**Hardship Fund Application Form**

**Personal details**

Full Name:

Date of application:

Student ID:

Current term-time address:

Type of accommodation (please tick):

Halls of residence

Home owner

Private rented accommodation

Live with parents or guardians

Live with spouse or partner

Contact number:

LSE Email address:

[APPLICATIONS WILL NOT BE PROCESSED WITHOUT AN LSE EMAIL ADDRESS]

Fee status (please tick):

Home (including EU students with pre-settled/settled status)

International

Mode of Study:

Full Time

Part Time

How did you hear about the LSESU Advice Service?

Please give details of any children or adults who are financially dependent on you (For adult dependents: please explain why they are financially dependent on you and please explain the extent of your financial support for them).

Do you have a disability or chronic medical condition?  Y/  N

If yes, please let us know here if you will require any reasonable adjustments relating to this process:

**Course details**

Course title:

Level of study: (please tick)

Undergraduate

Postgraduate (taught)

Postgraduate (research)

What year of the course are you in (e.g. 1st, 2nd, 3rd, 4th)?

Is this a repeat year?  Y/  N

Period of attendance: (please tick)

9 months (normally all undergraduate students, taught Masters students on 9-month programme)

10 months (Taught Masters on 10-month programme)

12 months (Taught Masters, MRes, MPhil/PhD students attending for full 12-month year)

**Bank details**

If approved, the Hardship Fund award will be paid directly into your bank account. To facilitate this process, please provide us with the following details:

Account holder’s full name:

Sort code:

Account number:

For **international** bank accounts only, we also require:

IBAN:

BIC:

Your bank account information is kept in line with our confidentiality policy. **It is your responsibility to check these are correct.**

**Application details**

***Please note*** *we would not normally consider any new Hardship Fund applications in instances where the applicant is currently awaiting the outcome of a similar application with the LSE Financial Support Office.*

Have you also applied to the LSE Financial Support Office for support with your hardship?  Y/  N

If yes, what was the date of the application?

Have you received a decision regarding this application yet?  Y/  N

If yes, what was the decision?

*Please provide a copy of this decision along with your application.*

**Income for the current academic year**

Please report **all sources** of income (including foreign sources) for the current academic year, even if this income is not for educational purposes. Otherwise, there may be delays in processing your application.

Please complete this only for the months where you are registered as a student (i.e., 9 months if you are on a 9-month course, 10 months if you are on a 10-month course, 12 months if you are on a 12-month course)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total amount you were expecting at beginning of the academic year (in pounds sterling):** | **Total money received so far this academic year (in pounds sterling):** | **Total money you are now expecting to receive until the end of the academic year (in pounds sterling):** |
|  |  | Please enter here the number of months from the start of the academic year to the present day (e.g. October 2019 - April 2020 would be 6 months): | Please enter here the number of months from today to end of the academic year e.g. April 2020- September 2020 for a 12 month masters student would be 5 months: |
| Grants/bursaries (including any financial  support from LSE) |  |  |  |
| Loan for tuition fees |  |  |  |
| Loan for living costs |  |  |  |
| Scholarships |  |  |  |
| Family or friends’ contributions |  |  |  |
| Sponsor’s contributions |  |  |  |
| Employment earnings (after tax) |  |  |  |
| Savings |  |  |  |
| Income from assets e.g. rental property |  |  |  |
| State benefits |  |  |  |
| Partner’s earnings (if relevant) |  |  |  |
| Overdraft facility (at 1st October this academic year) |  |  |  |
| Any other income |  |  |  |
| **TOTAL (in £)** |  |  |  |

**Essential expenditure for the current academic session**

**All** applicants are expected to complete the first column.

Please only additionally complete the second column if any areas of expenditure have changed since the beginning of the academic year.

