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**FALMOUTH UNIVERSITY HARDSHIP  
FUND**  
APPLICATION FOR SUPPORT

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SUPPORT FOR STUDENTS WHO EXPERIENCE  
UNFORESEEN FINANCIAL HARDSHIP

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Compiled by the Hardship Assessment Team

Version 2 - August 2015



## INTRODUCTION

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THE FALMOUTH UNIVERSITY HARDSHIP FUND IS DESIGNED TO HELP STUDENTS WHO HAVE ENCOUNTERED **UNFORESEEN** FINANCIAL PROBLEMS DURING THE ACADEMIC YEAR. THE ASSESSMENT WILL CONSIDER YOUR INCOMES, OUTGOINGS AND ORIGINAL FINANCIAL PLAN UPON ENROLMENT TO THE COURSE.

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### Important:

- **Please read the accompanying guidance notes before completing this form.** They are available at both [falmouth.ac.uk/hardship](http://falmouth.ac.uk/hardship) and [fxu.org.uk/advice](http://fxu.org.uk/advice).
- You can seek further advice on completing this application from the FXU, Student Funding Team, The Compass or the assessor at [falhardship@falmouth.ac.uk](mailto:falhardship@falmouth.ac.uk).
- You must complete all relevant sections, sign the declaration and attach all required supporting evidence.
- Please do not submit any original documents, only photocopies or printouts.
- The assessment of your application will take 3-4 weeks to complete.

# 1 PERSONAL AND COURSE DETAILS

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IT IS IMPORTANT THAT ALL RELEVANT SECTIONS ARE COMPLETED ACCURATELY IN BLACK INK. IF THERE ARE ANY QUERIES ABOUT YOUR APPLICATION, THE ASSESSOR WILL CONTACT YOU AT THE EMAIL ADDRESS GIVEN IN SECTION 1.09. YOUR ASSESSMENT WILL NOT PROGRESS UNTIL ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.

## 1.0 Personal Details

1.01 Student ID number (7 digit code on your ID card)

1.01a Your title: Miss  Ms  Mr  Mr  Other

1.02 First Name(s), in full: \_\_\_\_\_

1.03 Surname/Family name: \_\_\_\_\_

1.04 Gender Male  Female

1.05 Date of birth (DD/MM/YY) \_\_\_\_\_

1.05a Age (yrs) on 1<sup>st</sup> Sept 2015 \_\_\_\_\_

1.06 Your current, full correspondence address (if unsure, put your home address):  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

1.07 During term-time, what are your accommodation arrangements?

Live alone

In halls of residence

With your partner or spouse

With your parents or guardian

In a shared house



If a shared house, how many people do you live with? \_\_\_\_\_

Do you share all household bills? Yes  No

1.08 Telephone number: \_\_\_\_\_

1.09 Contact email address: \_\_\_\_\_

*If the assessor has any queries regarding your application you will be contacted via this email address, so please ensure it is an address you check regularly.*

## 1.1 Course Details

1.10 Course title \_\_\_\_\_

1.11 Mode Full time  Part time

1.12 Level Foundation  Undergraduate  Postgraduate

1.13 Start date of course: Month \_\_\_\_\_ Year \_\_\_\_\_

1.14 Year of study 1  2  3  4  5

1.15 UK/EU/International UK  EU  International (paying International fees)

1.16 Is this a repeat year? Yes  No

1.17 Is this your final year? Yes  No

## 1.2 Your Dependants

1.20 Do you have any **children** who are financially dependent on you?

Yes  No

If, yes, please give name 1. \_\_\_\_\_ Date of Birth \_\_\_\_\_

2. \_\_\_\_\_ Date of Birth \_\_\_\_\_

1.21 Do you have any **adults** who are financially dependent on you?

Yes  No

If, yes, please give name 1. \_\_\_\_\_ Date of Birth \_\_\_\_\_

2. \_\_\_\_\_ Date of Birth \_\_\_\_\_

If needed, please continue on an additional sheet

## 2 ADDITIONAL SUPPORT

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IN ORDER TO ACCURATELY ASSESS YOUR APPLICATION IT'S IMPORTANT THAT WE CONSIDER ANY ADDITIONAL SUPPORT NEEDS WHICH YOU MAY HAVE. PLEASE ALSO TELL US IF YOU WOULD LIKE FURTHER SUPPORT FROM ANY SPECIALIST TEAMS.

