

Hardship Fund Terms and Conditions

What is Hardship Fund?

Hardship Fund is a grant provided by ARU London to assist undergraduate students who are experiencing long-term financial difficulties and are therefore unable to pay their outstanding tuition fees. If the application for financial relief is successful, a partial discount will be offered on the current outstanding tuition fees. Hardship Fund only applies to your tuition fees.

When applying for Hardship Fund, relevant evidence will be requested to demonstrate how your financial difficulty is impacting on your essential day-to-day living costs and inability to pay your outstanding tuition fees.

Each request will be processed in line with this guidance but we will take each individual's circumstances into account.

Who is eligible to apply for Hardship fund?

The following students are eligible to apply:

- Undergraduate Home/EU full time students

Are there any criteria I must satisfy?

Yes, the eligibility criteria are as follows:

- Undergraduate Home/EU full time student
- Registered on a course leading to a recognised qualification at ARUL
- In debt to the university at the time of the application
- Have made a reasonable contribution towards their tuition fees
- Exhausted all other possible sources of income before applying for financial relief
- Able to provide documented evidence that they are experiencing long-term financial issues
- Able to provide information about any previous study that may impact on funding
- Good academic standing

Please note: Academic results and attendance records will be taken into account when assessing the application.

Are there any other conditions?

All students will need to speak to a member of staff from the ARUL Finance Team if they wish to apply for the Hardship Fund. This can be done before or after the submission of a Hardship Fund application form.

Applicants are expected to engage with any financial capability activity that the ARUL Finance Team deem necessary.



When can I apply for Hardship?

Students can apply for financial relief throughout the year from 1st September 2018 to 31st August 2019.

Do I need to submit evidence with the application form?

You will be asked to provide as much supporting evidence as possible. We accept the following types of evidence:

- Bank statements for the last six months
- Evidence of income, either from current or previous employment e.g. payslips.
- Student Finance letters, including your entitlement summary.
- Letters from the DWP (Department of Work and Pensions).
- Evidence of childcare costs e.g. copies of receipts or a copy of the contract with your childcare provider.
- Evidence of rent e.g. a copy of your tenancy agreement or a rent statement from your landlord.
- Evidence of benefits – please provide copies of letters detailing what you receive and how regularly.
- Travel Costs – evidence of any costs which you incur when you travel to the campus.

How do I know if my application is successful?

Once your application has been assessed, you will be informed of the outcome of your application within 5 working days by email. This will explain if your application is successful or unsuccessful and exactly what grant, if any, will be granted. ARU London has absolute discretion on the outcome of your application and its decision is final.

How do you assess my application?

Each application will be individually assessed based on eligibility criteria and need.

My question is unanswered above, what do I do?

Please contact the ARUL Finance Team at: finance@lca.anglia.ac.uk

Where do I go for further advice?

The ARUL Finance Team offers bookable appointments for more complex/lengthier enquiries and advice via email and telephone (Phone: 020 7400 6778).

We can liaise with external partners such as Student Finance England to help resolve any issues you may have. We may need you to give permission to the relevant bodies for them to speak to us.



Hardship Fund Application Form

Academic year: 2018/19

Personal Details

Forename (s)

Surname

Student ID Number or /

Current course year Foundation Yr 1 Yr 2 Yr 3

Outstanding balance £

Contact Details

Address

Telephone number

Mobile Number

Email address



Written statement

Please let us know why you should be entitled to the Hardship Fund and how your income has been affected by self-funding your tuition fees?



Tuition Fee amount

Full tuition fee amount for this academic year £

Current outstanding balance £

Amount you are able to pay for this academic £

Dependant and independent students

Have you been living by yourself since the start of this academic year? Yes No

Do you have any children who are financially dependent on you? Yes No

If yes, please provide details.

Do you have any adults who are financially dependent on you? Yes No

If yes, please provide details.

Income for the current academic year (received and/or expected to receive)

Are you receiving the Maintenance Loan from Student Finance? Yes No

If yes, please state the amount. e £

Are you receiving the Childcare Grant from Student Finance? Yes No

If yes, please state the amount. e £

Any other funding from Student Finance? Yes No

If yes, please state the amount. e £



Are you receiving another benefits/tax credits per month (incl. housing benefit, JSA etc.)?

Yes No

If yes, please state the amount. £

How much is your income from your job (earnings) per month? £

Partner/Parent income (if applicable) £

Other funding (e.g. bank loan, personal savings) £

Expenses for the current academic year

Please state how much your Council Tax is? £

Rent £

Do you pay for childcare? Yes No If yes, please detail the cost per child.

Child 1 weekly cost

Please provide details of your child's weekly childcare cost.

£

Child 2 weekly cost

Please provide details of your child's weekly childcare cost.

£

General household expenses (estimated weekly expenses) £




Student declaration

- I confirm that I have provided true information
- I confirm I have read and understood the terms and conditions
- I consent to ARU London obtaining further information, if necessary, from third parties mentioned in my application for the purpose of assessing my eligibility to the hardship Fund
- I accept that ARU London has absolute discretion on the outcome of my application and its decision is final

Your full name (in BLOCK CAPITALS)	
<input type="text"/>	
Your signature	Today's date
<input type="text" value="X"/>	DAY MONTH YEAR
	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

Before returning this form to the Finance Department, please ensure you have done the following:

- Answered all of the questions that are on this application form.
- Enclosed all of the documents we have requested as evidence to support your application. This icon has been placed next to certain question. 
- Signed and dated the application.

What happens next

Once your application has been assessed, you'll be informed of the outcome of your application within 5 working days by email. This will explain if your application is successful or unsuccessful and exactly what relief, if any, will be granted.

For office use:

Approved / Not approved

Amount £

Signature:

Name:

Date: