

University Hardship Fund (UHF) 2019/20 Application Form

Before completing the form please read these brief guidance notes.

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| For the **FULL** guidance notes please visit the Money Matters section of the Student Handbook. If you require further clarification please contact: studentfunding@marjon.ac.uk |
| If you have difficulty with completing any of the sections please refer to the “Completing the Application Form” section at the back of this form Please note: Your application will not be processed until it is fully completed and all the necessary documentary evidence has been received. Please make sure the form is **signed and dated**.  |
| General Information |
| The University Hardship Fund (UHF) is a **means tested** fund providing financial assistance to full and part-time students who can demonstrate serious financial hardship that could prevent them continuing with their studies. |
| Early application is advisable and awards allocated may be phased over the year. To be considered for an award, applicants must have accessed their maximum entitlement to student loans and grants as well as student interest free banking facilities. |
| You must meet certain residence requirements to qualify for the fund. International students, EU students and students from the Channel Islands or Isle of Man cannot apply to the UHF.  |
| If you are studying part-time then your course must be equivalent to at least 25% of a full-time course.  |
| Postgraduate students can apply but have further specific criteria to meet so please refer to the full guidance notes for further information. |
| Students applying to the fund who have accumulated debt prior to coming to university must show that appropriate steps have been taken to arrange affordable payment plans or that they have sought advice from debt help charities such as Step Change or the Citizens Advice. Normally only priority debts will be taken into account in assessing entitlement to the UHF. For further information regarding priority and non-priority debts please refer to our Debt Sheet and tips which can be found on the Money Matters section of the Student Handbook.Students who received a University Hardship Fund award during the previous academic year must show that the money awarded was used appropriately for its intended purpose to be able to receive further awards, unless unexpected essential expenses have occurred.  |
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| The UHF stays open until the end of May as long as monies remain. The application deadline will be posted on the Community Hub each year. If there are still funds left a University Summer Fund will be opened for continuing students who will be in financial difficulty over the summer period. Details of this will be posted on the Community Hub nearer the time.  |
| Timetable for making a decision |
| Provided your application form has been accurately completed and the appropriate evidence submitted a decision will be made within 30 working days (excluding vacations).  |
| You will be notified of the outcome via an email to your university email account.  |
| It is your responsibility to keep checking your Marjon email account for updates and in case we need further information from you to support your application. |
| Submitting your application |
| In person: the Information Hub By email: studentfunding@marjon.ac.uk By post: UHF Assessment Team, Student Support, Plymouth Marjon University, Derriford Road, Plymouth PL6 8BH |
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| Payment of awards |
| Payments will be made into your designated bank account and your payment will be received within 10 working days of receipt of your award email, provided you have completed and emailed finance@marjon.ac.uk your BACS form which is detailed in the payment section of the application form.  |
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| Reassessment |
| The University will normally only consider one UHF application each academic year (not including the University Summer Fund), however, if your financial situation changes you may contact studentfunding@marjon.ac.uk for a reassessment form.  |
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| How to appeal |
| If you are unhappy with the outcome of your UHF application you can appeal against that decision by writing to: |
| The Appeals Panel, Student Support, Plymouth Marjon University, Derriford Road, Plymouth PL6 8BH |
| Or email: studentsupport@marjon.ac.uk with the subject line: “UHF appeal”.  |



UHF Application Form 2019/20

**Please make sure you have read the guidance notes on the front of this form and if you need further clarification please refer to the full version guidance notes available on the Money Matters section of the Student Handbook.
For help completing the form please refer to the “Completing the Form” help section at the back of this form.
If you are completing this form by computer please click into the empty grey boxes to type.**

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| **Section A: YOUR PERSONAL DETAILS** |
| Student Number |       |
| Surname |       |
| Forename |       |
| Date of Birth |       |
| Term-time address |       |
|       |
| Permanent/home address if different to above  |       |
|       |
| Contact telephone number |  |
| Personal email address |  |
| During term time do you live | [ ] Alone [ ] Alone with children [ ] With partner[ ] With partner & children [ ] In Marjon halls/village [ ] In shared student/private rent accommodation[ ] With parents or guardian |
| Are you any of the following(Tick all that apply) | [ ] Care Leaver [ ] Estranged Student [ ] Primary Carer[ ] Disabled [ ] Parent [ ] Mature Student 21+ [ ]  Have refugee status |