### 2.0 Disability / Learning Support Needs

2.01 Do you have a disability or chronic medical condition which impacts upon your studies and/or employment options?

Yes  No

2.02 Are you receiving, or have you applied for, Disabled Student Allowance (DSA)?

Yes  No

2.03 As part of this application, are you requesting financial aid towards special equipment/material not covered by DSA, or for the cost of diagnostic tests?

Yes  No

If 'Yes' to any of the above, please detail in your Supporting Statement (4.01)

### 2.1 Additional Support

2.11 Have you spoken to a student adviser before submitting this application?

Yes  No

2.12 If yes; which department were they from (FXU, Accessibility, Student Funding Team, The Compass etc)

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2.13 Would you like any further help or advice from any of the below teams?

Student Funding Team (grants/loans, student finance)   
FXU (budgeting, complex financial issues)   
Living Support (personal and emotional support)   
Finance (university debts and fees)   
Accommodation (halls of residence and rent)

How would you prefer to be contacted? Landline / Mobile / Email

### 3 YOUR ORIGINAL FUNDING PLAN

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WE NEED TO SEE YOUR ORIGINAL FUNDING PLAN, AS IT WAS AT THE START OF THE ACADEMIC YEAR. WHAT DID YOU **EXPECT** TO RECEIVE THIS YEAR? THIS MAY DIFFER TO THE FUNDING YOU ARE ACTUALLY RECEIVING (TO BE DETAILED IN SECTION 5).

**3.01** Which forms of government and university funding did you have confirmed as being in place for this academic year?

		Amount for the year (Sept 15 – Jun 16)
Maintenance Grant	<input type="checkbox"/>	£ _____
Special Support Grant	<input type="checkbox"/>	£ _____
Maintenance Loan	<input type="checkbox"/>	£ _____
National Scholarship Programme	<input type="checkbox"/>	£ _____
University Bursaries	<input type="checkbox"/>	£ _____
Adult Dependants Grant	<input type="checkbox"/>	£ _____
Childcare Grant	<input type="checkbox"/>	£ _____
Disabled Student Allowance (DSA)	<input type="checkbox"/>	£ _____
Care Leavers Grant	<input type="checkbox"/>	£ _____

**3.02** Which forms of funding from private sources did you have confirmed as being in place for this academic year?

		Amount for the year (Sept 15 – Jun 16)
Parental Contribution	<input type="checkbox"/>	£ _____
Earnings from part-time work	<input type="checkbox"/>	£ _____
Professional & Career Development Loan	<input type="checkbox"/>	£ _____
Support from a Private Trust or Charity	<input type="checkbox"/>	£ _____

**3.03** Which benefits, tax credits and child support did you have confirmed as being in place for this academic year?

		Amount for the year (Sept 15 – Jun 16)
Child Maintenance payments	<input type="checkbox"/>	£ _____
Child Benefit	<input type="checkbox"/>	£ _____
Tax Credits	<input type="checkbox"/>	£ _____
Income Support / JSA	<input type="checkbox"/>	£ _____
Housing Benefit / Council Tax Benefit	<input type="checkbox"/>	£ _____
Disability Benefits	<input type="checkbox"/>	£ _____
Other	<input type="checkbox"/>	£ _____

If you have encountered problems with any of the above forms of funding, please explain these in your Supporting Statement (Section 4).

## 4 SUPPORTING STATEMENT

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TO SUPPLEMENT THE DETAILS ON YOUR INCOME AND OUTGOINGS, WE NEED TO KNOW A LITTLE MORE ABOUT YOUR SITUATION. PLEASE WRITE YOUR SUPPORTING STATEMENT ON A SEPARATE SHEET AND ATTACH IT TO THIS FORM.

### 4.01 Supporting Statement

Your Supporting Statement is your means of explaining the situation you find yourself in and will be considered alongside the details you provide on income and expenditure. In your statement please provide full information to explain:

- Details of any issues which are having a direct or indirect effect on your funding situation (eg issues surrounding your parents' income)
- How your financial issue was reasonably unforeseeable, prior to the start of the academic year
- Why you believe your situation merits additional support
- What you have done to try and resolve the situation
- Details of any specific issues which you don't feel are highlighted elsewhere in the form
- The differences between your planned and actual income

The Falmouth University Hardship Fund provides discretionary grants: there is no standard entitlement to an award. Please note that Hardship Funds are not normally required to be repaid and that they are very heavily oversubscribed. In the vast majority of cases we are only able to award a portion of any assessed financial shortfall.

