

Covid-19 University Hardship Fund (CUHF) 2020/21 Application Form

Before completing the form please read these guidance notes.

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| If you require further clarification, please contact: studentfunding@marjon.ac.uk |
| Please note: Your application will not be processed until it is fully completed, and all the necessary documentary evidence has been received.  |
| General Information |
| The University has received additional funding from the Government to help students in financial hardship due to the impact of COVID 19 on their studies. We have therefore set up the COVID University Hardship Fund for which we will be accepting applications between now and the end of March. The fund is available to UK and EU/International students studying full and part-time undergraduate and postgraduate courses, who can demonstrate serious financial hardship due to the recent Covid-19 outbreak that could prevent them continuing with their studies.**If your financial situation has not been drastically affected by Covid-19 and/or due to other circumstances, you will experience financial difficulty during the academic year please apply to our University Hardship Fund instead. Additional Covid-19 costs can be considered in the full application if relevant evidence and information is provided and the application will be assessed using the updated Covid-19 amendments below.****Email:** **studentfunding@marjon.ac.uk** **for an application form.** |
| To be considered for an award, applicants must have accessed their maximum entitlement to student loans and grants. |
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| Each application will be assessed following our standard UHF assessment guidelines *however* each case will be looked at on an individual basis to determine what support may be offered to a student to help them through their financial difficulties. Please be aware than an award cannot be guaranteed.To help us understand your situation as clearly as possible please complete this form and include all required evidence along with anything else that highlights how Covid-19 has affected your financial circumstances.If you live with a partner, then we will assess you as a household so you will need to include evidence and information from them also.Examples of priorities for help available from this fund include:* Laptops (if current laptop is broken or not fit for purpose) and internet connections for increased online workload
* Increases in utility costs
* Students that were unable to go home over Christmas due to tiers/self-isolation and increased costs due to this e.g., food, utilities
* Students that have had increased costs due to self-isolation due to confirmed or suspected Covid-19 e.g., food deliveries, utilities
* Students that are having to pay for student accommodation even if they are having to remain home due to lockdown advice and any additional costs incurred while staying at home
* Students that have lost their jobs due to Covid-19 and are having difficulty finding work or are unable to work because they must shield due to their own/ their partners/families health if considered vulnerable
* International and EU students that were earning to support studies or receiving parental support, but finances have been affected by Covid-19 due to job loss, furlough, reduced hours.

Please include as much information and evidence regarding your circumstances as you can to help us assess your application.Applications will be assessed using the standard UHF guidelines with amendments added as below. International and EU students will be assessed the same as UK students with standard UK funding rates applied although discretion will be used on a case-by-case basis.Adjustments to UHF assessments as follows:* Assumed Income rates halved or disregarded dependant on personal circumstances
* Percentage of standard and non-standard awards increased from 50% and 60% to 90% for all students.
* Maximum award rates increased:

Full time UG and PGCE UK students: £4,000 (to maximum in previous academic year)Part Time UG and PGCE UK students: £1,500 (doubled)Full time PG and EU/International students: £3,000 (doubled)Part time PG and EU/International students: £1,500 (doubled)These amendments will be in place until 31st March 2021 or until the extra grant amount runs out then the assessment guidelines and criteria will be reviewed based on remaining UHF funds.During the application process we will be checking work submission to make sure a student is progressing and participating in their studies. Other University staff members/departments (e.g. Programme Leaders, lecturer, student admin) may be contacted to confirm attendance and progression.Please highlight any information that may have affected your attendance (online and onsite if applicable) or work submission in the Supporting Statement in Section G of the application form.Students who have applied to and/or received a University Hardship Fund award previously during the academic year are still able to apply to the Covid-19 University Hardship Fund. |
| Timetable for making a decision |
| Provided the application form has been accurately completed and the appropriate evidence submitted a decision will be made within 30 working days dependant on demand and staff resources. |
| Students will be notified of the outcome via an email to their university email account.  |
| It is the student’s responsibility to keep checking their Marjon email account for updates and in case we need further information from them to support their application. |
| Submitting your application |
| Due to remote working all applications and evidence need to be emailed to: studentfunding@marjon.ac.uk Evidence can be in the form of attached scans, downloads, screenshots or clear photographs.Zip files are preferable for large amounts of data. |
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| Payment of awards |
| If a student is eligible for an award then the Student Funding Adviser will send them a bank details form which would need to be completed and sent back so a payment can be made. Due to remote working there could be a 7-10 working day delay in a student being notified of their award and payments reaching their bank account. |



COVID-19 UHF Application Form 2020/21

 **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 |
| Since the Covid-19 outbreak where are you living if different to above | [ ] 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+ [ ]  BAME[ ]  Have refugee status |

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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) |       |

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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 H 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 DIAS service? | [ ] Yes | [ ] No |

