

University of Bath Hardship Fund (UBHF) Guidance Notes (Short Version)

Before completing the form please read these guidance notes.

For the **FULL** guidance notes please visit: www.bath.ac.uk/groups/student-money-advice/
If you require clarification or any assistance please contact
Student Services Centre: +44 (0)1225 383838 or: studentmoneyadvice@bath.ac.uk

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** and that supporting evidence is photocopied.

Applications can be accepted:

- All year round for **continuing students**
- 4 weeks before the end of your course for **final year students**

General Information:

- Your application will be assessed over the whole academic year (39 Weeks) or 52 Weeks for Postgraduate students – **you are encouraged to apply as early as possible as there is no guarantee the money in the fund will last for the whole academic year. We will not be able to consider the cost of Tuition Fees.**
- You may apply to UBHF more than once during the academic year, but usually only if your circumstances have changed and/or you have an exceptional cost to meet.
- If you experience financial difficulties during the summer vacation you can apply to the UBHF.
- UBHF may not be able to financially support every application received and may be unable to meet all of the costs you are applying for.

Timetable for making a decision:

Provided your application form has been accurately completed and the appropriate evidence submitted, a decision should be made within **4 weeks** of submission. Your application will be considered by the Student Funds Panel in strictest confidence and you will be notified of the outcome via an e-mail to your university account.

Standard awards:

- Standard awards can help to meet general costs associated with being a student such as living costs e.g. rent, food, utility bills as well as with course related costs such as travel, books and childcare.
- For **full time undergraduate students** there is an assumed income, set at £46 per week for first and second year students and £15 for final year students. (This assumes income from a variety of sources; part time work, additional support from your parents/partner/bank overdraft/savings etc.)

- For **full time postgraduate students** the assumed income is £170 per week.
- For **postgraduate students with children** or who are **unable to work due to a disability** the assumed income is £137 per week.
- There are set expenditure levels, called **Composite Living Costs**, based upon state benefit amounts for general living costs such as food and utility bills – the amount set will depend on your circumstances, e.g. if you have children. The amount for a single student is £74 per week.

Non-Standard awards:

- Can help to meet exceptional one-off costs, such as repairs to essential household equipment and assistance with priority debts etc.
- **Disabled Students** can apply for assistance with costs not met by their DSA (Disabled Student's Allowance).
- Emergency situations for e.g. travel costs for family illness, bereavement etc can be considered.

Payment of awards:

- The amount paid will be based on funds available and predicted demand for UBHF.

Students in receipt of state benefits:

- You are advised that any UBHF awards may have implications for your entitlement to Welfare Benefits. Students who receive help from the UBHF can be given a document to present to their local Jobcentre Plus/Housing Benefit office if required.
- UBHF can also offer short term help to continuing students at the start of the new academic year (September) for those whose income support has stopped and housing benefit reduced, but cannot yet receive their student loan and other grants.

Correspondence:

- You will be notified of the outcome of your UBHF application via your University e-mail address or SAMIS.

How to Appeal:

If you are dissatisfied with the outcome of your UBHF application there are two stages of recourse available to you - review and appeal. For more information about this please visit the full guidance notes.

ESD:	Date of Receipt:



University of Bath Hardship Fund

- Read the accompanying guidance notes before completing this form
- Incomplete applications will not be considered
- Attach copies of all relevant supporting documents / evidence (see checklist)
- Answer all questions, by printing clearly and by ticking the appropriate boxes
- Your form must be signed by your Personal Tutor or other Academic in the relevant section
- Please return your completed form to:

Student Services Centre, 4 West, University of Bath, Claverton Down, Bath, BA2 7AY Tel: +44 (0)1225 383838

Section A: YOUR PERSONAL DETAILS

1. Student ID Number:	<input style="width: 100%; height: 20px;" type="text"/>								
2. Your Gender:	<input style="width: 100%; height: 25px;" type="text"/>								
3. Given Name:	<input style="width: 100%; height: 25px;" type="text"/>								
4. Family Name:	<input style="width: 100%; height: 25px;" type="text"/>								
5. Your date of birth:	<input style="width: 100%; height: 25px;" type="text"/>					Age:	<input style="width: 50px; height: 25px;" type="text"/>		
6. Your contact telephone number(s):	<input style="width: 100%; height: 25px;" type="text"/> (Mobile)				<input style="width: 100%; height: 25px;" type="text"/> (Home)				
7. Your term time address:	<input style="width: 100%; height: 40px;" type="text"/>								
8. Your University email address:	<input style="width: 100%; height: 25px;" type="text"/>					Note: this email is the one used by the University to communicate with you, please check regularly			
9. Other email address:	<input style="width: 100%; height: 25px;" type="text"/>								
10. Do you live?	<input style="width: 30px; height: 25px;" type="checkbox"/>	Alone	<input style="width: 30px; height: 25px;" type="checkbox"/>	In Halls	<input style="width: 30px; height: 25px;" type="checkbox"/>	With partner	<input style="width: 30px; height: 25px;" type="checkbox"/>	With parents / guardian / carer	
	<input style="width: 30px; height: 25px;" type="checkbox"/>	In shared accommodation							
	Do you share all the household bills?					<input style="width: 30px; height: 25px;" type="checkbox"/>	Yes	<input style="width: 30px; height: 25px;" type="checkbox"/>	No
11. Are you? (Tick all that apply)*	<input style="width: 30px; height: 25px;" type="checkbox"/>	Care Leaver	<input style="width: 30px; height: 25px;" type="checkbox"/>	Young Adult Carer	<input style="width: 30px; height: 25px;" type="checkbox"/>	Estranged Student			
	<input style="width: 30px; height: 25px;" type="checkbox"/>	Disabled	<input style="width: 30px; height: 25px;" type="checkbox"/>	Lone/ Co-parent	<input style="width: 30px; height: 25px;" type="checkbox"/>	Mature Student 25+			

