Higher Education
University Hardship Fund
(formerly ALF)
Academic Year 2015/16
Closing date 27th May 2016

IMPORTANT: The University Hardship Fund has a limited source of funding and will close prior to the above date should funds be exhausted sooner. Please note: under those circumstances it may not always be possible to assess an already submitted application.

Application Form-
for students in full-time study only
(undergraduate & postgraduate)

Contact us
Student Support Fund Team
Student and Learning Support
University of Sunderland
1st Floor Edinburgh Building
Chester Road
Sunderland SR1 3SD

Telephone: 0191 5152090/5152946
Email: studentsupportfund@sunderland.ac.uk
www.sunderland.ac.uk/studentsupportfund
Guidance notes – Please retain for your information
You should read the following information before completing this application form

What is the University Hardship Fund?
- The University Hardship Fund is discretionary funding to help relieve financial hardship that might impact on a student's participation in higher education.
- A transparent assessment process is used for all standard awards.
- Non Standard Discretionary Awards are considered based on the individual circumstances of applicants.
- As funding is extremely limited, the maximum award will be capped to enable us to help as many students as possible.
- The University Hardship fund is not a bursary or scholarship and cannot provide large sums for those who have not made realistic provision for their studies and it cannot consider tuition fee costs.
- There is no automatic right or entitlement to University Hardship funding.
- An award in one academic year does not imply an award in following years.

Who can apply?
- You must have settled status in the UK and have been 'ordinarily resident' in the UK for 3 years before your course.
- You must be a registered student at the University of Sunderland or studying a franchised course at a University of Sunderland partnership college.
- You must be studying a course which is designated for support and you personally must be identified as eligible to receive support.
- You must have applied for and taken out the full maintenance loan both non-income and income assessed (if available to you) from Student Finance England (SFE). The maximum loan rate entitlement (including any assessable household contribution) will be used in the assessment process.
- You must not be deemed unfitted for student funding by SFE or any other student finance body. In addition, you must not be under investigation by SFE or any other student body.
- You must have applied for all other funding you are entitled to.
- Postgraduate and ELQ students must have made adequate financial provision for tuition fees, childcare provision and living costs prior to starting their course.

Where do you send the form?
Completed forms should be submitted to: Student Support Fund Team, University of Sunderland, Student & Learning Support, The Gateway, 1st Floor Edinburgh Building, Chester Road, Sunderland, SR1 3SD.

How long does it take?
We will usually email you with the result of your application within 4 weeks of receiving your completed form. However, due to the high volume of applications received at the beginning of an academic year this decision time may be extended. If your circumstances are complex we may also ask you to provide additional information. If you do not complete all parts of the form or provide the evidence required this may also delay a decision.

How are payments made?
Payments will be made by direct credit and will be credited to your registered bank account on the University’s e: Vision system. Please ensure that your correct bank details are registered before your application is presented. This will avoid any unnecessary delays in payment. PLEASE NOTE: The University cannot be held responsible for late payment if bank details are either not registered, incorrectly registered, or due to University system errors.
- **How to register/change your bank account details**
  Go to e: Vision via link [https://evision.sunderland.ac.uk](https://evision.sunderland.ac.uk). Go to the ‘My Finance’ section. Go to ‘set up Bursary/Scholarship payment’. Follow the steps to register/change your bank details.

How can I contact the Student Support Fund Team?
If you are unsure how to answer any of the questions on this application form and need to seek advice, please contact us:
- By email at [studentsupportfund@sunderland.ac.uk](mailto:studentsupportfund@sunderland.ac.uk)
- By telephone: 0191 5152090/2946
- In person by calling into Student & Learning Support, The Gateway, 1st Floor Edinburgh Building, Chester Road, Sunderland, SR1 3SD
- Or visit [www.sunderland.ac.uk/studentsupportfund](http://www.sunderland.ac.uk/studentsupportfund)
University Hardship Fund assessments are conducted in a fair and transparent manner using a common calculation process. Our ‘Standard’ assessment process uses a formula which compares expected income with reasonable expenditure. The period of assessment is over an academic year only. By deducting assessed expenditure from total income any ‘additional need’ is identified. The Fund has a financial limit which is capped which means that we can only make a contribution towards any assessed ‘additional need’. If your application is unsuccessful under our ‘Standard’ assessment process, a ‘Non-standard’ approach is considered; however a successful outcome is not guaranteed. We also consider your supporting information and circumstances as part of the process.

