

Student Welfare Service

# Part-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 final page of the application form for contact details (or below).**
- Please answer all the questions or mark 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](mailto:welfare@le.ac.uk)**

### Notes for Guidance

- For eligibility and full application details see: [www.le.ac.uk/welfare](http://www.le.ac.uk/welfare)
- Applications can be accepted throughout the academic year up until the deadline of 31<sup>st</sup> 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 12.
- If you need help with any part of the form please contact a Student Finance Advisor (for details see page 11) who will advise you over the telephone or offer you 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 post code)

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)

## Part 2: Your course details

Complete all parts.

11. Course title

e.g. HE Certificate in Counselling

12.

Undergraduate

Postgraduate

Writing up

Tutor's Name (if known)

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

Yes

No

13. Location of Studies

e.g. Lifelong Learning/School of Education/Distance Learning etc.

14. Date of start of course (month/year)

M

Y

15. When should the course finish (month/year)

M

Y

16. Year of course (please tick)

1

2

3

4

5

6

17. Is this a repeat year?

Yes

No

18. Is this your final year?

Yes

No

19. Compulsory Fieldwork/Residential/Workshop: If known please give details of any compulsory field work or residential trips you will be required to undertake. Please give start and finish dates and location of fieldwork or residential.

**Questions 20 to 22** – If you are unsure of the number of credits or costs of your course please contact the course administrator,

20. How many credits are you taking this academic year?

21. How much are your course fees for the full course?

£

22. How much are your fees for this academic year?

£

23. Have you any experience of Higher Education?

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**24.** Have you previously received funding for any course of study at the University of Leicester?

Yes  No

Yes  No

**If yes to 23 or 24, please give details below including the course title, location of study, start and end dates, whether you completed the course, qualification, and how the course was funded.**

**25.** Are you currently undertaking any other programme of study?

Yes  No

**If yes, please give details below including course title, location of study, start and expected end date.**

### Part 3: Statutory Support and Other Funding

Complete all parts

- Home students can apply to Student Finance England (SFE) for statutory support if they **do not** already hold an equivalent or higher level qualification and meet the residency criteria. If you commenced study before 01/09/2012 your course must be at least 50% (usually 60 credits per annum) of an equivalent full time course and you can apply for a means tested fee and course grant. If you commenced your course after 01/09/2012 your course must be at least 25% (usually 30 credits per annum) of an equivalent full time course and you can apply for a non means tested fee loan. For full details on eligibility for statutory funding please visit [www.gov.uk/student-finance/who-qualifies](http://www.gov.uk/student-finance/who-qualifies)
- To receive University funding you are expected to apply for statutory support first if you are eligible.
- If you have already applied and not yet received confirmation from SFE or you have not applied but believe you may be eligible, tick yes to number 26 and send in this application form with other documentary evidence. You must then forward the notification from SFE as soon as it is received.

26. Have you applied to Student Finance England for assistance with fees and course costs

Yes

No

If **NO**, please give the reasons: e.g. ineligible due to previous study, household income too high, etc.

You may be asked to provide further information/evidence

27. Have you applied for or received funding towards your part-time study from any other source? e.g. employer/charitable organisations/parent/partner/Welsh Local Authority etc.

If **YES** please give details below.

You may be asked to provide further information/evidence

## Part 4: 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 7**.

28. 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 childminder/nursery/play scheme etc.

You can only receive childcare support for childcare required to undertake study, workshop 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?

Days

Number of hours per day

Cost (specify hour/day etc.)

Child 1

Child 2

Child 3

Please continue on **Part 7** if necessary and tick this box to indicate you have done so

29. Are you in receipt of the Free Early Years Entitlement from your local authority?

Yes  No

If yes please provide details in **part 7**

## Part 5: Disability/Special medical needs

Complete this part if relevant.

In certain circumstances students who are disabled or have a specific learning difficulty may be entitled to help with additional related costs via a Disabled Students' Allowance (DSA) from Student Finance England (SFE). In these cases an initial diagnostic test, prior to applying for the Disabled Students' Allowance may be provided through the Hardship Fund. For more information on the diagnostic test, contact the AccessAbility Centre – see [www.le.ac.uk/accessability](http://www.le.ac.uk/accessability) for details. For more information on DSA see [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas).

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

31 Have you applied for Disabled Students' Allowance (DSA)? Yes  No

32 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

If **YES** please provide details: (continue in **part 7** if necessary and tick this box to indicate that you have done so)





## Part 7: Supporting statement

You **must** complete a supporting statement below, 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 that you consider to be relevant. It is important you clearly highlight the reasons you are applying for financial assistance and what particular costs you are specifically applying for (e.g. fees, childcare residential travel, course costs). Please remember to give additional details, where prompted, throughout the various parts 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 8: Payment Details

### Payments from the Hardship Fund will be made direct into your bank account

Please give details below and provide documentary evidence confirming your bank sort code and account number (photocopy of bank card; bank statement etc.)

Bank												
Branch												
Sort Code												
Account Number												

If you do not wish to receive payment into your bank 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. current/savings	Account Number	Overdraft Facility	Balance of account (indicate if in debit or credit)

If you have additional bank accounts please continue in **part 7** and tick the box to indicate you

### Office Use Only

Bank details checked by	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Bank details input by	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Bank details input check completed by	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

## Part 9: Declarations

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

If you have lived in the UK for at least three years before the 1<sup>st</sup> day of the 1<sup>st</sup> 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

**Please see overleaf for the evidence required**

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](mailto:welfare@le.ac.uk)**

## Evidence Required

Please ensure that all required documentary evidence is submitted with the 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 11 of the form.*

- Student Finance England Part-Time Support Notification Letter (or Wales, Scotland, Northern Ireland funding body 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).
- Immigration documents if you are a non UK national, e.g. passport, Home Office letter etc. (see part 9)
- Evidence of council tax liability.
- Evidence of household income, copies of yours and your partner's (if applicable) most recent three months' payslips or most current P60.
- 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 name, address and bank account details.
- 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).
- 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)

### 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](mailto:welfare@le.ac.uk)  
w: [www.le.ac.uk/welfare](http://www.le.ac.uk/welfare)



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