LIVERPOOL HOPE UNIVERSITY

Liverpool Hope HET Fund

Application Form 2026–27 • For care-experienced students

Supported by the Holt Education Trust (HET) / PH Holt Foundation

OFFICE USE ONLY Application no _____ Date received _____ Received by _____

Tick if this needs to be dealt with before the next panel **Urgent?** ☐ Yes ☐ No

Before you start

- Answer in short notes. You do not need full sentences. If a question does not apply, write N/A.
- Not sure whether you can get help? Do the one-minute check at the end of the guidance (Appendix A), or ask us first.
- If you need assistance, please email **moorcra@hope.ac.uk.**
- Want this in large print, in a format that works with your screen reader, or read aloud? Just ask.

Part 1: About you

Guidance section 3

We check that you are enrolled from your Student ID. There is nothing to send us for that.

Surname

First names

Student ID number *e.g. 12345678*

Hope email *we send your decision here*

Phone *the best number to text or call*

Where you live in term time *address and postcode*

Part 2: Your course

Guidance section 3

Faculty, school or department

Course you are on *e.g. BA Education Studies*

How you study *tick one*

☐ Full-time ☐ Part-time ☐ Only on assessment right now

Which year you are in for 2026–27 *tick one*

☐ Foundation year ☐ Year 1 ☐ Year 2

☐ Year 3 or final year ☐ Postgraduate taught ☐ Postgraduate research

Are you taking part in your course right now? *Guidance section 3*

☐ Yes ☐ No

By taking part we mean going to sessions, handing in work and being in touch with your department.

If you answered no, what is happening? We can sometimes still help.

optional

Part 3: Care experience

Guidance section 3

Tick everything that applies. Rough dates are fine. You do not need to chase any documents before you send this.

tick all that apply

- ☐ In care with a local authority (looked after)
- ☐ A care leaver
- ☐ In foster care
- ☐ In a children's home or residential care
- ☐ Living with a relative, or in kinship care
- ☐ Under a Special Guardianship Order (SGO)
- ☐ Something else (tell us below)

Anything you want to tell us, for example which local authority was responsible, roughly when, or your personal adviser or social worker.

optional

Does Hope already know that you are care-experienced?

- ☐ Yes
- ☐ No
- ☐ Not sure

If you ticked no or not sure, we will ask for a short letter or email, or for your permission to check your record. If either is hard or unsafe to get, tell us and we will work around it.

Part 4: What you need money for

Guidance section 4

What will the money be used for?

tick one or two. These are the categories in Guidance section 4

- ☐ Accommodation (rent, a deposit or a guarantor)
- ☐ Travel (to university, placements, interviews or appointments)
- ☐ Course or placement (laptop, software, books, kit, DBS or health checks)
- ☐ Living costs (food, bills and clothes)
- ☐ Health and wellbeing (counselling, health support, a club or society)
- ☐ Jobs or graduation (interview clothes, travel, memberships, gown hire)
- ☐ An emergency (I may have to step away from my studies)
- ☐ Something else (tell us below)

Why do you need this money, and what would it change for you?

You can also mention debts, a change in your situation, or anything else we should know about.

The costs you are asking us to help with

A quote, invoice, screenshot or rent statement lets us decide quickly. A rough figure is fine if you are still waiting for one.

What you need to pay for	How much (£)	Can you show us the cost?

Total you are asking for £

Note: **This Fund cannot pay your tuition fees, or a cost another award already pays in full. See Guidance section 4.**

Is this a one-off? *Guidance section 2*

☐ One-off ☐ The need will carry on ☐ I may need help again this year

If you may need help again, what for and roughly when? (optional)

Part 5: Money from elsewhere, and what you can show us

Guidance sections 5 and 6

Money from somewhere else does not rule you out. Many students need more than one source. We ask so that we do not pay twice for the same cost.

Have you asked for, or are getting, help with costs from anywhere else, including at Hope?

