

CONFIDENTIAL

**Greenwich Hardship Fund**

Application Form 2023-24

**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?

13. Which year are you in now?

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

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 [ ]

21. Have you applied for a Childcare Grant from Student Finance?

NB: Please note, this is separate to Parents Learning Allowance (PLA). You will receive a separate notification for this.

Yes [ ]  No [ ]

22. Do you have a disability or medical condition which prevents you from working?

 **If yes,** you will need to provide evidence such as an Employment Support Allowance (ESA) notice or GP Long Term sick note to enable us to apply the correct assessment process.

23 a. Are you a [Care Leaver](https://www.ucas.com/undergraduate/applying-university/individual-needs/ucas-undergraduate-care-experienced-students)?

23 b. Are you [Estranged](https://www.ucas.com/estranged-students/applying-university)?



24. Do you have carer’s responsibilities and were previously in receipt of Carers Allowance?

Yes [ ]  No [ ]

Yes [ ]  No [ ]

Yes [ ]  No [ ]

**Part 4: Income**

£

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

£

**Your net earnings** from employment

Other Income

Income from Earnings

£

**Any other funding** e.g. grants/ scholarship/ bursaries from any other source

£

Postgraduate Master’s / Doctoral Loan

Postgraduate Funding

£

Income from any other benefits weekly (please state)

£

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

£

Pension Credit Weekly

£

£

£

£

£

Job Seekers Allowance Weekly

Income Support Weekly

Council Tax Benefit

Housing Benefit Weekly

£

Childcare Entitlement of WTC weekly

£

Working Tax Credits Weekly

£

£

Universal Credit (Monthly)

£

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

£

PGCE Bursary

£

 NHS Social Work Bursary

£

NHS Learning Support Fund (LSF)

£

Childcare Grant (SFE)

£

Adult Dependants Grant

£

Parent Learning Allowance

£

Student Maintenance Loan

External Bursaries / Scholarships

Benefit Payments

Undergraduate Funding

Please complete where applicable:

Child Tax Credits Weekly

Incapacity Benefit or ESA Weekly

£

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

0’

£

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

£

Income from pensions

£

**Savings and investments**

Please state the value excluding the home you live in.

**Part 5: Expenditure**

Please complete where applicable:

£

**Weekly**

£

**Monthly**

**Life Insurance**

**Rent**

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

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

£

**For this academic year**

**Course costs**

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

£

**Monthly**

£

**Monthly**

**Mortgage**

**Buildings insurance**

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

£

**Weekly**

**Medical Costs**

£

**Weekly**

**Board to parents**

(Clear evidence of payments must be provided)

£

**Weekly**

**Maintenance paid to ex-partner** (formal agreement only)

£

**Weekly**

**Council Tax**

(if applicable)

£

**Weekly**

**Negotiated debts**

**(do not include normal loan repayments or credit card**

**payments)** Evidence is required of negotiated payments with creditors

£

**Weekly**

£

**Annually**

**Travel costs**

**- Daily travel costs**

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

£

**Bank Overdraft Limit**

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

£

**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: Commuter Bursary**

If your travel costs are excessive between your term-time address to university, you may be eligible for additional financial support from the commuter bursary: gre.ac.uk/bursaries/commuter-bursary. If you would like to be considered for this bursary you must provide evidence on your travel costs.

Yes [ ]  No [ ]

I would like to apply for the Energy Bill Support

The University of Greenwich wishes to support students from low-income families who are struggling with the Cost of Living by supporting them with cash payment towards their energy bill.

• Applicants must provide a copy of the energy Bill (Gas & Electricity) in their name

• Only available to non- residents of University of Greenwich Halls

**Part 8: Energy Bill Support (New First year Students Only)**

Yes [ ]  No [ ]

I would like to apply for the commuter bursary and have submitted my travel

 expenses

Yes [ ]  No [ ]

I would like to apply for the Digital Access Bursary

If you are from a low income family and don't have a suitable computer/laptop or have poor broadbandconnection and can't afford to upgrade, you may qualify for the Digital Access Bursary as part of your application to the Greenwich Hardship fund.

**Part 7: Digital Access Bursary (New First year Students Only)**

**Part 9: 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? Has there been a specific event which has caused this?

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 10: 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

 [ ]



 [ ]

**Teacher Training Bursary Entitlement Letter**

**Social Work Bursary payment award letter**

**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)**

 **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.

**NHS Learning Support Fund Payment schedule**

**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.

**Evidence of weekly amount of Childcare Grant** paid to your registered childcare provider – please download your payment history from the SFE Childcare Grant payment service (further evidence of childcare costs/payments may be required later)

 [ ]

 [ ]

**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

**Part 11: Evidence Checklist**

Please provide photocopies where applicable

 [ ]

 [ ]



 [ ]

 [ ]

**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 –** 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 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.

 [ ]

 [ ]

**Negotiated debts – (Inclusion in the assessment is discretionary up to a capped amount)**

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 for these to be considered in the assessment process).**

**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.

 [ ]

 [ ]

**Commuter Bursary**

Oyster card online statement/receipts for travel costs covering a minimum period of 1 month during term time

**Energy Bill Support**

A copy of the energy bill (gas and electric) in the applicants name within the last three months.

 [ ]

 [ ]

Letters showing the refusal of any statutory support (Student Funding or Benefits) mentioned above.

**Part 12: 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 Home Student

[ ] I am an EU Student with 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 confirm that I have notified the DWP/Job Centre Plus or relevant agency of my student status in relation to the benefits I am receiving.

- 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)**