 

CONFIDENTIAL

**International Hardship Fund**

Application Form 2023-24

**General Conditions**

The Fund is available to provide discretionary financial help for undergraduate, postgraduate and Research, overseas and EU students, not in receipt of a maintenance loan, who have experienced unexpected financial hardship due to unforeseen circumstances. The IHF is intended as a safety net for students in financial difficulty, not their main source of support.

To be eligible to apply, students must be fully registered, with all holds lifted and their tuition fee account must be up to date. Students in their first year of study will not be able to apply until semester two.

Students must be able to demonstrate that they have made adequate provision to fund both their tuition fees and living costs before starting their course.

**Maximum Award payable:** £1000

In exceptional circumstances this maybe increased to £2000

**Part 1a: Your Personal Details**

1. Is this your first application to the Fund in your current academic year?

Yes [ ]  No [ ]  If no, you cannot apply. Just one application can be accepted per academic year. **\* See Part 12 Declaration**

1. University student ID number (9-digit number on student card)

3. Your Title

|  |  |
| --- | --- |
|  |  Mr[ ]  Mrs [ ]  Miss[ ]  Ms[ ]  Other [ ]  |
| 4. Your first name (in full)5. Your surname (in full)  |  |

6. Age

**Part 1b: Your Contact Details**

7. Telephone Number

8. Student Email Address

9. Contact Address

**Part 2: About Your Study**

10. Course Title

11. Where do you study?

[ ] Avery Hill Campus

[ ] Greenwich Maritime Campus

[ ] Medway Campus

 [ ]  Name of Partner College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. What is your start date this academic year?

1st [ ]  2nd [ ]  3rd [ ]  4th [ ]

13. Which year are you in now?

Yes [ ]  No [ ]

14. Is this your final year?

(Top up year is also classed as a final year)

**Part 3: Personal Status and Accommodation Details**

 [ ]  Living in parental home

 [ ]  Living in Halls of residence or student house

 [ ]  Student house - How many are sharing?

 [ ]  Home owner/mortgage

 [ ]  Living in rented accommodation (other than a student house)

15. About your accommodation

(please tick the boxes which apply to you)

16. About your living arrangements

(please tick the boxes which apply to you)

 [ ]  Living alone

 [ ]  Living alone with children

 [ ]  Living with partner or spouse

 [ ]  Living with parents or legal guardian

 [ ]  Other

17. Do you have any financially dependant children under the age of 20 years?

18. Do the children live with you?

19. Do you have shared care of the children?

20. If yes, how many nights do the children reside with you?

Children Details

|  |  |
| --- | --- |
| Full Name | Date of Birth |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

(Please continue on a separate sheet if necessary)

Yes [ ]  No [ ]

Yes [ ]  No [ ]

Yes [ ]  No [ ]

£

£

Other Income

£

Income from any other benefits weekly (please state)

£

Disability Living Allowance (DLA) / Personal Independence Payment (PIP)

£

Pension Credit Weekly

£

£

£

£

£

Incapacity Benefit or ESA Weekly

Job Seekers Allowance Weekly

Income Support Weekly

Council Tax Benefit

Housing Benefit Weekly

£

Childcare Entitlement of WTC weekly

£

Working Tax Credits Weekly

£

Child Tax Credits Weekly

£

Universal Credit (Monthly)

UK Benefit Payments (spouse or partner)

Tuition Funding

Please complete where applicable:

**Part 4: Income**

£

Student Finance England – Tuition Fee Loan (EU Students Only)

External Bursaries / Scholarships

£

Home Country scholarship, bursary, or sponsorship

£

**Any other fund** e.g. grants / scholarships / bursaries from any other source

Income from Earnings

£

Weekly

£

Monthly

**Your net earnings** from employment

£

Weekly

£

Monthly

**Any other income** – including from parent or family

£

Weekly

£

Monthly

**Your partners net income** – e.g from employment/ self-employment/ benefits/ student finance / investment/ property/ any other sources (all students)

**Maintenance Payments from Ex-Partner e.g. child or spousal maintenance** Either by formal or private arrangement.

£

**Savings and investments**

Please state the value excluding the home you live in.

**Any other household income** e.g. boarders/ lodgers/ sub tenants/ rental income from property/ bank interest/ dividends etc.

0’

**Part 5: Expenditure**

Please complete where applicable:

£

**Monthly**

£

**Monthly**

£

**Weekly**

**£**

**Monthly**

**Rent –**

**If you are in private rented accommodation, you must provide a copy of your tenancy agreement and evidence of payments from bank statement to cross reference amount stated in the tenancy agreement.**

Does your rent payment include general household bills e.g. electricity, gas, water rates?