☐ Yes, I will say below ☐ No

For each one: who it is from, what it is for, how much, and whether you have heard back yet.
e.g. Hope hardship fund · laptop · £250 · approved May 2026

Tick what you are sending with this form *tick all that apply*

☐ A letter or email about my care experience (from a local authority, personal adviser, social worker, foster carer or solicitor)

☐ Nothing about care experience (Hope already has it on my record)

☐ The costs (a quote, invoice, screenshot, rent statement or booking)

☐ Anything else that helps (a letter from my placement, or a benefits letter)

☐ I will send proof later (say below what is coming)

If you are sending proof later, what is coming and roughly when? (optional)

Part 6: Your agreement, and how to send it

Guidance sections 5 and 7

Tick the two statements below. We need both of them. Then there are three boxes about what we can tell HET, the funder. We need the first one to make an award. The other two are up to you, and they never change whether you get help.

☐ I have read the HET Fund guidance for 2026–27. Everything in this form is true as far as I know. I am enrolled at Liverpool Hope University, and I meet the four points in Guidance section 3.

☐ I know the Fund has only £10,000 for the year, so meeting the criteria does not mean I will get an award. I will tell the fund lead quickly if my situation changes, or if the cost does not happen. If I have given false or misleading information, the award can be taken back. It would then be dealt with under University rules.

☐ **Anonymised reporting** **(required)**

We tell HET what this grant did, without using your name. An example: “second-year undergraduate, £500 for a rent deposit, stayed on the course, passed the semester”. We need this box ticked to make an award (Guidance section 3).

☐ **Named reporting** **(optional)**

Hope shares my name and the amount with HET, only if HET needs them to check the accounts. If I leave this blank, we use a code instead. It does not affect my application.

☐ **Feedback and case study** **(optional)**

I am happy to be asked for short feedback, a quote or an anonymised story about what the money changed. This is always up to me, now or later.

The University keeps your information under data-protection law and the Student Privacy Notice. It shares with HET only what HET needs for its records, and keeps it secure. You can ask us to stop future reporting at any time (Guidance section 7).

Signature
typing your name is enough if you send this by your Hope email

Date
DD / MM / YYYY

- Email it to **moorcra@hope.ac.uk.** Put “HET Fund application, your name and Student ID” in the subject line.
- Or bring it to Student Life, first floor Gateway Building, Hope Park.
- If it is urgent, write URGENT in the subject line or on the form and send it now. Proof can come later.

What happens next

Step	When
You send the form	Any time from [October 2026 to August 2027, to confirm], until the £10,000 is used up
We say your form arrived	Within 3 working days
A written decision, with the reason	Usually within 10 working days of a complete application
Money paid, if you are approved	Within 5 working days, to you or to who you owe
Ask us to look again	Within 10 working days, if you think we missed something

Urgent hardship cases come first. If anything is unclear, ask the fund lead (Guidance section 8).

Office use only: checks, decision and award record

Not part of the student's copy

Filled in by the fund lead and the panel. Keep it with the application for the audit and the HET report (Guidance sections 5 and 7). Do not return this page to the student unless it is redacted.

Checks before an award

Check	Yes / No / N-A	Initials and date	Notes
1. Care-experienced, as defined in Guidance section 3			
2. Enrolled at Liverpool Hope (Student ID and status checked)			
3. Approved level of study, and taking part (Guidance section 3)			
4. Anonymised-reporting consent: yes or no, as ticked by the student			
5. Named-reporting consent: yes or no, and the code used on the HET schedule			
6. Other bursaries checked: no cost paid twice, or the extra support explained			
7. Costs shown and reasonable; amount set on the need			

Assessment, award and payment

Repeat awards to the same student must be flagged here, as set out in Guidance section 2.

Record	Detail
Who assessed it (names, roles, date of assessment)	
Supporting contact contacted? Yes / No, date, summary	
Decision (approve, decline, or hold for more information)	
Award amount £, and one-off or in instalments	
General purpose and category, for the HET report	
Why this amount (need, costs shown, other support)	
Payment (to the student or a third party, date paid)	
Follow-up and what changed (date due, method, done)	
HET report (anonymised code, year and level, status flags)	

Decision sent to the student *date, how (email / letter / in person) and by whom*

Signpost or referral offered, if declined or held

Authorised by the fund lead
signature

Print name

Date
DD / MM / YYYY