**Treatment of income for full-time undergraduate students**

As part of the common calculation process, an assumed level of income is set at £1,832 per year for non-final year students and £611 per year for final year students. This assumes income from a number of sources including part-time work/additional support from your parents/partner/bank overdraft/savings etc. This is added to income from your student loan. The assumed income is not applied to students with dependants or those who are incapable of work due to ill health or disability.

**Treatment of income for full-time postgraduate students and ELQ students**

As part of the common calculation process, a weekly notional postgraduate income (NPI) amount is applied to ‘Standard’ assessments. This is set at £174 per week for those students living outside London and £210 for students living in London. For students with dependants or who are unable to work due to disability or illness these amounts will be £140 per week for those studying outside London and £174 for students living in London. If actual income is greater than NPI then actual income will be used in the assessment.

**Treatment of living costs**

**SET EXPENDITURE**

For all students there are set levels of expenditure used in the assessment process. These include food, toiletries, clothing, utility bills and leisure.

**VARIABLE EXPENDITURE**

Variable expenditure includes costs such as rent/mortgage, travel, course costs, undergraduate childcare costs & medication. Capped rates are used in the assessment process.

**DEPENDANT CHILDREN**

For students living with dependent children an additional £70 per week is added to the set expenditure for each child plus a one-off family premium of £18. The following table illustrates set expenditure amounts:

<table>
<thead>
<tr>
<th>Student profile example</th>
<th>Set expenditure level per week (Elsewhere Rate)</th>
<th>Set expenditure level per week (London Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single student</td>
<td>£76</td>
<td>£119</td>
</tr>
<tr>
<td>Student with partner</td>
<td>£120</td>
<td>£162</td>
</tr>
<tr>
<td>Student with partner and 2 dependant* children</td>
<td>£278</td>
<td>£320</td>
</tr>
<tr>
<td>Single parent student with 2 dependant* children</td>
<td>£234</td>
<td>£277</td>
</tr>
</tbody>
</table>

* If in full time further education will be counted as dependants up until the age of 19 years.

**Non-Standard Assessment**

A ‘Non-standard’ discretionary assessment will be considered if an application is unsuccessful under a ‘Standard’ assessment. ‘Non-standard’ awards are considered on a case by case basis and, if successful, students will receive the minimum award (within the limits of the Fund) to allow them to continue with their course.
Part 1a: Your Personal Details

1. Is this your first application to the Fund in the academic year 2015/2016?  
   Please note: Only one application per academic year can be accepted due to the limited funding available.

2. Have you seen a University Financial Adviser before completing this form?  
   Name of adviser________________________________________

3. Your University student registration number

4. Your title  
   Mr □ Mrs □ Miss □ Ms □ Other □

5. Your first name (in full)

6. Your surname (in full)

7. Gender  
   Male □ Female □

8. Date of birth (DD/MM/YYYY)

9. Your age in years on 1st September 2015

Part 1b: Contact details

We will use this information to contact you. If your details change after you have handed in your application please let us know.

10. Telephone number  
   Mobile ____________________________________________  
   Land line __________________________________________

11. University of Sunderland Student email address  
   (This email address will be used in any correspondence)

12. Your correspondence address while you are attending University

13. Do you live at this address all year? (If you normally spend the vacations in another property e.g. with parents you should tick No)  
   Yes □ No □

14. If you have answered ‘No’ to the above question, please give your vacation address
**Part 2: Personal Status and Accommodation Details**

### 15. About your accommodation

(please tick the boxes which apply to you)

- Living in parental home
- Living in Halls of residence
- Living in a shared house e.g. student house
  - How many adults live at this address including you?

- Home owner
- Living in rented accommodation (other than a student house)
  - If you are the owner or official tenant of the property, do you have any adult non-dependents living with you e.g. adult children, boarders/lodgers
    - Yes  Please give details
    - No  

### 16. About your living arrangements

(please tick the boxes which apply to you)

- Living alone
- Living alone with children
- With husband, wife, civil partner or partner (include partner if working away)
  - Are they a student?
    - Yes  No
    - Part-time  Full-time  Which uni/college
  - Year of study
  - (Please provide SFE documents with full breakdown of loans/grants)
  - Have they applied to a hardship fund this academic year? Yes  No
  - How much did they receive? £

- Living with parents or legal guardian
- Other

### 17. Do you have any children who are financially dependent on you?

Yes  No

(Please give details)

- Full name
- Date of birth  Male/female

- Full name
- Date of birth

N.B. If your children are in full-time Further Education (FE) they will be counted as dependents up until their 20th birthday. They must also have started their course before their 19th birthday.

