

HE Hardship Fund

Guidance Notes / Application Form

2016/17

Writtle University College's HE Hardship Fund provides discretionary financial assistance for students to allow them to access and remain in Higher Education.

It cannot assist with tuition fees but can help towards other college and living costs (such as the costs of travel, equipment and childcare). Disabled students can apply for financial help towards the cost of their preliminary diagnostic assessment, prior to applying for Disabled Students' Allowance (DSA).

If you have not received your first student loan from the Student Loan Company at the start of term, through no fault of your own, you can apply for an emergency loan from the Hardship Fund. You will have to repay this loan when the first student loan instalment arrives.

Full & Part time Undergraduate 'Home'* students can apply, if they are in receipt of their full student loans from the Student Loan Company. Full & Part time Postgraduate 'Home'* students can also apply but not for tuition fees.

Overseas & EU students in receipt of tuition fee loans from the Student Loan Company are **NOT** eligible to apply.

All applications are considered on an individual basis but priority is given to:

- *Students with children (especially lone parents);*
- *Mature students with existing financial commitments, including priority debts;*
- *Students from low Income families;*
- *Students who have entered Higher Education from Care;*
- *Students receiving the final loan rate who are in financial difficulty;*
- *Students from foyers or who are homeless;*
- *Disabled students (especially where DSA is unable to meet particular needs)*

It should be noted that the funds are cash limited and can only be allocated whilst funding is still available. There is no entitlement to hardship funding and funding cannot be guaranteed.

An independent panel will meet to consider fully completed applications on their individual merit.

If a student wishes to appeal a decision made by the panel, they must do so within 10 working dates of being advised of the outcome. This must be in writing and addressed to the Learner Services Administrator (Wendy Bayfield), Learner Services, Writtle University College, Lordship Road, CM1 3RR. Your appeal will be considered by an independent reviewer. The decision they then make will be final.

*A 'Home' student is defined as a person who meets eligibility certain residency (the same conditions apply to eligibility for student support, for example, the student loan). Usually the means you must have an unrestricted right to enter and remain in the UK, and you have ordinarily resident in the UK for three years prior to the start of the course.