*If you are unsure whether or not you fall into one of these categories for Q11 please visit the full guidance notes at www.bath.ac.uk/students/finance/funding-advice/hardship-fund

Section B: YOUR COURSE DETAILS

12. Course title:

13. Faculty / Department

14. Course type:

Undergraduate

Postgraduate

Foundation Degree

15. Are you studying:

Full Time

Part Time

Distance Learning

16. Year of study:

17. Is this a placement year?

Yes

No

18. Is this a repeat year?

Yes

No

19. Is this your final year?

Yes

No

Section C: YOUR FUNDING & FINANCE

20. How do you fund your studies (fees & living)?
Tick all that apply

Student Loans

Self Financing

Family

Research Council / URS

Other (specify)

21. If eligible, have you applied for your full student loan/grants entitlement?

Yes

No (If no, explain why in the supporting statement?)

22. Do you have tuition fees still to pay which are not covered by student loans?

Yes

No

£

23. Do you have a student account with an interest free overdraft?

Yes

No

If no, please write why in the supporting statement and include any evidence if you have been refused one. Before any help from the fund can be given we would expect students to have made full use of / applied for a student account.

24. Do you have credit cards in your name?

Yes

No

25. How many bank accounts do you (& your partner) have? (ISA, savings, student & current accounts)

Section D: EMPLOYMENT

26. Do you work?

Yes

No

On average, how much do you earn per month?

£

27. How many hours do you work per week?

Section E: OTHER FINANCE

28. Please list any other debts / arrears / payment plans you are required to pay

(continue on separate sheet if necessary)

Company / Who	Amount owed	Due date	Monthly payment	Additional Notes

Section F: YOUR DEPENDANTS

29. Do you have anyone financially dependant on you?

Yes

No

Name	Date of birth	Relationship	Do they live with you?
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N

If applicable, please give details of nursery / childminder. Are they registered? Give hourly rates charged and the average number hours per week for which care is required during term time.

Childcare Provider	OFSTED Registration Number	Number of hours attending and costs

Please provide evidence of your childcare costs

Section G: SUPPORTING STATEMENT OUTLINING WHY YOUR CIRCUMSTANCES REQUIRE ASSISTANCE FROM THE FUND (please use additional sheets if necessary or attach a typed statement)

Section H: BUDGET (Undergraduates complete for 9 months & Postgraduates for 12 months)

Income		£Month	£Year	Expenditure		£Month	£Year
Student Loans/Grants				Travel (**if you travel by car please state the number of miles you travel on average per week in green section below)			
Maintenance Loan				To University (from term time address)			
Grants (Maintenance, SSG)				To Home/non-term time address (if applicable)			
Childcare Grant				To Placements			
Other Grants (PLA, ADG)				Car- How many miles per week**			
Bath Bursary				Car Insurance			
Scholarship/Bursary/Studentship				Road Tax			
Benefits				MOT			
Tax Credits				Repairs			
Housing / Council Tax				Course Costs			
Income Support / UC/ PIP etc.				Books			
Other Income				Stationary, Printing etc			
Parental Contribution				Journals/Subscriptions			
Part Time Work net				Other Course Costs			
Partners Earnings net				Debt			
Other (specify)				Credit / Store Cards			
Total Income (A)	=	£		Loans			
				(specify)			
Expenditure				£Month			
Composite Living Costs*				£Year			
Food				(specify)			
Cleaning/Toiletries/Laundry				(specify)			
Contents Insurance				Health & Pension Costs			
Gas				Dentist			
Electric				Prescriptions			
Water				Glasses/Contact Lenses			
Telephone / Internet				Health Insurance			
TV licence / Satellite TV				Pensions			
Clothes				Other			
Mobile Phone				Children			
Leisure/Hobbies				Childcare			
				Pocket Money			
Housing Costs				School Clubs etc.			
Rent/Mortgage				School Meals			
Council Tax				Other (specify)			
Buildings Insurance							
Other							
Total expenses this column (B)	=	£		Total Expenses this column (C)			
				=			
				£			

*Composite Living Costs (CLC) are set figures to cover expenditure on basic costs such as food, household bills, clothes, entertainment, etc. This ensures that all applicants are treated fairly, regardless of where they study and regardless of their individual lifestyle choices. These take into account the different household needs for different groups of students.