### 18. Do the children live with you?

- Yes  No

### 19. Do you have shared care of the children?

- Yes  No

### 20. Have you applied for a Childcare Grant from SFE for 2015/16?

- Yes  No  i.e. for academic year or 52 weeks (only available to non-final year students)

If ‘Yes’ have you applied for ‘**After Term Three**’ childcare costs

- Yes  No

If you have shared care, please provide details of care and copy of birth certificate for each child.

### 21. Do you have a disability or medical condition which prevents you from working? Please provide details in the space provided below.

- Yes  No

If you have answered ‘yes’ you will need to provide a GP sick note or benefits notice with this application.
Part 3: About Your Study

22. Course title

23. Faculty
e.g. Arts, Design & Media

24. Do you already hold an equivalent or lower degree (ELQ)?
   Yes □  No □

25. Is this a franchised University Course i.e run at a different institution from the University of Sunderland?
   Yes □  No □

26. If Yes, please give the name and address of the institution where you are studying.

27. Is this a 'top up' year?
   Yes □  No □

28. What is the ordinary duration of your course?
   □ years

29. Which year are you in now?
   □ 1st  □ 2nd  □ 3rd  □ 4th
   Yes □  No □

30. Is this your final year?
    (NB: You will be classed as final year if this is a 'top up')
    Yes □  No □

30. What level is your course?
   Foundation  Undergraduate  Postgraduate
   □  □  □
   Yes □  No □
   (If Yes please provide evidence)

As a Postgraduate you are expected to have secured funding to cover your tuition fees and your day-to-day living costs. Only Postgraduate students with exceptional circumstances can be considered for support from the fund. Please attach evidence of the funding you have secured. If you have been refused a PCDL, please attach evidence of this.
Part 4: Income

- Please ensure all questions are answered and try not to leave any boxes blank.
- If not applicable please write NA in the boxes.
- If we do not have enough details of your income we may need to return your application to you for completion.
- We also require photocopied documentary evidence to support all of the information below.
- Please indicate how payments are received i.e. weekly, monthly, etc.

Please also refer to Part 8 Evidence Checklist.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>-Student Maintenance Loan</strong></td>
<td>£</td>
<td>Housing Benefit</td>
<td>£</td>
</tr>
<tr>
<td><strong>-Have you applied for the ‘income assessed' part of the Loan?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes ☐ No ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Maintenance Grant or Special Support Grant from SFE</strong></td>
<td>£</td>
<td>Council Tax Benefit</td>
<td>£</td>
</tr>
<tr>
<td><strong>Parent Learning Allowance</strong></td>
<td>£</td>
<td>Income Support</td>
<td>£</td>
</tr>
<tr>
<td><strong>Adult Dependants Grant</strong></td>
<td>£</td>
<td>Job Seekers Allowance (JSA)</td>
<td>£</td>
</tr>
<tr>
<td><strong>Childcare Grant</strong></td>
<td>£</td>
<td>Incapacity Benefit or ESA</td>
<td>£</td>
</tr>
<tr>
<td><strong>Bursaries from University/FE College/other sources</strong></td>
<td>£</td>
<td>Disability Students Allowance</td>
<td>£</td>
</tr>
<tr>
<td><strong>Undergraduate Scholarships (if applicable) from University/FE College/other sources</strong></td>
<td>£</td>
<td>Income from pension or pensions credit</td>
<td>£</td>
</tr>
<tr>
<td><strong>Your net earnings</strong> from employment (not required for full-time Undergraduate students)**</td>
<td>£</td>
<td>Income from any other benefits</td>
<td>£</td>
</tr>
<tr>
<td>weekly/monthly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Your partners net income</strong> – e.g. from employment/self employment/benefits/student finance/investments/property/any other sources**</td>
<td>£</td>
<td>Funding for Post Graduate or Research Students including university scholarships or bursaries</td>
<td>£</td>
</tr>
<tr>
<td>weekly/monthly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Universal credit Breakdown</strong></td>
<td>£</td>
<td>Any other household income e.g. boarders/lodgers/sub tenants/rental income from property/ bank interest/dividends from investments</td>
<td>£</td>
</tr>
<tr>
<td>monthly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Working Tax Credits (WTC)</strong></td>
<td>£</td>
<td>Value of Savings or Investments</td>
<td>£</td>
</tr>
<tr>
<td><strong>Child Tax Credits</strong></td>
<td>£</td>
<td>Payments from Ex-Partner</td>
<td>£</td>
</tr>
<tr>
<td>Formal or private arrangement with Ex-partner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Childcare element of WTC</strong></td>
<td>£</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Part 5: Expenditure

