

## Hardship Fund Application Form

This form is only to be used by students who have experienced an unexpected circumstance after starting their course/programme.

**First name:**

**Surname:**

**Date of Birth:**  /  /

**Address:**

**Postcode:**

**Email:**

**Telephone:**

**Course Title:**

**Year of Course:** Year one  Year Two

**How do you currently fund your studies?**

**Student loan**  **Self-funding**

**Family**  **Other (please specify)**

**Do you still have tuition fees pending which are not covered by the Student Loans Company?** Yes  No

**Are you in receipt of the full maintenance loan?** Yes  No

**Supporting Statement**

**Please outline why you require assistance from the Hardship Fund**

- Please state how your financial situation has changed
- Why were these changes unexpected?
- What steps have you taken to obtain alternative funding?
- Have you considered how you will fund the rest of your studies?

**Declaration**

- I confirm that the information given in this form is true, complete and accurate to the best of my understanding.
- The written documentary evidence is enclosed to support my application.
- I understand that I will need to meet the College requirements (i.e. meet the minimum attendance rate and submitting my assignments on time etc.) to receive funding.
- I understand that if I do not meet the College requirements that my funding will be stopped.
- I understand that the College may request additional documents to help support my application.
- I agree to the College processing and storing personal data contained within this form and data submitted as evidence. I also agree to the processing of such data for any purpose connected with my studies whilst at the College for any legitimate reason including communication with me following the completion of my studies.

Signature

Date:

**Payment Details:**

**Disclaimer: Please note that the information you provide below will solely be used as part of this application.**

Name on Card:

Bank Account Number:

Sort-Code:

Please provide any evidence you feel will support this application. This may include:

**Supporting documents**

**A) Undergraduates: supporting documents:**

- Latest Student Finance entitlement statement/ letter
- Three months' worth of bank statements for **all** accounts (official online statements are acceptable but not excel spreadsheets) **please explain all debits and credits over £100.**
- Rent/tenancy contract, mortgage statement, parental confirmation of contribution to rent/mortgage;
- Council tax bill (if applicable);
- Priority bills (if applicable);
- Partner/spouse income for three months e.g. payslips or bank statements (if applicable);
- Recent Housing Benefit Letter (if applicable);

- Council Tax reduction statement (if applicable);
- Child Tax Credit and Working Tax Credits Letters (if applicable);
- Childcare receipts (students with children);
- If your term-time address is outside London, please give evidence of the costs involved in travelling to Nelson College e.g. weekly or monthly travel tickets.

**B) Postgraduates: supporting documents:**

- Postgraduate Loan and/or Professional and Career Development Loan letter;
- Studentship/Scholarship letter;
- Three months' worth of payslips (part-time students);
- Three months' worth of bank statements (official online statements are acceptable but not excel spreadsheets) **please explain all debits and credits over £100**;
- Rent/tenancy contract, mortgage statement, parental confirmation of contribution to rent/mortgage;
- Council tax bill (if applicable);
- Priority bills (if applicable);
- Partner/spouse income for three months e.g. payslips or bank statements (if applicable);
- Recent Housing Benefit Letter (if applicable);
- Council Tax reduction statement (if applicable);
- Child Tax Credit and Working Tax Credits Letters (if applicable);
- Childcare receipts (students with children);
- If your term-time address is outside London, please give evidence of the costs involved in travelling to the College e.g. weekly or monthly travel tickets.

Please return the completed Hardship Fund Application Form and all supporting evidence to the Student Welfare Officer. Please liaise with the Student Welfare Officer, if you require any support or have any queries. You will be notified by the Student Welfare Officer on the outcome of this application form within 21 working days unless stated otherwise.

**Please bear in mind that the award of a Hardship Fund will be based on a first come first served basis so it is best to apply as early as possible to avoid disappointment.**

If the application is rejected and you wish to appeal against the decision, the appeal should be addressed to Aaron Porter ([a.porter@nelsoncollege.ac.uk](mailto:a.porter@nelsoncollege.ac.uk)), the Chair of the Student Access and Success Steering Group, via email with accompanying evidence supporting the grounds of the appeal.

**STAFF ONLY**

**Students must meet all of the eligibility criteria below:**

- The student must be enrolled on a full-time course of study offered by the College
- The student must be a UK resident
- The student must be eligible for funding as a Home student.
- In receipt of the maximum statutory funding to which you are entitled (this would include means-tested maintenance loans and grants, Child Tax Credits, Housing Benefit, Parents

Learning Allowance, Childcare Grant, Council Tax Reduction).

The students must be paid the first instalment of their Student Finance before applying to the  NCL Hardship Fund.

The student has not received the Hardship Fund before in the same academic year.

Application status: Accepted  Rejected

Eligibility amount:

Payment details and method:

Staff name

Signature:  Date

Staff name

Signature:  Date