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| --- | --- | --- | --- |
|  | Expected monthly essential expenditure at the beginning of the year | | If this has now changed, please also complete this box |
| Accommodation (Please state whether your accommodation costs include meals e.g. catered halls, or any bills.) |  | |  |
| Groceries – *e.g., food, cleaning supplies, toilet roll, basic household essentials* (please outline) |  | |  |
| Gas |  | |  |
| Electricity |  | |  |
| Water |  | |  |
| Phone bill |  | |  |
| TV license |  | |  |
| Council tax (if applicable) |  | |  |
| Insurance (please outline) |  | |  |
| Travel – *e.g. bus, tube, cycle hire, etc.* |  | |  |
| Essential costs for children (if applicable) |  | |  |
| Books and printing |  | |  |
| **Necessary** subscription/membership costs – *e.g. gym, magazine subscription, etc.* (please outline) |  | |  |
| \*Entertainment |  | |  |
| \*Clothing |  | |  |
| \*Financial commitments – e.g., loan repayments |  | |  |
| Any other necessary expenditures or one-off payments (please outline, including dates of any one-off payments) |  | |  |
| **TOTAL PER MONTH (in £)** |  | |  |
| **TOTAL ANNUAL EXPENDITURE EXPECTED AT THE BEGINNING OF THE YEAR (in £)**  You will arrive at this figure by multiplying the total figure in the first column above by the number of months you are in attendance for your course (see page 2) |  | | |
| \*The Hardship Fund cannot be awarded to cover these specific costs.  **Additional expenditure:** | | | |
| Travel costs to return home once this academic year | |  | |
| Tuition fees | |  | |

**Supporting Information**

*Please complete with* ***as much information as possible****. The Panel may ask for documentation to corroborate this supporting information.*

1. How had you planned to fund your studies?

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|  |

1. What do you feel has caused your unexpected financial difficulty?

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|  |

1. When did you first encounter these difficulties and what steps have you already taken to attempt to resolve them? *(e.g., part-time work, the use of overdraft, etc.).*

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|  |

1. What is the total amount of money you currently have at your disposal?

*Please ensure you include the amount from* ***all*** *your accounts, including savings and cash.*

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|  |

1. Please provide **a specific breakdown of the figure** that will resolve your hardship. *Please note awards cannot be used to reimburse retrospective costs or be used for speculative future shortfalls.*

*Please**outline why that specific figure is required (one of the reasons panel decisions get delayed is because students do not provide this upfront).*

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1. Please explain your plan for after a potential award has been used:

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|  |

1. Please explain in the table below all the transactions over £100 included in the bank statements you have submitted as a part of this application:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Bank** | **Amount** | **Explanation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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1. Is there anything else you would like the panel to know?

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***NOTE****: The Panel may have further questions and request additional clarification on the above information****. Please review the Hardship Fund Guidance document*** *(found on the LSESU’s Hardship Fund webpage) prior to submitting your application.*

|  |  |
| --- | --- |
| **Please check the following questions before you sign and date the form:** | |
| * Have you read and understood the Hardship Fund Guidance Document, including the eligibility criteria? * Have you completed **all sections of the form?** | **Yes/  No**  **Yes/  No** |
| * Have you told us the figure you need and why? | **Yes/  No** |
| * Have you attached your LSE certificate of registration **produced within the last 2 weeks?** | **Yes/  No** |
| * Have you attached bank statements from the last month for all accounts you hold (including any savings and overseas accounts) and explained any transactions over £100? | **Yes/  No** |
| * Have you attached all other relevant supporting evidence? * In submitting this form, you consent to giving us permission to communicate with the LSE Financial Support Office regarding your application. Please tick here to acknowledge that you understand and accept this. | **Yes/  No** |

|  |  |
| --- | --- |
| By signing this form, I acknowledge that all information contained herein and in conjunction with this application is accurate and truthful to the best of my knowledge.  I understand that instances of dishonesty or consciously withholding relevant information without good reason will result in a rejection of my application and may, in extreme cases, preclude me from being able to submit further applications in the future | |
| **Student Signature:** | **Date:** |