Your statement should be word-processed, printed and attached securely to your application form. You should put your name, student ID and date at the top of the page and state "Hardship Fund Application" as the title.

**Please attach your Supporting Statement to this application form.**



## 5 YOUR INCOME

LIST ALL FORMS OF FUNDING WHICH YOU ARE/HAVE BEEN IN RECEIPT OF THIS ACADEMIC YEAR. MUCH OF THIS MAY MIRROR THE DETAILS PROVIDED IN SECTION 3 BUT WE NEED TO SEE ALL FUNDING WHICH YOU RECEIVE AND IF IT DIFFERS FROM WHAT YOU WERE EXPECTING TO RECEIVE. PLEASE EXPLAIN ANY DIFFERENCES IN YOUR PERSONAL STATEMENT. IF YOU LIVE WITH YOUR PARTNER YOU WILL ALSO NEED TO SHOW HOW THEY ARE FUNDING THEIR SHARE OF DOMESTIC COSTS. PLEASE STATE THE AMOUNTS IN THE RELEVANT COLUMN.

**5.01** What amounts of government and university funding are you in receipt of this academic year (£)?

	<b>Student</b>			<b>Partner</b>		
	Termly	Monthly	Yearly	Termly	Monthly	Yearly
Maintenance Grant						
Special Support Grant						
Maintenance Loan						
National Scholarship Programme						
University Bursaries						
Adults Dependants Grant						
Childcare Grant						
DSA						
Care Leavers Grant						

**5.02** What amounts of funding from private sources are you in receipt of this academic year (£)?

	<b>Student</b>			<b>Partner</b>		
	Weekly	Monthly	Yearly	Weekly	Monthly	Yearly
Parental Contribution						
Earnings from part-time work						
Professional & Career Development Loan						
Support from a Private Trust or Charity						

**5.03** What amounts of benefits, tax credits and child support are you in receipt of this academic year (£)?

	<b>Student</b>			<b>Partner</b>		
	Weekly	Monthly	Yearly	Weekly	Monthly	Yearly
Child Maintenance						
Child Benefit						
Tax Credits						
Income Support / JSA						
Housing / Council Tax Benefit						
Disability Benefits						
Other / Savings etc						



**6.02 Variable Costs.** It's accepted that some domestic costs will vary, student to student, so please provide amounts (£) for each area mentioned below (even if zero). Course costs will be considered separately.

	Student			Partner		
	Weekly	Monthly	Yearly	Weekly	Monthly	Yearly
Rent (Student Halls)						
Rent (private house)						
<i>Does this include bills?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Mortgage						
Childcare costs						
Disability costs <b>not</b> covered by DSA						
Daily Commute - Car / Bus / Train [select] - Distance: _____						
Private vehicle costs Please see notes						
Other (non-course) costs Holiday rent; credit cards, Debt management plan etc. Please detail.						

**6.03 Course Costs.** These figures are automatically assumed, at reasonable levels and are determined based on known course costs:

Course Banding	Assumed weekly costs	Annual costs over 39 weeks
<b>Band 1</b> Architecture, Fine Art, Graphic Design, Marine & Natural History Photography, Photography, Press & Editorial Photography, Fashion Photography, Textile Design.	£35	£1,365
<b>Band 2</b> Contemporary Crafts, Fashion Design, Illustration, Performance Sportswear Design, Sustainable Product Design.	£30	£1,170
<b>Band 3</b> Acting, Creative Music Technology, Animation & Visual Effects, Drawing, Fashion Marketing, Film, Interior Design, Music, Popular Music, Television, Theatre	£20	£780
<b>Band 4</b> Creative Advertising, Business Entrepreneurship, Creative Events Management, Creative Writing, Cultural Tourism Management, Dance & Performance, Dance & Choreography, Digital Games, Digital Media, all English courses, Journalism, Journalism & Creative Writing, Music Theatre & Entertainment Management	£10	£390

This ensures that all applicants are treated fairly, regardless of individual spending choices.

If you feel that you have significantly higher course costs than those stated above that you wish us to consider, then please explain them below:

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**Office use only**

Assumed Course Costs (per year), to be used for assessment:

£ \_\_\_\_\_

## 7 BANK DETAILS

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PLEASE GIVE DETAILS OF ALL ACTIVE BANK ACCOUNTS, ENSURING THAT BOTH THE AVAILABLE 'OVERDRAFT LIMIT' AND 'CURRENT BALANCE' ARE STATED. IF SUCCESSFUL, ANY AWARD WILL BE PAID DIRECTLY INTO 'ACCOUNT 1' SO PLEASE ENSURE ALL DETAILS ARE CORRECT.