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| ***Official Use Only*** |
| Received: | Passed for assessment: |
| Course: | Year: |
| Missing evidence: |
| Missing evidence received: |
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| **Section B: COURSE DETAILS** |
| Course Title |       |
| Course Type | [ ] Undergraduate | [ ] Postgraduate |
| Are you studying | [ ] Full Time | [ ] Part Time |
| Year of study(e.g. Year 1, Year 2) |       |
| Is this a repeat year? | [ ] Yes | [ ] No |
| Is this your final year? | [ ] Yes | [ ] No |
| Is this a placement year? | [ ] Yes | [ ] No |
| If yes to above please give details of block placements  | Start date:       | Return date:       |
| Start date:       | Return date:       |
| If known please give the postcode of your placement & how many days you need to attend |       |

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| **Section C: YOUR FAMILY/DEPENDANTS** Please tell us about the family who you live with or those who live elsewhere that you financially support. If you have shared care of a child/children please give further details regarding living arrangements in the Supporting Statement in Section K of the application.  |
| Do you live with a partner? | [ ] Yes | [ ] No |
| If yes is your partner financially dependent on you? | [ ] Yes | [ ] No |
| Do you have any children living with you who are financially dependent on you? | [ ] Yes | [ ] NoIf “Yes” please can you list their details below: |
| NAME | RELATIONSHIP TO YOU | AGE |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Do you have any children living elsewhere who are financially dependent on you? | [ ] Yes | [ ] NoIf “Yes” please can you list their details below: |
| NAME | RELATIONSHIP TO YOU | AGE |
|       |       |       |
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| **Section D: DISABILITY/MEDICAL CONDITION/LEARNING DIFFICULTY** |
| Do you have a disability, chronic or long term illness or learning difficulty?  | [ ] Yes | [ ] No |
| If “YES” what is the nature of your condition/s if you are willing to disclose  |       |
|       |
|       |
|  Are you registered with the Student Support Disability & Inclusion Advice Service (DIAS)?  | [ ] Yes | [ ] No |

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| **Section E: POSTGRADUATES ONLY (NOT PGCE/SCHOOL DIRECT)**You are expected to have made a realistic financial provision for tuition fees and living costs for the whole academic year, at the onset of the course.Please tell us all annual sources of your provision: |
| Postgraduate Loan | [ ]  £      |
| Earnings | [ ]  £      |
| Grant | [ ]  £      |
| Sponsorship | [ ]  £      |
| Loans | [ ]  £      |
| Parental/Partner Contribution  | [ ]  £      |
| OtherPlease tell us about this | [ ]  £      |

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| **Section F: PAYMENT** Please follow the instructions on the Student Funding Advice section of the [Student Handbook](http://sites.marjon.ac.uk/handbook/student-funding-advice/) regarding UHF payments and complete the required Bank Details form. Email the form back to finance@marjon.ac.uk If you have any difficulty with this please email studentfunding@marjon.ac.uk for a Bank Details Form. **This must be completed in order for any money you are awarded from the fund to be paid into your bank account.**  |
| Please tick to confirm you have completed & returned the Bank Details form: |[ ]

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| **Section G: MONTHLY INCOME AND EXPENDITURE**Please provide your and (if co-habiting) your partners monthly income and expenditure details.Please divide your amount of **Student Funding** for the year by 10 to get your monthly income for the Academic Year.  |
| **INCOME** | **EXPENIDUTRE** |
| Maintenance Loan | £      | Rent/Mortgage | £      |
| Maintenance Grant**\*** / Special Support Grant\* | £      | Council Tax | £      |
| Parents Learning Allowance | £      | Electricity/Gas | £      |
| Adult Dependants Grant | £      | Water | £      |
| Childcare Grant | £      | Landline/Internet/TV license | £      |
| NHS Bursary**\*\*** | £      | Food/Household/Laundry | £      |
| University bursary | £      | Clothes | £      |
| Teacher Training Bursary | £      | Social/Leisure | £      |
| Postgraduate Loan | £      | House/Building/Life Insurance | £      |
| Professional /Career Development loan | £      | Car Costs: Road Tax/Car Insurance/MOT | £      |
| Universal Credit | £      | Travel Costs (fuel) | £      |
| Child Benefit | £      | Public Transport Costs | £      |
| Child Tax Credits | £      | Childcare Costs | £      |
| Child Maintenance Payments | £      | Child Maintenance Payments | £      |
| Working Tax Credits | £      | Mobile Phones | £      |
| ESA/JSA/PIP/DLA/Income support | £      | Course Costs/Books | £      |
| Housing Benefit | £      | Debit/Credit Card Payments | £      |
| Own Net Earnings | £      | Other expenditure including “one off” costs – please list below |
| Partners Net Earnings | £      |       | £      |
| Parental/Family Contribution | £      |       | £      |
| Other Income – please specify below |       | £      |
|       | £      |       | £      |
| **TOTAL INCOME:** | £      | **TOTAL EXPENDITURE:**  | £      |

