public transport costs (bus/train)?

£

Tuition Fees

Please tick as appropriate

		Annual Amount
Paid by Tuition Fee Loan	<input type="checkbox"/>	£ <input type="text"/>
Paid by parent	<input type="checkbox"/>	£ <input type="text"/>
Paid by student	<input type="checkbox"/>	£ <input type="text"/>
Other (please specify below)	<input type="checkbox"/>	£ <input type="text"/>

Please continue in part 9 if you wish to include additional information in regards to your expenditure. Please tick the box to indicate that you have done this.

Part 9: Supporting statement

You **must** submit a supporting statement, explaining your reason(s) for applying and what you would like assistance with.

Please explain your financial situation in detail, giving any information in support of your application for funding that you consider to be relevant. It is important you clearly highlight the reasons you are applying for financial assistance and for what particular costs you are specifically applying for (e.g. childcare, residential, travel, course costs). Please remember to give additional details, where prompted, throughout the various sections of the form. It is important that you tell us of any anticipated changes to your household income or expenditure in the next 12 months (e.g. new job, moving home, having a baby, change in partner's income). You may be asked to provide further information about this. Please attach a separate sheet if required.

Part 10: Payment Details

Bank

Branch

Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you do not wish to receive payment into your account, please give reasons below

Please provide a list of all bank accounts held by you and your partner (if applicable)

Name of Bank/ Building Society	Type of Account e.g. student/ savings	Account Number	Sort Code	Overdraft Facility	Balance of your Account (indicate if in credit or debit)

If you have additional bank accounts please continue in part 9 and tick the box to indicate that you have done so.

Office Use Only

Bank details checked by

Signature

Date

Bank details input by

Signature

Date

Bank details input check
completed by

Signature

Date

Part 11: Declarations

It is very important that all the relevant boxes are ticked – this helps us to determine your eligibility for support from the fund.

If you have lived in the UK for at least three years before the 1st day of the 1st academic year of your course and have no restrictions on your stay (or have been granted refugee status) you will normally meet the eligibility criteria. If you have been notified that you are eligible for support from Student Finance England (SFE) then you definitely meet the criteria. If you are unsure and would like clarification of your personal eligibility, please contact the Student Welfare Service – details below.

Please do not forget to sign and date your form.

How long have you lived in the UK before you started year 1 of your course?

5 years or more

Less than 5 years

If less than 5 years please give the date when you first lived in the UK.

Are you a non-UK European Union National?

Yes

No

Have you ever had any restrictions on your length of stay in the UK?

Yes

No

If **Yes**, please provide documentary evidence that this no longer applies.

- **I declare that the information that I have given on this form is correct and complete to the best of my knowledge.**
- **I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures being brought against me by the University. I further undertake to repay any grants obtained by me as a result.**
- **I agree to any award approved being used to settle any outstanding debts I have accrued with the University.**

Your name (CAPITALS)

Your signature

Date

Once completed the form should be posted, hand delivered or sent electronically using your University of Leicester email address to:

Student Welfare Service, First Floor, Charles Wilson Building, University of Leicester, University Road, Leicester LE1 7RH

T: +44 (0)116 223 1185 Fax: +44 (0)116 223 1196 Email: welfare@le.ac.uk Website: www.le.ac.uk/welfare

Evidence Required

Please ensure that all required documentary evidence is submitted with your application

Details of information required

- Below is a list of documents you will need to submit (depending on your circumstances) with your completed application form. If any evidence is missing no assessment will normally be made until the evidence is provided and your form may be returned to you with an explanatory letter. In addition to this, you may need to send in further (photocopies of) documents specific to your situation. We will contact you if this is necessary.
- If you have any questions on which documents you need to produce please contact the Student Welfare Service as detailed on page 10 of the form.

- Student Finance England (or Wales, Scotland, Northern Ireland funding body letter) Support Notification letter
- NHS or other Bursary Notification Letter
- Research Council/Board Award Notification Letter
- Receipts from Nursery/Childminder
- Proof of any benefits/tax credits of which you are in receipt (either full award letter or first three pages of payment book)
- University Bursary/Scholarship Notification Letter
- Bank/Building Society statements – copies of the most recent three months on all accounts held by you and your partner (if applicable), clearly annotated, to show as far as possible, where your money has been spent and where credits are from. If you do not have the relevant statements, most banks will be able to provide you with a printout (do not ask for copy statements as these normally incur a charge). Ask your bank to put your name and their branch stamp on the printout. Printed online transactions can be provided but must clearly show your name, address and bank account details. If you are eligible for a Student Maintenance Loan then we need to see evidence of this payment received into your bank account.
- Evidence confirming bank, sort code and account number if not highlighted on bank statement.
- Evidence of Rent/Mortgage (unless payment of this is very clear from your bank statement)
- Evidence of Council Tax liability (if applicable)
- Other documents in support of your circumstances (e.g. medical certificates, evidence of high travel costs, proof of refugee status, Exceptional Leave to Remain/Enter etc.)
- Current (valid) motorcar/motorbike insurance certificate (if applicable)

Please note if eligible you must have taken out a Student Maintenance Loan before receiving help from the Hardship Fund. In the case of students applying for funding through Student Finance England (England), Student Finance Wales (Wales) SAAS (Scotland) or Student Finance NI (Northern Ireland) you must have applied for your full assessed entitlement. If you are unable to access your full due entitlement this does not make you ineligible for the Funds but further information will be required. It is advisable in these circumstances that you make an appointment to see a Student Welfare Adviser; contact details can be found on page 10 of this form.

For more information

Student Welfare Service,
Charles Wilson Building
University of Leicester
University Road,
Leicester LE1 7RH, UK
t: +44 (0) 116 223 1185
e: welfare@le.ac.uk
w: www.le.ac.uk/welfare



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