You will need to provide photocopied documentary evidence for the items ticked below.
(see Evidence Checklist Part 8 of this form)

<table>
<thead>
<tr>
<th>Item</th>
<th>Evidence is required where ticked</th>
<th>Buildings insurance (excluding contents insurance)</th>
<th>Evidence is required where ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rent</strong></td>
<td>£</td>
<td>☑️</td>
<td>£</td>
</tr>
<tr>
<td>Does your rent payment include general household bills e.g. electricity, gas, water rates?</td>
<td>Yes ☐ No ☑️</td>
<td><strong>£</strong></td>
<td>☑️</td>
</tr>
<tr>
<td><strong>Mortgage</strong></td>
<td>£</td>
<td>☑️</td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Board to parents</strong></td>
<td>£</td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Council Tax</strong></td>
<td>£</td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Travel costs</strong></td>
<td>£ £</td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>- Daily travel costs</td>
<td></td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>- Travel home during vacations</td>
<td></td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>(if applicable)</strong></td>
<td></td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Private vehicle costs</strong></td>
<td>£</td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>(for students with children only and/or disability)</td>
<td>i.e. road tax/fuel/insurance/maintenance costs</td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Negotiated debts</strong></td>
<td>£</td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>These are loans or debts where you have not been able to meet the contractual payments and have officially negotiated a new repayment plan with the creditor and stopped using that source of credit identifying the balance owed.</td>
<td></td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Childcare costs</strong></td>
<td>£</td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>(undergraduate only)</td>
<td></td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Bank Overdraft Limit</strong></td>
<td>£</td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>If unable to obtain bank overdraft facility please provide evidence i.e. letter from bank</td>
<td></td>
<td><strong>£</strong></td>
<td>☑️</td>
</tr>
</tbody>
</table>
Part 6: Supporting Statement
Please tell us why you are in financial difficulty and why you believe your situation merits additional support. Please use a continuation sheet if necessary.

Part 7: Data Protection and Confidentiality

Data Protection Act 1998
The University of Sunderland is a data controller in terms of the 1998 legislation. The Student & Learning Support Department follows the University policy in matters of data protection, particularly with regard to the confidential nature of sensitive personal data. This sensitive personal data will be used solely within the Department for needs assessment, statistical purposes and electronic records keeping. It will not be passed to any third party without your consent, except when the University is required to do so by law, e.g. to Auditors. All documentation will be held for audit purposes for a period of seven years. Any formal enquiries concerning the use of data noted here should be addressed to: Data Protection Officer, University of Sunderland, 4th Floor, Edinburgh Building, Chester Road, Sunderland SR1 3SD.

Confidentiality
Applications are seen by the committee and Student and Learning Support Services staff, and if applicable, the University Hardship Fund Appeal Panel Members. It may be necessary for additional supporting information to be sought from other University staff in order for the Appeals panel to reach a decision.
Part 8: Evidence Checklist
Please provide photocopies only.