 **\*Relevant to students prior to 2016/17 entry only \*\*Relevant to students prior to 2017/18 entry only**

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| ***Assessment Use Only*** |
| Total income | £ | Total expenditure | £ |
| Monthly Surplus | £ | Monthly Shortfall | £ |
| Standard award calculation |  |
| Non-standard award calculation |  |

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| **Section H: BANK ACCOUNT DETAILS** Please give us details of ALL accounts held by you and (if applicable) your partner**Evidence required:** photocopies/printed sheets of *three* months most recent consecutive itemised bank statements or building society books from each account held including savings accounts. |
| **Bank/Building Society name** | **Account Number** | **Overdraft** | **Balance** |
|       |       |       |       |
|       |       |       |       |
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| **Section I: DEBTS - CREDIT/ STORE CARDS/ CATALOGUES/ DEBTS TO THE UNIVERSITY/ ANY OTHER DEBTEvidence required:** Please supply evidence of any debt owed, e.g. County Court Judgements, most recent account statement letter and debt collection agency letter. Please note that if you qualify for an award, we will automatically pay any outstanding university debts from the current academic year. |
| **Organisation Name** | **Total Owed** | **Monthly Payment** |
|       |       |       |
|       |       |       |
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| **Section J: DEBT MANAGEMENT** |
| Do you have an agreed debt management plan?  | [ ] Yes | [ ] NoIf “YES”, please tell us what are your monthly repayments: £     **Evidence:** Please supply a copy of your agreement letter |

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| **Section K: SUPPORTING STATEMENT**This section is for you to describe your additional financial need, including unusual ‘one off’ costs that could not be foreseen, or if you have experienced exceptional circumstances that have affected your financial position. If you need to add further details from other sections of the application form please add the information to this section.**If you need to continue please do so on a separate sheet and attach.** |
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| **Section L: CHECKLIST OF EVIDENCE IETMS**Please ensure you include **all the relevant evidence applicable to you.** Any missing evidence will result in a delay in your application being processed.If you reside with your partner then you must include financial evidence for them also. Please tick the boxes to show that you have attached these documents to your application. To help us with your assessment highlighting and annotating regular payments made via bank account on all bank statements is encouraged.  |
| **ALL STUDENTS** please provide: |
| [ ]  | 3 month’s recent itemised bank statements for ALL accounts including savings for you and your partner (if applicable). Annotate all bank statements with payments or receipts over **£100** to explain the reason for credit/debit.  |
| [ ]  | Copy of Student Finance / Postgraduate Loan / NHS funding Awards letter & payment schedule  |
|[ ]  Evidence of accommodation costs – Tenancy agreement or Mortgage statement which must clearly show your name, address, the payment breakdown and details of any utilities included in the rent |
| **IF APPLICABLE** please provide evidence of the following  |
| [ ]  | Evidence of you and your partner’s income for past 3 months (wage slips / highlight on bank statements) |
| [ ]  | Other bursaries and Scholarships Award Notice |
| [ ]  | Copies of any arrears such as overdue notice letters, County Court Judgements, Magistrates Court Fines and debt management plan agreement letters |
|[ ]  Your most recent credit card / catalogue / store card / loan account statements |
| [ ]  | Housing Benefit Award Notice – please ensure this is the most recent version |
| [ ]  | Universal Credit Award Notice - please ensure this is the most recent version |
| [ ]  | Child Tax Credit / Working Tax Credit Award Notice – please make sure this is the most recent version and that it outlines your current entitlement |
|[ ]  Evidence of childcare costs (copies of child care receipts / invoices/ highlight payments on bank statements) |
|[ ]  Child Maintenance payments – this should be for payments made or received |
|[ ]  Evidence of being the primary carer for a relative/partner/friend e.g. evidence of receiving carers allowance prior to coming to university / evidence from professional  |
|[ ]  Evidence of Council Tax (students are not liable for Council Tax so evidence only applicable if living with partner who is not a student/Council tax exempt or if have previous Council Tax debt) |
|[ ]  Evidence to show car running costs: car tax, MOT, insurance, repairs – can be highlighted on bank statements |
|[ ]  Any other financial evidence related to your application |

