

Name:	
Student ID:	
<i>Date Received</i>	
<i>Acknowledgement sent on Compass (date)</i>	

**FALMOUTH UNIVERSITY HARDSHIP
FUND
APPLICATION FOR SUPPORT**

ACADEMIC YEAR 2018/19

SUPPORT FOR STUDENTS WHO EXPERIENCE
UNFORESEEN FINANCIAL HARDSHIP

Compiled by the Hardship Assessment Team

September 2018

INTRODUCTION

THE FALMOUTH UNIVERSITY HARDSHIP FUND IS DESIGNED TO HELP STUDENTS WHO HAVE ENCOUNTERED **UNFORESEEN** FINANCIAL PROBLEMS DURING THE ACADEMIC YEAR.

Students studying with partner organisations should apply to their host provider for support.

Contents of the application

Section		Page
1	Personal and course details	4
2	Additional support	6
3	Supporting information	7
4	Mental Health evidence	9
5	Your income	10
6	Your expenditure	11
7	Do you live with a partner?	14
8	Notes	15
9	Declarations	16
10	Checklist	17
11	Submission details	18
12	Bank Details	19

Important:

- **Please read the accompanying guidance notes before completing this form.** They are available at both falmouth.ac.uk/hardship and fxu.org.uk/advice.
- You can seek further advice on completing this application from The Student Union, Student Funding Team, The Compass or the assessor at 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 can take 2-4 weeks to complete.
- Any award granted will usually first be used to cover any existing university debt that you may already have (including the Nursery and fees outstanding).
- Braille & Audio versions of this form are available upon request.

1 PERSONAL AND COURSE DETAILS

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 YOUR UNIVERSITY EMAIL ADDRESS. 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 Do Student Finance consider you 'independent' of your parents? Yes No

1.05 Date of birth (optional) _____

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

1.1 Course Details

- 1.10** Course title _____
Please note that students with partner organisations should apply to their host provider for support.
- 1.11** Mode Full time Part time
- 1.12** Level 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
- 1.18** Are you awaiting an Assessment Board decision? Yes No
- 1.19** Are you currently intermitting from your studies? Yes No
- If 'Yes' please note the name of your Tutor _____

1.2 Your Dependants

- 1.20** Do you have any dependants (child or adult) 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

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 Assessment not complete

If 'Yes' to any of the above, please detail in the Supporting Information (3.00)

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 (The Student Union, Accessibility, Student Funding Team, The Compass etc)

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

Student Funding Team (grants/loans, student finance)
The Student Union (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

4 MENTAL HEALTH EVIDENCE

IF YOU FEEL MENTAL ILL-HEALTH IS SIGNIFICANTLY AFFECTING YOUR SITUATION THEN PLEASE HAVE THIS SECTION COMPLETED BY AN APPROPRIATE HEALTH PROFESSIONAL OR STUDENT UNION ADVISER.

4.0 Details of professional completing this section

Name of professional _____
Role _____
Signed _____
Date _____

4.1 Comments on applicants situation

- 4.11 Does the applicant have a mental health problem which affects their ability to manage or earn money? Yes No

If yes, can you explain how it affects their ability to manage/earn money? This will help the assessor reach a fair and suitable decision.

- 4.12 If known, please state the approximate dates when:
- | | Month | Year |
|--|-------|-------|
| a) This mental health problem first started | _____ | _____ |
| b) Treatment was first given | _____ | _____ |
| c) Most recent episode of the issue(s) | _____ | _____ |
| d) Is the issue(s) still current? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

4.13 Additional notes

Is there anything else you would like the assessor to be aware of?

5 YOUR INCOME

LIST ALL FORMS OF FUNDING WHICH YOU ARE/HAVE BEEN IN RECEIPT OF THIS ACADEMIC YEAR. IF YOU LIVE WITH YOUR PARTNER THEN THEY WILL NEED TO COMPLETE SECTION 6 OF THIS FORM. **PLEASE STATE THE AMOUNTS** IN WHICHEVER COLUMN IS BEST SUITED.

5.01	What amounts of government and university funding are you in receipt of this academic year (£)?	Use whichever column best suits		
		Weekly	Monthly	Yearly
	Maintenance Loan (UG)			
	Masters Loan (PG)			
	University Bursaries			
	Cornwall Award			
	Maintenance Grant			
	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 (£)?

		Weekly	Monthly	Yearly
	Parental Contribution			
	Earnings from part-time work			
	Support from a Private Trust or Charity			
	Professional & Career Development Loan			

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

		Weekly	Monthly	Yearly
	Child Maintenance			
	Child Benefit			
	Tax Credits			
	Income Support / JSA			
	Housing / Council Tax Benefit			
	Disability Benefits			
	Other income or savings			

6 YOUR EXPENDITURE

THIS SECTION AIMS TO ESTABLISH ALL OF YOUR EXPENSES FOR THE WHOLE ACADEMIC YEAR. IT IS IMPORTANT THAT YOU LIST ALL AMOUNTS INCLUDING THOSE WHICH HAVE YET TO ARISE (END OF YEAR PROJECTS FOR EXAMPLE). IT IS UNDERSTOOD THAT THESE FIGURES WILL INCLUDE SOME ESTIMATES. IF YOU LIVE WITH YOUR PARTNER THEN THEY WILL NEED TO COMPLETE SECTION 7.

