



WHAT IS THE STUDENT SUPPORT FUND?

It is money provided by the University to help undergraduate, PGCE and Masters students who need extra financial support because they have higher than expected costs or if unexpected situations arise. The amount of money is restricted so the assessment of applications is devised to ensure that those who are most in need are prioritised. **Students will need to demonstrate financial hardship over the whole of the academic year and not just on a short-term basis. Due to limited funds, there is no promise or guarantee that you will receive an award.**

You have a responsibility to spend your money wisely. The Student Support Fund cannot cover lifestyle choices such as mobile phones, Sky TV, PCs/laptops/broadband connection or a private vehicle (unless you have dependent children under the age of 11 or are registered disabled). Students who are experiencing financial difficulties because they have not budgeted their income cannot be considered for an award.

The Fund cannot offer help with the payment of tuition fees.

WHO IS ELIGIBLE FOR HELP?

Undergraduate, PGCE and Masters students both full-time and part-time attending an undergraduate higher education course. All part-time students must be studying at least 50% of a full-time course and must complete in no more than twice the length of the equivalent full-time course (usually six years).

If you are an undergraduate student, you must have applied for the maximum maintenance loan (if eligible) and received the first instalment before applying.

WHEN CAN I APPLY?

Term-time applications

From the first day of your course until 31st May 2024 for Undergraduate, 30th June 2024 for PGCE and Masters, unless funds are exhausted before then. All eligible continuing students must make a separate application if they require financial assistance over the long vacation.

Long vacation applications

If you wish to apply for help over the long vacation, you can apply after **31st May 2024**. You will need to get a separate application form. **Final year students are not eligible to make a claim for help over the summer, as they will be eligible to claim means tested benefits once their course has finished.**

WHAT EXPENDITURE WILL BE ALLOWED?

A **Composite Living Costs** figure will be applied to cover costs for food, household, laundry, utilities, telephone, TV licence, broadband and contents insurance. It is meant to cover all expenditure except housing costs, travel costs, study costs, child care and council tax.

Student profile	Composite Living Costs (CLC) per week
Single student/lone parent	£116
Student with partner	£190
First child	£137
Each subsequent child	£91

Course costs (books/stationery)	Full-time	Part-time
BA/BSc/Cert HE/Foundation	£300	£150
BA with Art (Fine Art/Design) subject	£600	£300
BA (QTS)	£600	£300
BDes	£600	£300
Masters	£450	£225

In **exceptional** circumstances, actual costs will be considered if they are significantly different from above. If this is the case, enter the true costs and supply evidence with a written explanation of the need for these.

- **Travel (to and from the University)** - the cheapest cost of travel will be considered (a termly Solo/Trio ticket for public transport). Travel by car will only be considered for students with dependants under the age of 11 or who have a disability.
- **Study costs** – only compulsory field trips will be included and written confirmation from the department must be provided.
- **Study abroad costs** – can be included in expenditure but any additional payments from the SLC and the Turing Funding Grant will also be included in your income.
- **Disability costs** – include only those costs not covered by DSA or from benefits such as DLA and PIP.
- **Priority debts** – the limited funds mean that only priority debts will be considered: rent arrears, utility bills arrears, county court judgements, council tax arrears and social fund repayments. Many students have overdrafts, credit cards and store cards where repayments can be renegotiated. Unfortunately, these debts will not be considered.
- **Other costs** – use this to outline any other payments/costs which arise from exceptional circumstances. If you have a partner, don't forget to include their income and their expenditure.
- Due to limited funds, some costs will be capped. For example rent/mortgage, study and travel.
- Where utilities are included in the rent, £15 per week will be deducted

HOW IS MY APPLICATION ASSESSED?

Your expected income and what is considered 'reasonable' expenditure on living costs, rent, travel, and course related costs would be taken into account. Details of your spouse/partner's income and expenditure are also required. If your parents have been assessed to make a contribution to your living costs, this will be included. We will calculate any shortfall between your income and essential expenditure in accordance with the guidelines issued by the University.

We have included an 'assumed income' figure in our calculation dependant on individual circumstances:

- New and continuing students £2174
- Penultimate year students £1451
- Final year and PGCE students £726

Students are expected to make reasonable provision to fund their living costs and that they will be able to supplement their income from a variety of routes eg part time work, vacation work, bank overdraft, savings or additional parental/family support.

It should be noted that the assumed income will not be used for students with dependants (even if the student is working) or those unable to work due to ill health/disability.

Postgraduate students are expected to make reasonable provision at the start of their course to fund both tuition fees and living costs.

All PGT and PGR students will be assessed using the Minimum Required Provision (MRP) figure or actual income, whichever is higher.

Minimum Required Provision

£201 per week for single students

£161 per week for students with dependants/ Ill Health/ Disability

HOW MUCH COULD I RECEIVE?

Depending upon when you apply to the Fund, the following maximum amounts will apply: For applications received by 22nd December 2023, the maximum award will be £3,000; for applications received after 22nd December 2023 and up to 29th March 2024, the maximum award will be £2,000; for applications received after 29th March 2024 and up to 31st May 2024 for undergraduate, 30th June 2024 for PGCE (which is the closing date for term-time applications) the maximum award will be £1,000. The minimum award will be £100. Any award will be dependent upon the course, mode of study and your individual circumstances. Where students have an outstanding debt to the University, any award from the Student Support Fund will be used to offset this.

IS THE AMOUNT OF MY AWARD GUARANTEED FOR EACH YEAR OF THE COURSE?

No, it is not. The level of awards can and does change from year to year based on a number of factors: increases/decreases in a student's income and expenditure; the numbers of students applying; the amount available each year. Students should therefore not expect their awards to remain the same year on year.

WHEN AND HOW WILL I HEAR ABOUT THE OUTCOME OF MY APPLICATION?

You will receive an **e-mail** to your Hope email account regarding the decision.

You should receive a decision within four weeks from the date your application was received providing that all evidence has been submitted. We will contact you on your student e-mail address if any further evidence is required to complete your assessment.

Any award will be made directly into your bank account usually within one week of you receiving notification of your award. Larger payments will be made in instalments in the autumn, spring and summer terms, subject to continued registration and satisfactory attendance. If your course is 12 months long, an additional payment will be made in July. Where an award is £1,000 or more, subsequent instalments may not be paid until the student has provided additional bank statements. **Awards will not be made in advance of the payment date.**

HOW DO I APPEAL?

If you believe that you have been treated unfairly, for example if you think there has been an error in the assessment of your award, or your application has been rejected, you should contact Student Funds immediately to inform them. **You must do this within ten working days of the receipt of the original decision from Student Funds.** Student Funds will supply a breakdown within ten working days of how your application has been assessed and if they are unable to change their decision, you have a further ten working days to appeal to the Student Finance Manager. If this unsuccessful, you have a further ten working days to appeal in writing to the Appeals Committee. You can get a copy of the Appeals process from Student Funds. Please note that appeals cannot be made on the grounds that you feel that you 'deserved' any or more money. There must have been an administrative error or malpractice. For help and advice please contact the Vice President for Welfare in the Students' Union on vpreswelfare@hope.ac.uk

Application forms for 2023/24 can be downloaded from the Liverpool Hope University web site at <http://www.hope.ac.uk/gateway/students/studentlife/moneyadvice/> and returned by email to studentsupportfund@hope.ac.uk