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| **Section M: CONFIDENTIALITY & DATA PROTECTION** |
| * Applications are seen only by those responsible for assessing applications.
* It may be necessary for additional supporting information to be sought from other University staff in order to reach a decision e.g. attendance check with academic adviser/programme leader, confirmation with the finance department of outstanding university debts.
* If further information is required from a third party this **will only be requested with the permission of the applicant.**
* Plymouth Marjon University is a data controller in terms of the 1998 legislation. The Student Support Department follows Plymouth Marjon University policy on matters of data protection.
* The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic record keeping.
* The data will not be passed to any third party without your consent, except when the University is required to do so by law.
* Any formal enquiries concerning the use of data here should be addressed to the Head of Registry Services.
 |
|[ ]  **Please tick to confirm you have read and understood the above.** |

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| **Section N: DECLARATION** Please read the following carefully before signing your application. We cannot accept applications that have not been signed and dated.  |
| 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 resulting in possible expulsion from the University. I further undertake to repay any grants obtained by me as a result. I understand that the Plymouth Marjon University Hardship Fund should not be relied upon as a guaranteed source of income and I cannot normally expect to receive repeat awards for the same issue in any future applications.  |
| **Your Signature**A typed signature can be accepted if your application is sent via your Marjon email account |  |
| **Date** |  |

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| **OFFICIAL USE ONLY** |
|  **Initial Decision details** |
|  |
| **Total Award** |  | **Total instalments** |  | **Date of decision** |  |
| **Re-Assessment Decision details** |
|  |
| **Total Reassessment Award** |  | **Total instalments** |  | **Date of decision** |  |
| **Total Award including any reassessment**  |  |
| **End of year top up award** |
|  |
| **Total Top up Award** |  | **Total instalments** |  | **Date of decision** |  |
| **Total Award including any reassessment & top up** |  |

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| **Instalment Payment Plan** |
| **Date due** | **Amount** | **Payment Type** | **Date paid** |
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COMPLETING THE APPLICATION FORM

# Section A: YOUR PERSONAL DETAILS

*“Student Number “–* This is your Marjon student registration number which will be on your student card. If you do not have a card you will find the number on your offer letter/registration form.

*“During term time do you live:”* - We need this information as some of the assessment criteria are based on household circumstances

*“Are you any of the following*” – Please tick all that apply to you as some of the assessment criteria is based on this information and it also helps us assess if you may be eligible for any further bursaries or in need of extra support.

Section B: COURSE DETAILSPlease make sure you give all details of your course and any placements that you will be going on during this academic year.If you are unsureor where your placement will be and number of times a week you will need to attend then this can be left blank for now and your application can be reassessed once these details are confirmed.

Section C: YOUR FAMILY/DEPENDANTS

*“Is your partner financially dependent on you?” –* Do you provide the highest income in the household? (For example is your partner currently not working and on benefits so depends on your income/student funding to support them). If so then please answer yes.

*“Do you have any children living elsewhere who are financially dependent on you” -* Please list any children that do not permanently live with you but are still financially dependent on you
e.g. children from a previous relationship who live with the other parent.
Please provide evidence of child maintenance payments and/or give further details of financial support given in your supporting statement and the monthly expenditure section.

Section D: DISABILTIY/MEDICAL CONDITION/LEARNING DIFFICULTY*“What is the nature of your condition”–*Please give as much detail as you feel comfortable with.
If you are registered with the university DIAS team you can give your permission for us to request that we find out this information from them and/or that they can confirm and support your application if it is related to your disability/medical condition/learning difficulty.

Section E: POSTGRADUATES ONLY (NOT PGCE/SCHOOL DIRECT)
Postgraduate students will be expected to show that they can meet the cost of tuition fees and that they have made reasonable provision to support themselves throughout the course.

Please provide details of the financial provisions you have made for your study.

Section F: PAYMENT
To receive a UHF payment you need to have completed and sent the BACS form linked in the application form to finance@marjon.ac.uk.

Please also do this if your bank details have changed since previous payments from the University.

If you are unsure of what account details the University currently hold for you please contact finance@marjon.ac.uk

In some emergency cases a cash award will be made instead of a BACS transfer but this is at the assessor’s discretion.