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| **Section E: MONTHLY INCOME AND EXPENDITURE**Please provide your and (if co-habiting) your partners monthly income and expenditure details **detailing any differences** before and during the Covid-19 outbreak including increased and decreased amounts.Please divide any student funding awards by 10 for the monthly amounts. |
| **INCOME PRIOR TO COVID-19** | **INCOME CHANGES SINCE COVID-19** | **ANY ADDITIONAL NOTES**(if more detail needs to be added please do so in the Supporting Statement – Section H) |
| Maintenance Loan | £      | £      |       |
| Maintenance Grant**\*** / Special Support Grant\* | £      | £      |       |
| Parents Learning Allowance | £      | £      |       |
| Adult Dependants Grant | £      | £      |       |
| Childcare Grant | £      | £      |       |
| NHS Bursary**\*\*** | £      | £      |       |
| University bursary | £      | £      |       |
| Teacher Training Bursary | £      | £      |       |
| Postgraduate Loan | £      | £      |       |
| Universal Credit | £      | £      |       |
| Child Benefit | £      | £      |       |
| Child Tax Credits | £      | £      |       |
| Child Maintenance Payments | £      | £      |       |
| Working Tax Credits | £      | £      |       |
| ESA/JSA/PIP/DLA/Income support | £      | £      |       |
| Housing Benefit | £      | £      |       |
| Own Net Earnings | £      | £      |       |
| Partners Net Earnings | £      | £      |       |
| Parental/Family Contribution | £      | £      |       |
| Other Income – please specify below |
|       | £      | £      |       |
|       | £      | £      |       |
|       | £      | £      |       |
| **TOTAL INCOME:** | £      | £      |  |

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

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| **EXPENDITURE PRIOR TO COVID-19** | **EXPENDITURE CHANGES SINCE COVID-19** | **ANY ADDITIONAL NOTES**(if more detail needs to be added please do so in the Supporting Statement – Section H) |
| Rent/Mortgage | £      | £      |       |
| Council Tax | £      | £      |       |
| Electricity/Gas | £      | £      |       |
| Water | £      | £      |       |
| Landline/Internet/TV license | £      | £      |       |
| Food/Household/Laundry | £      | £      |       |
| Clothes | £      | £      |       |
| Social/Leisure | £      | £      |       |
| House/Building/Life Insurance | £      | £      |       |
| Car Costs: Road Tax/Car Insurance/MOT | £      | £      |       |
| Travel Costs (fuel) | £      | £      |       |
| Public Transport Costs | £      | £      |       |
| Childcare Costs | £      | £      |       |
| Child Maintenance Payments | £      | £      |       |
| Mobile Phones | £      | £      |       |
| Course Costs/Books | £      | £      |       |
| Debit/Credit Card Payments | £      | £      |       |
| Other expenditure including “one off” costs which can be related to Covid-19 or otherwise and debts to the uni (e.g. Emergency Loans, Tuition fees) – please list below |
|       | £      |       |       |
|       | £      |       |       |
|       | £      |       |       |
|       | £      |       |       |
| **TOTAL EXPENDITURE:** | £      | £      |  |

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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 F: 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.  |
| **Organisation Name** | **Total Owed** | **Monthly Payment** |
|       |       |       |
|       |       |       |
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| **Section G: BANK ACCOUNT DETAILS** Please give us details of ALL accounts held by you and (if applicable) your partner**Evidence required:** screen shots, downloads, clear photographs, scans of THREE months most recent 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 H: SUPPORTING STATEMENT**This section is for you to describe your additional financial need following the Covid-19 outbreak, including costs that could not be foreseen, or if you have experienced exceptional circumstances that have affected your financial position. Please provide as much information as possible and include any evidence regarding your change in circumstances and if you have received or expect to receive any Government financial help.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 I: CHECKLIST OF EVIDENCE ITEMS**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 most recent itemised bank statements for ALL accounts including savings for you and your partner (if applicable). |
| [ ]  | 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.If they are regular payments on your bank statements your statements can be used to show this however please provide evidence of any recent changes to any of this evidence |
| [ ]  | Other bursaries and Scholarships Award Notice |
| [ ]  | 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 or of having caring responsibilities during Covid-19. |
|[ ]  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) |
|[ ]  **Any other financial evidence related to your application including changes in circumstances since Covid-19** |

**PLEASE MAKE SURE YOU CHECK AND SIGN THE CONFIDENTIALITY AND DATA PROTECTION SECTION ON THE NEXT PAGE BEFORE SUBMITTING YOUR APPICATION**

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| **Section J: 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.
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|[ ]  **Please tick to confirm you have read and understood the above.** |

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| **Section K: 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 is acceptable as long as the application is submitted from your own email account |  |
| **Date** |  |

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| **OFFICIAL USE ONLY** |
|  **Initial Decision details** |
|  |
| **Total Award** |  | **Total instalments** |  | **Date of decision** |  |

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| **Payment** |
| **Date due** | **Amount** | **Payment Type** | **Date paid** |
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