6.01 General Living Costs. These figures are automatically assumed, at reasonable levels and are determined to cover expenditure on:

- Food and domestics
- Household bills
- Telephone bills
- Social costs
- Other (clothing etc)

This ensures that all applicants are treated fairly, regardless of individual lifestyle choices. A breakdown of assumed costs is available in the guidelines, which can be found at www.falmouth.ac.uk/hardship and at www.fxu.org.uk/advice_welfare.

If you feel that you have significantly higher living costs than those stated in the guidelines, that you wish us to consider, then please explain them below:

If you have a vehicle, please outline why this is necessary:

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. Course costs will be considered separately.

Don't include costs incurred by your partner (if you live with them). They should complete Section 6.

Use whichever column best suits. Only list costs which you, as an individual, are required to spend out on.

	Weekly	Monthly	Yearly
Rent (Student Halls)			
Rent (private house)			
<i>Does this include bills?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Accommodation Deposit due to be paid (please state the amount and date due)			
Mortgage			
Childcare costs			
Disability costs not 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:

Undergraduate courses only

Course Banding	Assumed weekly costs
Band 1 Architecture, Fine Art, Game Art, Graphic Design, Illustration, Marine & Natural History Photography, Photography, Press & Editorial Photography, Fashion Photography, Sustainable Product Design, Textile Design.	£35
Band 2 Fashion Design, Performance Sportswear Design, Creative Advertising, Fashion Marketing, all Animation, Drawing, Interior Design.	£30
Band 3 Acting, Creative Music Technology, & Visual Effects, Film, Music, Music Theatre & Entertainment Management, Popular Music, Television,	£20
Band 4 All Business courses, Creative Events Management, Creative Writing, Dance & Performance, Dance & Choreography, Digital Games, Digital Media, all English courses, Journalism, Journalism & Creative Writing, Theatre	£10

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

- Undergraduate students on a 3 year degree, will be assessed over a period of 39 weeks.
- Undergraduate students on a 2 year accelerated degree, will be assessed over a period of 45 weeks
- Full time postgraduate students will be assessed over 52 weeks.
- Part time postgraduate students will be assessed over 43 weeks.

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:

7 DO YOU LIVE WITH A PARTNER? (Ignore this section if you live in shared house)

IF YOU LIVE WITH YOUR PARTNER THEN WE NEED TO KNOW SOME DETAILS ABOUT THEIR SITUATION, IN ORDER TO FULLY UNDERSTAND YOUR DOMESTIC FINANCES.

IMPORTANT

The Hardship Fund will consider offering additional support to you (the student), but not your partner. If you live with your partner, then we expect them to be financially independent from you and the assessor will not consider expenditures which are deemed (reasonably) the responsibility of your partner. If they are also a student and are suffering hardship, then they should make their own application to the fund. If they're not a student, then they should speak to CAB or the Jobcentre.

7.01 Partners situation

Are they a full-time student? Yes No

Are they employed or self-employed, for at least 15hrs a week? Yes No

Are they unemployed or unable to work due to medical reasons? Yes No

7.02 Partners income

Please summarise your partners forms of income:

7.03 Partners outgoings/contribution

Please summarise how your partner contributes towards shared costs (rent, bills, other domestic costs etc)

8 NOTES

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 2018. Falmouth University is a data controller in terms of the 2018 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. To find out more about how we use your data please visit <https://www.falmouth.ac.uk/data-privacy>

9 DECLARATIONS

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 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

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

10.01 Minimum documentary evidence for most applications

Student Finance entitlement letter for the year 2018/19, or equivalent for International/EU students. Postgraduates should provide their Postgraduate Masters Loan entitlement Letter.

Bank/building society statements (covering 3 months) and bank form (Section 12)

Evidence of rent/mortgage. We will need a copy of the pertinent sections of your accommodation contract. Include pages which detail; amounts paid/to whom/ period of lease etc.

10.02 Have you completing the following sections?

Your supporting statement (Section 3.01 to 3.05)

Declarations (Section 8.01 – 8.03)

10.03 If you are in receipt of any of the below benefits or support (as stated in Section 4.03), you will need to evidence them (photocopies only). 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 5.02 (copy of plan)

11 SUBMISSION DETAILS

WHILST ALL APPLICATIONS NEED TO BE SUBMITTED TO EITHER THE STUDENT FUNDING TEAM 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

Falmouth Campus and postal	Penryn Campus
Falmouth Hardship Fund The Student Funding Team The Hub Falmouth University Woodlane Falmouth TR11 4RH	Falmouth Hardship Fund The Compass Penryn Campus
Open 8.30-4.30pm, 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

Falmouth Campus	Penryn Campus
The Student Union The HUB (near the shop) 01326 213742 advice@fxu.org.uk	The Student Union Daphne du Maurier Building 01326 255861 advice@fxu.org.uk
Open 9-5pm, Monday to Friday, term time only	Open 9-5pm, Monday to Friday, term time only
The Student Funding Office The HUB (near the shop) 01326 213744/255159 studentfunding@falmouth.ac.uk	The Compass The Exchange Building thecompass@fxplus.ac.uk
Open 8.30-4.30pm, Monday to Friday, year round	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 BANK DETAILS

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 12.02 BELOW FOR MORE DETAILS.

Assessor: Please note applicant name _____ and ID _____.

12.01 Please provide details of **all 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			

12.02 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).

