

Writtle University College	Academic Year 2023/2024	Application No.
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Application for Support from the HE Hardship Fund

Important

- Read the accompanying guidance notes before completing this form.
- Applications will not be processed if you do not answer all the appropriate sections and attach copies of all relevant documents.
- If you have not made realistic plans to fund your tuition fees and essential living costs, your application will not be considered
- Return your completed form to Student Finance, Room L09, Writtle University College, Writtle, Chelmsford, CM1 3RR

Part 1: Your Personal Details

1 Student ID number

2 Your title (tick **one** box only)

Mr	Mrs	Miss	Ms	Other
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3 Your first names (in full)

4 Your surname (in full)

5 Your date of birth (DD/MM/YYYY)

6 Your age (in years) on 01/09/2023

7 Your full **correspondence** address

Postcode

8 Mobile Telephone number

9 Personal Email address

All correspondence will be sent via the University College email system

10 Personal status/Accommodation details

Do you live: Alone? In a hall of residence?
 With your partner or spouse With your parents or guardian?
 In shared accommodation

How many other adults live at this address?

Do you share all household expenses?

 Yes No

Part 2: Course Details

11 Course title

12 Department

 Undergraduate Postgraduate

13 Are you studying:

 Full time? Part time?

14 Start date of course (DD/MM/YYYY)

15 Year of course

 1 2 3 Other (please state year)

16 Is this a repeat year?

 Yes No

17 Is this your final year?

 Yes No

Part 3: Your Dependants

18 Do you have any children who are financially dependent on you?

Yes No  Give details

Full name	Date of birth

19 Do you have any adults who are financially dependent on you?

<input type="checkbox"/>	Yes	→ Give details		
<input type="checkbox"/>	No			
			Full name	Date of birth

Part 4: Disability/Special Medical Needs

20 Do you have a disability or chronic medical condition? Yes No

21 Have you applied for the Disabled Students' Allowance (DSA)? Yes No

22 Do you wish to apply for financial assistance towards any special equipment/material not covered by DSA or for assistance towards the cost of a diagnostic test?

Yes No

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Give details

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Part 5A: Student's Income*(There are 37 weeks in the HE Year)*

	Wk/Mth/Yr
Student Finance Maintenance Loan	
Parents Learning Allowance / Lone Parents' Grant	
Adult Dependants' Grant	
Childcare Grant	
Care Leavers' Grant	
Net earnings	
Child Tax Credit	
Working Tax Credit	
Child Benefit	
Housing / Council Tax Benefit	
Income Support / Universal Credit	
Scholarships / Trusts / Grants	
Disability Benefits (please specify)	
Other income including savings (please specify)	

Part 5B: Partner's Income

Net earnings	
Other income	
Overall Total (5A + 5B)	

Part 6: Student's & Partners Expenditure**Composite Living Costs**

	Wk/Mth/Yr
Food / Household / Laundry	
Gas	
Electricity	
Water	
Telephone	
TV Licence	
Contents Insurance	
Council Tax	
Fees	
Halls / Rent / Mortgage	
Childcare costs	
Travel costs	
Private vehicle costs (road tax, fuel, insurance, maintenance etc)	
Books / equipment / course costs (including photocopying)	
Other costs (please specify)	
Total	

Part 7: Application

23 Please explain why you are in financial difficulty, providing as much specific information as possible regarding your situation.

Part 8: Declaration

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

I understand that I may be asked to provide additional information to substantiate my application.

I understand that 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.

Your name (CAPITALS)

Your signature

Date

Part 9: Request for documentation

Please enclose photocopies of the documentation relevant to your application

BANK ACCOUNT (S): SUBMIT WITH ALL APPLICATIONS

- Please provide bank statements (**ALL ACCOUNTS, WHETHER USED OR NOT, WHETHER EMPTY OR NOT**) for the 3 months (90 days) prior to your application for **you and/or** your partner.
- Print off online statements but do not cut and paste
- Copies of paper statements are also acceptable
- Statements should include name, sort code and account number
- Show the description of credits and debits and show balances

Student Finance Maintenance Loan Breakdown form 2023-24 (undergraduate)

Evidence of Master's Loan (post graduate)

SFE letter confirming Adult Dependant's Grant, Parents' Learning Allowance, Childcare Grant 2023-2024

3 months' pay slips or contact of employment confirming your and/or your partner's income (if relevant)

Evidence of Child Dependants Allowance (LSF) 2023-2024

Evidence of benefits received by you and/or your partner (e.g. Housing Benefit, Tax Credits, Income Support, Job Seekers' Allowance, Universal Credit)

If applicable, please provide details of any WUC Bursary and/or Scholarship(s) awarded

Evidence of rent / mortgage payments

Tenancy agreement

Internet bill

Car costs:

Childcare costs

Part 10: Bank details

Payments are normally made by electronic transfer. Payment will be made into the account below, which must be a current account.

Name of Bank/Building Society

Sort Code

/ /

Account Name

Account Number

Data Protection Act

Data Protection Act 2018 / General Data Protection Regulation (Regulation (EU) 2016/679)

Writtle University College is a data controller in terms of the above legislation. The Student Finance Department follows University College policy in matters of data protection. The data requested in this form is covered by the notification provided by the University College under the Data Protection Act 2018 / General Data Protection Regulation (Regulation (EU) 2016/679).

The data will not be passed to any other third party without your consent, except when the University College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to The Head of Student Finance, Writtle University College, Chelmsford, CM1 3RR.

We will hold this information securely and use it to process your application. For more information about how we use your data, please see www.writtle.ac.uk/Privacy-and-Cookies