

**Hardship Support Fund
Application Form 2017/18**

Office Location and date Stamp (Office Use Only):

Application checked by - Staff Initials: _____

Part 1: Personal Details

Student ID: _____

Family Name _____

First Name: _____

Gender: Male Female

Date of Birth: (dd/mm/yyyy) _____ Age on 1/09/2017: _____

Term Time Address:

Tel Number: _____

Email: _____

Postcode _____

Please tick as appropriate:

- Single Parent:
- Student with Partner and Children:
- Number** of Children (aged 16 & under or aged 16-19 in education) _____
- Single Student (no children):
- Student with Partner (no children):
- Disabled Student:
- Dyslexic Student:
- Care Leaver:
- Estranged Student:

Your Accommodation Details:

- Do you live:
- Alone
- With Partner/Spouse
- With Parent/Guardian
- In Shared Accommodation

How many adults live at this address _____

Part 2: Your Course Details – COMPLETE all questions

Course Title: _____

Undergraduate Postgraduate Full Time Part Time

If **part time**, how many modules are you studying this academic year? _____

Year of Course: 1 2 3 4 Placement Year

Is this a Repeat year Yes No Is this your Final year Yes No

- School** Business & Law Computing & Digital Media CASS
- Human Sciences Social Professions Social Science

Part 3: Income and Expenditure – Please complete all parts, if none, please state nil or 0

Essential in order to process your application.

Your Income	£ Per Week
Student Maintenance Loan (UG)	
Post Graduate Loan (SFE)	
Maintenance Grant or Special Support Grant	
Parents Learning Allowance	
Adult Dependents' Grant	
Childcare Grant	
London Met Bursary	
NHS/Social Work/Teacher Training Bursary	
Career Development Loan	
Net Earnings	
Income Support	
Housing/Council Tax Benefit	
Jobseekers Allowance	
Universal Credit	
Child/Working Tax Credit	
Child Benefit	
Disability Benefit	
Other Income (savings etc please specify)	

Total Students' Income	
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Partners Income	£ Per Week
Net Earnings	
Other (please specify)	
Total Partners Income	

Total Household Income (Student's + Partner's Income)	
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Your (& partner's) Expenditure	£ Per Week
Rent/Mortgage/Halls Fees	
Council Tax	
Gas	
Electricity	
Water	
Telephone	
Food/Household/Laundry	
TV Licence	
Childcare Costs	
Disability Costs – Not covered by the DSA (please specify)	
Medical Costs (please specify)	
Books/Equipment/Course Costs (Not tuition fees)	
Public Transport Costs (to and from place of study) Please indicate Zones of travel	
Private Vehicle Costs (Road Tax, Fuel, Insurance etc)	
Other Expenditure (please specify)	

Total Expenditure	
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Debts: please list any debts you have (excluding bank overdrafts)	Current Amount £
Total Debt	

Please keep a copy of this plan

Part 4: Your bank details: Awards are paid directly to your bank account; please write your details clearly.

Disclaimer: Please check the status of your account before entering details here. Once a payment has been authorised it cannot be stopped - it is irrecoverable. Repeat payments will not be made under any circumstances.

Name of Bank: _____

Account Number:

Sort Code: - -

Office use – check and match bank statements YES NO

Part 5: Third Party Consent: With your consent payments can be made to a third party. By signing the declaration below you are agreeing to us paying a third party.

I authorise the payment of third parties on my behalf, as approved by the committee.

Signed: _____ Date: _____

Part 6: Declaration:

I declare that information I have provided in my application is correct and that the documents provided are genuine. I confirm that I am in regular attendance on my course. I understand that giving false, fraudulent or misleading information will result in my application becoming void and could result in disciplinary action and possible suspension from the University. I understand that I will be required to repay any money paid to me as a result of this application being void.

Signed: _____ Date: _____

HUB Office Use only:

Enrolled Not Enrolled FT PT Repeat Year UG PG PGCE

School BUSS C&DM CASS HS SP SS

Previous Awards: £ _____ £ _____ Date: _____ ELQ check: _____

Satisfactory Attendance: YES NO Name of Person completing check: _____

Committee Use Only - once above completed:

Awards: Yes Standard Award: £ _____ Non-Standard Award: £ _____ Total: £ _____

No Reason: 1 2 3 other (listed)

Pend application incomplete - refer back to HUB (Date) _____

Assessor Initials: _____

Part 7: Document Checklist – Please submit photocopies only. Do not submit original documents as these will not be returned. Please tick the box(es) below next to the documentation you have included in your Hardship Support Fund application form. Please ensure you include all relevant documentation for an accurate and prompt decision. - FORMS WILL ONLY BE ACCEPTED BY HUBS WITH ALL DOCUMENTS ATTACHED

ALL Students MUST Provide:

- Personal statement – this is to explain why you are applying to the hardship fund.
- Evidence of rent **or** mortgage **or** weekly contribution to rent if living in parental home (no more than 3 months old)
- Your Bank statements and your partners Banks statements for **ALL** bank accounts for the last 3 months*(* 1 week prior to submission of form) - **Explain all debits/credits of £100 or over. Write the reason next to the debits/credit.**
- Evidence of **ALL** benefits received (if applicable)
- Partner's net earnings **or** benefit received (if applicable) – p60's, payslips, benefits notice etc
- Council tax bill (if applicable)

In Addition:

For Full-Time Undergraduate, PGCE & Professional Diploma in Architecture Students:

- Your 2017/18 SFE financial offer letter, which shows your financial breakdown, payment advice and payment timetable (**showing your loan including your full tuition fee loan & any grant payments, this also shows you have taken out the maximum loans**) for students with childcare this may be a provisional assessment letter

For Part-Time Undergraduate Students:

- New part time students, evidence of your 2017/18 part time Loan from SFE (download breakdown from online account)
- Continuing part time students evidence of your 2017/18 part time grants from SFE (download breakdown from online account)
- Your Net Earnings (both New and continuing students)

For Postgraduate Students:

- Evidence of receipt of your SFE Post Grad loan, Professional Career Development Loan (PCDL) **OR** letter of rejection (Part-time students do not need to apply for PCDL) **OR**,
- Copy of direct debit or instalment plan agreement to cover payment of tuition fees, (any fee instalment amounts that has been agreed **must** be paid at time of application)
- You must also show that you have **made adequate and realistic provision at the start of the course** to fund both your tuition fees and living costs while on your PG course.

For all Students with Children Aged 16 and under or aged 16-19 in education must provide:

- Child(ren's) full birth certificates
- Child Benefit entitlement letter or Banks statement showing Child Benefit
- Child Tax Credit **entitlement letter, (all pages are required)** Not the annual declaration
- Proof of child care costs, registered or unregistered (if applicable)

Debt and Emergency Loans:

- Proof of outstanding debt (if applicable). Include original documents detailing to whom the debt is owed, the amount, and their contact and bank details in the event of a third party payment.
- Proof of debt repayment schedules (if applicable)