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| <b>Name:</b>         |  |
| <b>Student ID:</b>   |  |
| <i>Date Received</i> |  |

**FALMOUTH UNIVERSITY HARDSHIP  
FUND**  
**APPLICATION FOR SUPPORT**

ACADEMIC YEAR 2017/18

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SUPPORT FOR STUDENTS WHO EXPERIENCE  
UNFORESEEN FINANCIAL HARDSHIP

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Compiled by the Hardship Assessment Team

September 2017



## 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.

### Contents of the application

| Section |                                      | Page      |
|---------|--------------------------------------|-----------|
| 1       | Personal and course details          | 4         |
| 2       | Additional support                   | 6         |
| 3       | Supporting information               | 7         |
| 4       | Your income                          | 8         |
| 5       | Your expenditure                     | 9         |
| 6       | Do you live with a partner?          | 12        |
| 7       | Bank details                         | 13        |
| 8       | Notes                                | 14        |
| 9       | Declarations                         | <b>15</b> |
| 10      | Checklist                            | 16        |
| 11      | Submission details                   | 17        |
| 12      | Notes on completing your application | 18        |

### 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 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).
- Braille & Audio versions of this form are available upon request.

## 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 (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 \_\_\_\_\_

**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

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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 ☐ 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 (FXU, 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) ☐  
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 SUPPORTING INFORMATION

TO SUPPLEMENT THE DETAILS ON YOUR INCOME AND OUTGOINGS (WHICH WILL FOLLOW IN SECTIONS 4, 5 AND 6), WE NEED TO KNOW A LITTLE MORE ABOUT YOUR SITUATION. PLEASE DETAIL YOUR SITUATION BELOW, AND IF NEEDED, BY ATTACHING A SUPPORTING STATEMENT ON A SEPARATE SHEET, TO COVER ANY OTHER ISSUES NOT MENTIONED ELSEWHERE.

### 3.01 Your original plan

Considering all costs for the year (tuition fees, rent, materials, food etc), how did you originally plan to fund your year?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

### 3.02 The issues(s)

Considering the above plan, please detail the *reasonably unforeseeable* issues which have arisen, detrimentally affecting your original plan. Failure to secure part-time work is not seen as ‘unforeseeable’.

[illegible]

### 3.03 The impact

What financial impact have these issues had? Please illustrate the difference between what you planned and your current situation.

[illegible]

### 3.04 Action taken

Please explain what you have done to try and resolve your financial issues. Either tackling the issue directly, or speaking to your bank regarding overdraft facilities.

[illegible]

### 3.05 Additional Statement (optional)

If there is additional information you wish the assessor to consider, please detail this in an additional supporting statement. Your statement should be typed, 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.



## 4 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.

|             |   |                                 |         |        |
|-------------|---|---------------------------------|---------|--------|
| <b>4.01</b> | 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  |                                 |         |        |

**4.02** 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  |        |         |        |

**4.03** 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       |        |         |        |

## 5 YOUR EXPENDITURE

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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 6.

**5.01 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](http://www.falmouth.ac.uk/hardship) and at [www.fxu.org.uk/advice\\_welfare](http://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:

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**5.02 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)   |        |         |        |
| Does this include bills? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span> |        |         |        |
| Mortgage   |        |         |        |
| Childcare costs  |        |         |        |
| Disability costs <b>not</b> covered by DSA   |        |         |        |
| Daily Commute<br>- Car / Bus / Train [select]<br>- Distance: _____   |        |         |        |
| Private vehicle costs<br>Please see notes  |        |         |        |
| Other (non-course) costs<br>Holiday rent; deposits, credit cards, Debt management plan etc.<br>Please detail.        |        |         |        |

**5.03 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 |
|---|----------------------|
| <b>Band 1</b><br>Architecture, Fine Art, Graphic Design, Illustration, Marine & Natural History Photography, Photography, Press & Editorial Photography, Fashion Photography, Textile Design.   | £35                  |
| <b>Band 2</b><br>Contemporary Crafts, Fashion Design, Performance Sportswear Design, Sustainable Product Design.  | £30                  |
| <b>Band 3</b><br>Acting, Creative Music Technology, Animation & Visual Effects, Drawing, Fashion Marketing, Film, Interior Design, Music, Popular Music, Television, Theatre  | £20                  |
| <b>Band 4</b><br>Creative Advertising, Business Entrepreneurship, Creative Events Management, Creative Writing, Dance & Performance, Dance & Choreography, Digital Games, Digital Media, all English courses, Journalism, Journalism & Creative Writing, Music Theatre & Entertainment Management | £10                  |

This ensures that all applicants are treated fairly, regardless of individual spending choices. Undergraduate students will be assessed over a period of 39 weeks

Postgraduate students will be assessed on an individual basis, but over a period of 52 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:

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

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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.

#### 6.01 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 ☐

#### 6.02 Partners income

Please summarise your partners forms of income:

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#### 6.03 Partners outgoings/contribution

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

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## 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 **intermitting** from the course stated in Section 1.10 Yes / No

Are you living with your partner/spouse? (*if yes, please ensure you have completed Section 6*) Yes / No

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

Dependants 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

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## 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 most applications

- Student Finance entitlement letter for the year 2017/18, or equivalent for International/EU students. Postgraduates should provide their Postgraduate Masters Loan entitlement Letter. ☐
- Bank/building society statements (covering 3 months) ☐
- 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 9.01 – 9.04) ☐

### 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

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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<br>The Finance Department<br>Falmouth University<br>Woodlane<br>Falmouth<br>TR11 4RH | Falmouth Hardship Fund<br>The Compass<br>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><br>The HUB (near the shop)<br>01326 213742<br>advice@fxu.org.uk<br><br>Open 9-5pm, Monday to Friday, term time only   | <b>FXU</b><br>Daphne du Maurier Building<br>01326 255861<br>advice@fxu.org.uk<br><br>Open 9-5pm, Monday to Friday, term time only |
| <b>The Student Funding Office</b><br>The HUB (near the shop)<br>01326 213744/255159<br>studentfunding@falmouth.ac.uk<br><br>Open 8.30-4.30pm, Monday to Friday, year round | <b>The Compass</b><br>The Exchange Building<br>thecompass@fxplus.ac.uk<br><br>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**