YOU WILL ALSO BE ASKED TO SUPPLY COPIES OF BANKS STATEMENTS FOR THE PAST 3 MONTHS. SEE SECTION 7.02 BELOW FOR MORE DETAILS.

**7.01** Please provide details of your active bank accounts. 'Account 1' should be your main, day-to-day account. Any award will be paid into this account. If you have your grant/loan paid into a separate account, please list this as 'Account 2' or 'Account 3'.

	Account 1	Account 2	Account 3
Bank Name			
Sort Code			
Account Number			
Name of Account Holder			
Overdraft Limit			
Current Balance			

**7.02** You **must** provide copies of your bank statements. Your application will not be considered without them.

- Supply copies of your statements, covering the previous 3 months, for each account listed above.
- These can be printouts from on-line bank accounts.
- On each statement, please make a note explaining any transactions (both income and expenses) of more than **£100** (rent payments, loan received etc).

## 8 NOTES

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PLEASE NOTE THE BELOW POINTS REGARDING CONFIDENTIALITY AND DATA PROTECTION.  
NO ACTION IS NEEDED ON YOUR PART IN THIS SECTION.

- 8.01 Confidentiality.** Only the Assessors see applications. We may have to ask other university staff for additional information in order for the Assessors to reach a decision (e.g. amount of fees due; accommodation costs). By submitting this application you agree to us doing that.
- 8.02 Data Protection Act 1998.** Falmouth University is a data controller in terms of the 1998 legislation. We follow University policy in 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 for statistical purposes and electronic record keeping. The data will not be passed to any other third party without your consent, except when the University is required to do so by law.

## 9 DECLARATIONS

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PLEASE COMPLETE EACH OF THE BELOW FOUR SECTIONS. APPLICATIONS WHICH ARE NOT SIGNED CANNOT BE CONSIDERED.

**9.01** Please tick the statement which best describes your nationality:

I am a UK national, paying UK/EU fees

I am a national of another EU country, paying UK/EU fees

I am a national from outside of the EU, paying International fees

**9.02** Everyone must answer these 3 questions

I am currently in attendance on the course stated in Section 1.10 Yes / No

I am currently *intermittent* from the course stated in Section 1.10 Yes / No

Are you living with your partner/spouse? Yes / No

**9.03** If relevant, please answer this question

Children mentioned in Section 1.20: Please confirm that you are financially supporting these children. Yes / No

**9.04** I declare that the information 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 by the university. I will then be obliged to repay any grants or awards as a result.

Name (CAPITALS)

Your Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 10 CHECKLIST

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WE CAN ONLY ASSESS APPLICATIONS WHICH ARE COMPLETE AND INCLUDE ALL RELEVANT SUPPORTING EVIDENCE. **PHOTOCOPIES ONLY PLEASE.**

**10.01** Minimum documentary evidence for all applications

Student Finance entitlement letter for the year 2015/16,  
or equivalent for International/EU students.

Bank/building society statements (covering 3 months)

Evidence of rent/mortgage

**10.02** Have you fully explained your situation by completing the following sections?

Your supporting statement (Section 4.01)

Course costs (Section 6.03)

Declarations (Section 9.01 – 9.04)

**10.03** If you are in receipt of any of the below benefits or support (as stated in Section 5.03), you will need to evidence them. Please indicate any such evidence included in this application.

JSA, Housing Benefit etc (copy of entitlement letter)

Family or Child Tax Credits (copy of entitlement letter)

Child Benefit (copy of DWP entitlement letter)

Debt repayment plan, if listed in Section 6.02 (copy of plan)



## 11 SUBMISSION DETAILS

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WHILST ALL APPLICATIONS NEED TO BE SUBMITTED TO EITHER THE FINANCE OFFICE OR THE COMPASS, YOU CAN GET ADVICE ON YOUR SITUATION FROM A NUMBER OF DIFFERENT TEAMS.