<table>
<thead>
<tr>
<th>Evidence Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will need to print off the following documents by logging into to your Student Finance account</td>
</tr>
<tr>
<td>1. Student Entitlement Summary</td>
</tr>
<tr>
<td>2. Payment Schedule</td>
</tr>
<tr>
<td>➢ From the home page follow the link that states ‘View your entitlement’ this will take you to your ‘Entitlement Summary’. Please Print this screen. ➢ The Entitlement Summary page also contains a direct link to the ‘Payment Schedule’ page. Follow the link and print this screen also.</td>
</tr>
<tr>
<td>- Bank/Building Society statements for you and your partner for all accounts and evidence of Bank overdraft facility</td>
</tr>
<tr>
<td>– Statements must cover the last 3 months. We will also accept online bank statements if transaction details are shown.</td>
</tr>
<tr>
<td>Overdraft limit - Please provide evidence of your current overdraft limit either from your bank statements or an online printout. If you are unable to obtain a bank overdraft facility you must provide documentary evidence i.e, letter from you bank.</td>
</tr>
<tr>
<td>Rent – Full Tenancy Agreement/Rent book. We need to identify your rent payment from this.</td>
</tr>
<tr>
<td>Mortgage—Mortgage statement or last three months payments highlighted on bank statements.</td>
</tr>
<tr>
<td>Council Tax bill – please provide a copy of your notification or exemption certificate.</td>
</tr>
<tr>
<td>- Continuing students – please provide bill dated April 2015 to March 2016 or later</td>
</tr>
<tr>
<td>- New students – please provide amended bill since becoming a student showing your student discount or exemption status.</td>
</tr>
<tr>
<td>Benefits Notices and or Universal Credit – e.g. housing benefit, council tax benefit plus any other benefits covering the academic year 2015/16 or 2016/17 depending on the timing of application.</td>
</tr>
<tr>
<td>Tax Credits – If you receive tax credits please provide a FULL copy of your most recent award notice for 2015/16 plus your award notice for 2016/17 depending on the timing of your application. The award notice should reflect the circumstances you have told us about in your application.</td>
</tr>
<tr>
<td>Pay slips -</td>
</tr>
<tr>
<td>▪ If you are an Undergraduate full-time student and live with a spouse/partner, please provide the last three months pay slips for your partner only.</td>
</tr>
<tr>
<td>▪ If you are a Postgraduate student, please provide the last three months pay slips for you and your partner.</td>
</tr>
<tr>
<td>Bursary Payments – Either already paid or, awaiting payment.</td>
</tr>
<tr>
<td>Maintenance Payments</td>
</tr>
<tr>
<td>Either to or from ex-partner</td>
</tr>
<tr>
<td>Postgraduate Funding – e.g loan agreement PCDL or Postgraduate Scholarship/Bursary.</td>
</tr>
<tr>
<td>Student Partner - SFE Documents</td>
</tr>
<tr>
<td>Other Income – please provide details of any other sources of income.</td>
</tr>
<tr>
<td>Negotiated debts – (Inclusion is discretionary)</td>
</tr>
<tr>
<td>These are loans or debts where you have not been able to meet contractual payments and have negotiated a new repayment plan with the creditor. (You must provide a copy of the negotiated agreement identifying the balance owed and agreed payment amount)</td>
</tr>
</tbody>
</table>
I certify to the best of my knowledge that I meet the following conditions

- Please tick the relevant box

- I am a UK national/British citizen; or

- I am settled* within the United Kingdom (UK) (i.e I have the Right of Abode in the UK or been awarded Indefinite Leave To Remain)

  or

  *settled – on the first day of the first academic year of the course

- I have been recognised by the UK Government as a Refugee.

  or

- I have been granted Humanitarian Protection (HP) by the Home Office

  or

- I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker (please tick if you intend to continue working while studying ), or

- I am an EU national who has been ordinarily resident in the UK for the three years prior to the first day of the first academic year of my course, or

- I am the child of a Swiss national, or

- I am the child of a Turkish worker.

I also confirm the following - please tick the relevant boxes

- I confirm that I am supporting the children named in this application form.

- I confirm that I am not living with a spouse/partner

- I confirm that I am registered upon and in attendance on the course described in this application form.
• I confirm that I have not been deemed unfit for student finance from Student Finance England or any other student finance body.

• I confirm that I am not currently under investigation by Student Finance England or any other student finance body which may affect my entitlement to student finance.

• I understand that if the supporting evidence provided is inconsistent or contradictory my application cannot proceed until all is clarified.

• I understand that if evidence is not provided my application cannot proceed.

• I understand that misrepresentation of information will automatically disqualify my application and may also lead to University disciplinary procedures and/or civil/legal action. I further undertake to repay any loans/grants obtained by me as a result.

• I understand that the closing date of the Scheme will be 27th May 2016 or sooner if funds are exhausted and that applications will not be accepted or assessed beyond that point.

• I confirm that I will input my bank account details onto the University’s e: vision system before presenting this application and that the University cannot be held responsible for delayed payment if the details are input late or incorrectly or through system errors.

• I understand that all documentation relating to my application will be held for audit purposes for a period of seven years.

I confirm that I have read and understood this application form and that the information recorded by me or a third party is true and correct.

Name (CAPITALS) __________________________ Signature __________________________ Date __________________________

Don’t forget to register your bank account details on the University’s e: vision!

✉️ Send your completed form together with photocopied evidence to.

Student Support Fund Team
University of Sunderland
Student & Learning Support
The Gateway
1st Floor Edinburgh Building
Chester Road
Sunderland SR1 3SD

-Please remember to use the correct postage!