We may make an award directly to a third party for example a landlord or repair company. If we plan to do this we will contact you to request their payment details or request your permission to contact them directly.

The BACS payment can take up to 10 working days to be funded into your bank account once you have received an award confirmation email as long as the finance department have your correct bank details on their system

Section G: MONTHLY INCOME AND EXPENDITUREYou must provide clear details of your monthly costs for each section that is relevant to you. If a section does not apply to you please leave blank or write N/A.

If your payments are weekly or yearly please write ‘PW’ for weekly or’ PY’ for yearly next to the figures so that we can calculate these for you.

You can either divide your student funding entitlement by 10 or put the yearly amount for us to calculate.

Please use the evidence checklist in Section L to provide all relevant income and expenditure evidence.

If you live with a partner then the figures must include your partner’s income and expenditure.

Under other income and other expenditure please give details and provide evidence and/or annotate on bank statements. Please note whether it is a one-off payment or on-going.

Section H: ACCOUNT DETAILS Please list ALL accounts held by you and (if applicable) your partner.
This includes savings accounts and accounts with currently no money in them.
If you do not have a student overdraft you must explain why in your supporting statement in Section K.

You must provide photocopies or printed sheets of THREE months most recent consecutive itemised statements for every account held including savings accounts.

Most online banking accounts give you an option to print out statements from selected dates or you can go to your bank and request that they print them for you.

If you receive paper bank statements please photocopy these or request in your application that we photocopy them for you so that we can give you back the originals.

To help with our assessment please highlight and annotate any regular incoming or outgoing payments on your bank statements so that we can link them with your income and expenditure in Section G and against the evidence provided.

You MUST annotate the reasons or source of any irregular incoming or outgoing payments of £100 or over including cash withdrawals. If you haven’t done this we will contact you for further information regarding these payments.

Section I: DEBTS – CREDIT/STORE CARDS/CATALOGUES/DEBTS TO THE UNIVERSITY/ ANY OTHER DEBTPlease list any outstanding debts you have and provide relevant evidence such as your most recent account statement or debt recovery letters.

In this section you must also state any debts you have to the university that you are aware of such as library fines, outstanding Emergency Loans or accommodation arrears. We will check these with the Finance department.

If you are made an award and have debts to the university these will automatically be repaid or contributed towards if the debt is higher than your award. Any remaining award will then be paid to you.

Section J: DEBT MANAGEMENTPlease see section “conditions of UHF” in the full guidance notes (available on the Student Funding advice section of the Student Handbook) for more information regarding debts and debt management.

If you do have a debt management plan please provide a copy of your agreement letter and any further details relating to this in your supporting statement in Section K.

# Section K: SUPPORTING STATEMENT

Please use this section to describe your additional financial need. Please include information regarding any unexpected costs and add further information for the details provided in previous sections of the form e.g. information regarding the financial commitments of dependent children that do not live with you or the reason/s why you do not have a student overdraft.

If you have debts prior to starting university please explain any steps that have been made to arrange payment plans with creditors or via debt charities such as Step Change.

If you were awarded from the University Hardship Fund in the previous academic year please explain if the award you received could not be used for its intended purpose.

If you are unable to engage in paid employment please explain why.

You can give as much detail as you feel is necessary and bullet points can be used to provide the relevant information if this is easier for you. If you need more space please complete on a separate sheet and attach to the form with your name and student number written clearly on it.

Section L: CHECKLIST OF EVIDENCE ITEMS
Please check through all of the items on the list and provide any evidence that is relevant to your situation. Please tick the boxes relating to the evidence you have provided.

Photocopies or print outs of original documents is preferred. Clear photographs and scans of evidence are also accepted and can be emailed to studentfunding@marjon.ac.uk .

You must provide **ALL** evidence required from you and your partner (if applicable) for us to be able to assess your application.
Please also provide any additional evidence that is relevant to your situation which is not on the checklist for example: evidence of one off repair costs, police reports and travel receipts.

If we require further evidence from you we will email you to request this.

It is your responsibility to keep checking your Marjon email account to avoid any delays in processing your application.

Section M: CONFIDENTIALITY & DATA PROTECTION
Please make sure you read through this section and tick the box to acknowledge that you have read and understood this section.

Section N: DECLARATION
Read this section thoroughly and please sign and date to confirm that the information given in your application is correct and complete to the best of your knowledge.
We cannot accept any applications that have not been signed and dated.

If you are emailing the form back to us a typed signature and date will be accepted as long as you send the application from your Marjon email account.