### 11.01 Where to **submit** your Hardship Fund application

<b>Falmouth Campus and postal</b>	<b>Penryn Campus</b>
Falmouth Hardship Fund The Finance Department Falmouth University Woodlane Falmouth TR11 4RH	Falmouth Hardship Fund The Compass Penryn Campus
Open 9-2pm, Monday to Friday, year round	Open 9-5pm, Monday to Friday, term time only

### 11.02 Where to get financial **advice** and help with your application

<b>Falmouth Campus</b>	<b>Penryn Campus</b>
<b>FXU</b> Fox 3 (near the shop) 01326 213742 advice@fxu.org.uk	<b>FXU</b> Daphne du Maurier (next to the gym)) 01326 255861 advice@fxu.org.uk
Open 9-5pm, Monday to Friday, term time only	Open 9-5pm, Monday to Friday, term time only
<b>The Student Funding Office</b> Kerris Vean 01326 213744/255159 studentfunding@falmouth.ac.uk	<b>The Compass</b> The Exchange Building thecompass@fxplus.ac.uk
Open 8.30-4.30pm, Monday to Friday, closed Thursday afternoons	Open 9-5pm, Monday to Friday, term time only

### 11.03 **After you apply**

If you have a query regarding your application you can contact the assessors direct at **falhardship@falmouth.ac.uk**

## 12 NOTES ON COMPLETING YOUR APPLICATION

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THE HARDSHIP FUND APPLICATION FORM CAN BE QUITE DAUNTING TO COMPLETE, BUT THESE KEY POINTS SHOULD HELP EXPLAIN THE MAIN ELEMENTS.

- 1.01 Student ID number.** This is the 7 digit numeric code printed on your ID card
- 3.00 Your original funding plan.** The fund is designed to help students with unforeseen financial problems which arise during the academic year. In this section, show us your original funding plan (how you planned to support yourself during the academic year). This will then help us understand what's changed. It's expected that students will only enrol onto a course with a sensible funding plan in place.
- 4.01 Supporting Statement.** This is your chance to tell the Assessor your story. Clearly outline your situation and the issues which have affected your finances. You don't need to explain every detail, but remember that a decision can only be made based on the information provided.
- 6.00 Outgoings.** The Assessor also needs to know about all forms of expenditure (rent, materials, food, travel etc) and again this is for the whole academic year, September 2015 to June 2016. Don't underestimate small costs like print credit and bus fares. Also give careful thought to costs which may come up later in the academic year such as course trips or project/exhibition costs.
- 7.01 Bank Account details.** 'Account 1' should be your main, day-to-day bank account. It's also the account to which any award will be made. If you use a second account or ISA for your grant/loan, then please also provide these details under the separate account headings.
- 9.04 Sign it!** The Assessor will not process your application if you have not signed it and completed the declarations box in Section 9.04 (page 15).

**Hand it in promptly.** The Assessor will take 3-4 weeks to assess your application, so hand it in as soon as you can, to The Compass, FXU or the Finance Office. Don't wait until you're down to your last £10!

**Full guidelines for the Hardship Fund are available at:**

[www.falmouth.ac.uk/hardship](http://www.falmouth.ac.uk/hardship)  
[www.fxu.org.uk/advice\\_welfare](http://www.fxu.org.uk/advice_welfare)

Or you can email the assessors directly at: [falhardship@falmouth.ac.uk](mailto:falhardship@falmouth.ac.uk)



## FOR OFFICE USE ONLY

SUMMARY NOTES, TO BE COMPLETED BY THE ASSESSOR.

<b>Registered?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Intermitting <input type="checkbox"/>
<b>Mode of attendance (1.11)</b>	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	
<b>Level of study (1.12)</b>	Foundation <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>
<b>Year of study (1.14)</b>	Year 1 <input type="checkbox"/>	Year 2 <input type="checkbox"/>	Year 3 <input type="checkbox"/>
<b>Fee banding (1.15)</b>	Home fees (UK) <input type="checkbox"/>	Home fees (EU) <input type="checkbox"/>	International <input type="checkbox"/>
<b>Other significant issues</b>	Mature (25+) <input type="checkbox"/>	Final year UG <input type="checkbox"/>	Disability <input type="checkbox"/>
	Low income <input type="checkbox"/>	Dependants <input type="checkbox"/>	

**Multiple applications?**  
Please detail

### STANDARD / NON-STANDARD AWARD (DELETE AS APPROPRIATE)

Assessors comments .....  
 .....  
 .....

Assessors signature ..... Date .....

Approvers signature ..... Date .....

**Award**            **£** .....

Form of payment (single payment, instalments, rent contribution etc)  
 .....

### APPEAL

Appeal Panel comments .....  
 .....  
 .....

Panel Decision    Successful     Unsuccessful     **Award**    **£** .....

Approvers signature ..... Date .....