** Car running costs are not considered for non-priority students (see guidance)

OTHER SOURCES OF FINANCES AVAILABLE TO YOU.	TOTAL £
Savings	£
ISA's / Bonds	£

Section I: CHECKLIST OF EVIDENCE ITEMS

Please ensure you include **all the relevant evidence applicable to you** with your application. Any missing evidence will result in a delay in your application being processed.

Photocopies Only Please.

If you reside with your partner/husband/wife then you must include financial evidence for their income and expenditure.

	Tick
• Copy of Student Loans / Grant Award Letter & Payment Schedule (if applicable)	
• 3 Months Bank Statements for all accounts held (<i>ISA, savings, student & current accounts etc.</i>). Annotate all bank statements with payments or receipts over £100 to explain the reason for the debit/credit- all students must do this	
• ATM (Cash Point) receipt printed on date of application	
• Copies of any award(s) from Scholarships or Bursaries received	
• Evidence of income from employment (wage slips/highlight on bank statement)	
• Rent/Mortgage payments	
• Signed Personal Tutor Form declaration (Section M on page 9)	
• Evidence of travel costs (copies of bus, train tickets etc.)	
• Evidence to show car running costs (priority students only) car tax, MOT, insurance, repairs	
• Copies of Studentships / Research Council Grants Award Letters (Postgraduates Only)	
• Child / Working Tax Credits Letter (please provide all pages of this letter)	
• Evidence of all Welfare Benefits that you are in receipt of (Housing Benefit, Income Support, Disability Living Allowance, Incapacity Benefit, Employment Support Allowance etc)	
• Copies of Child Care Receipts / Costs. Evidence must have approved registration number e.g OFSTED	
• Student Loans Disabled Student Allowance Funding Confirmation Letter (if in receipt of this grant)	
• Copies of any Arrears, Loans, Hire Purchase, Debt, Payment Plan letters / agreements	
• Evidence of student bank account application refusal, if appropriate	
• 3 months copies of all Credit Card / Catalogue Statements	
• Copies of Child Birth Certificates of dependent children	
• Other evidence as appropriate.....	

Section J: BACs payment banking form

If you are successful in your application to the University of Bath Hardship Fund we would normally pay by BACs. Complete this page in full to receive payment directly into your bank account. Please be aware that these payments may take up to 10 working days to process after you are notified of your award.

Bank / Building Society name

Address

Branch sort code

Account number

Roll number (building society only)

		-			-								

Section K: DECLARATION

I certify that to the best of my knowledge, I fulfil the following criteria: (please tick the relevant boxes)

PART A – tick one that applies

<input type="checkbox"/>	i) I am a UK national/British citizen; or
<input type="checkbox"/>	ii) I am an EU national, or
<input type="checkbox"/>	iii) I am an Overseas Fee Payer

Continue to Part B of the declaration

PART B Declaration

Read the following carefully before signing the application.

If you deliberately provide false information, or do not disclose relevant facts, you may be in breach of University Regulations and you could, in some cases, be committing a criminal offence.

I confirm that I am registered and in attendance on the course described in the University of Bath Hardship Fund Form. I have applied for my full entitlement to Student Loans and Grants for this academic year (if applicable)
I have declared all my income and savings

I confirm that I am supporting the children named in question 28 (if applicable).

I confirm that I am **not** living with a spouse/partner (if relevant).

I declare that the information that I have given on this form is correct and complete to the best of my knowledge. I will inform the Student Money Advice Team of any change to my financial circumstances which may affect this application, or if I withdraw from the course before a decision is made.

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 University of Bath Hardship Fund should not be relied upon as a guaranteed source of income and I cannot normally expect to receive repeat funding for the same issue in any future applications.

I agree for the University of Bath to pay any award via BACs to my nominated account on page 8.

Name	Signature	Date

How Did You Hear About the Hardship Fund?

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Please ask your tutor to complete the Academic Statement Form overleaf

**Please ask your Personal Tutor to complete the Academic Statement Form
on the last page of this application form**

They are not required to see the contents of your application

You may detach this page and pass to your Personal Tutor to complete and return to us.
They are not required to see the contents of your application.

Section L: ACADEMIC STATEMENT FORM				
<p>Ask a member of academic staff e.g. your Personal Tutor, Supervisor, Director of Studies or Head of Department to complete the form below and return it to:</p> <p>Student Money Advice Team Student Services Centre 4 West University of Bath Claverton Down Bath BA2 7AY</p>				
I confirm that: (student's name)				
Course Name			Year of study	
Is in regular attendance	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
			Is currently in suspense	<input type="checkbox"/>
Due to complete in (date)				
<p>The member of academic staff should make a statement outlining whether the student is expected to complete the course within the designated period of study. Is the student's progress satisfactory? In your opinion, are there any personal or other circumstances affecting their studies which you are aware of that would assist us in making a decision?</p> <p align="center">Instead of completing this form you may send an e-mail statement to: studentmoneyadvice@bath.ac.uk</p>				
Department Stamp:		Tutor Statement:		
Name			Position in Dept	
Signature			Date	