**Yes** [ ]  **No**[ ]

**Mortgage**

**Buildings insurance**

Please do not include your contents insurance as we include an amount within the set levels of living costs

£

**For this academic year**

**Course costs**

(Books/equipment /compulsory field trips relating to your course)

**Medical Costs**

£

**Weekly**

£

**Monthly**

**Council Tax**

(if applicable)

£

**Bank Overdraft Limit**

If you are unable to obtain a bank overdraft facility, please provide evidence i.e. letter from bank

£

**Weekly**

£

**Annually**

**Travel costs**

**- Daily travel costs**

(Please provide either a bank statement with costs highlighted/oyster card statement or receipts)

**Unforeseen Expenditure**

(cost of attending a funeral or home maintenance)

£

£

**Weekly**

**Private vehicle costs**

(for students with children and/or disability i.e. Road tax/fuel/insurance/ maintenance costs)

£

**Weekly**

**Registered Childcare costs**

For full-time undergraduate students only

**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.**

1. Why are you in financial difficulty? Explain how your financial circumstances have changed since you came to the UK?

2. What measures have you taken to help yourself?

3. If you are applying for assistance with a specific purpose, please indicate the precise nature of your request including costing?

4. How do you see your situation improving?

**Part 7: Data Protection and Confidentiality**

For more information about how we process your personal data, please refer to the[**Privacy Notice**](https://docs.gre.ac.uk/rep/sas/student-finance-and-financial-support-privacy-notice)**.**

 [ ]

**You will need to download the following documents by logging into your Student Finance account.**

**1. Student Entitlement Summary**

**2. University Payment Advice**

To obtain these please follow these instructions:

1. Go to www.logon.slc.co.uk and sign in.

2. On the homepage, click “letters and emails” at the top right.

3. Open the most recent “Notification of Entitlement” letter.

4. Click on the PDF and save it to your computer

This is required for EU students with a Student Finance England Tuition Fee Loan.

**Part 8: Evidence Checklist**

Please provide photocopies where applicable

**Bank/Building Society** **statements for you and your partner for all accounts and evidence of Bank overdraft facility**

 – Statements must cover the last 3 months. Please download as a PDF document.

**[How to download online bank statements](https://docs.gre.ac.uk/__data/assets/pdf_file/0021/330654/2023-how-to-download-an-online-bank-statement.pdf)**

**Cash Deposits –** Incoming cash transactions of £100 and over must be highlighted and evidence provided (relative account statement) where the funds were sourced.

**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.

**Rent –** Full Tenancy Agreement/Rent book. We need to identify your name, rent amount and date of Tenancy. **Evidence of payment of rent should be highlighted on your bank statements.**

**Mortgage –** Mortgage statement and last three months payments highlighted on bank statements.

**Council Tax bill -**

**-For continuing students –**please provide your up-to-date bill.

**-For New students –** please ensure you provide an up-to-date bill since becoming a

student which shows your exemption status or student discount.

 [ ]



 [ ]

**Spouse or Partner**

**Benefits and/or Universal Credit notices -** we require a **FULL** copy i.e**. all pages** of your up-to-date award letter or online payment statement.

 Please provide your up-to-date notices e.g. latest Universal Credit payment statement or Housing benefit, council tax benefit, JSA, ESA etc.

 [ ]

**Spouse or Partner**

**Tax Credits –**If you receive tax credits, we require a **FULL** copy i.e. **all pages** of your up-to-date award notice.

**The award notice should reflect the circumstances you have told us about in your**

**GHF application**

e.g. ceased working or reduced hours, additional child, partner left, change in income since becoming a student etc.

 [ ]

**Pay slips -**

• 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**.

• If you are a **Postgraduate** student, please provide the last

three months pay slips for **you and your partner**.

 [ ]

**External Bursary/Scholarship Payments (Including Home country and Sponsorhsip) –** Either already paid or awaiting payment.

 [ ]

**Maintenance Payments** Either to or from ex-partner

 [ ]

**If your partner is also a full-time or part-time UK home student –** please provide all Student Finance documents including Student Entitlement Summary and Payment Schedule.

 [ ]

**Other Income –** please provide details of any other sources of income.

 [ ]

**Self-Funded & PG Students – Evidence of financial provision**

Please provide documentary evidence that demonstrates that at the start of your course you had the funds to support both your tuition fees and living costs, and what unforeseen change has affected this.

**Part 9: Declarations**

**I certify to the best of my knowledge that I meet the following conditions**

**- Please select one of the following options**

[ ] I am a International student paying the higher rate of tuition fees

[ ] I am an EU Student without a Maintenance Loan from Student Finance England (SFE)

- I confirm that I am registered and in attendance on the programme detailed on this form.

- I confirm I have provided statements for ALL my bank/savings/investment/mortgage accounts.

- I understand that if I have provided you with any third party personal data, I should inform the individual or individuals named that I have disclosed their details to the University.

- I declare that the information that I have given on this form is correct and complete to the best of my knowledge and 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.

**\* If you have already applied to the fund in this academic year and you experience an unforeseen change of circumstances, please notify us in writing with the necessary documentary evidence and a re-assessment may be made if considered appropriate.**

**Please submit your completed form together with all supporting evidence by email:** **fab@greenwich.ac.uk**

**All supporting documentation as per Part 8 The Evidence Checklist must be submitted in PDF format only.**

**Assessments can take up to 28 days. Failure to provide all evidence at submission will result in a further 28 days for the assessment to be completed pending receipt of a further information request.**

**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 (DD/MM/YY)**