

Rules and regulations for the Undergraduate Student Support Fund 2020-21

RESIDENCY REQUIREMENTS

SECTION A

- i) You are a UK National/British citizen; or
- ii) You fall into one of the groups who is eligible to apply for statutory maintenance funding from student finance. You must be eligible to apply for maintenance funding from Student Finance England (SFE), Student Finance Northern Ireland (SFNI), Student Finance Wales (SFW) or the Student Awards Agency for Scotland (SAAS). This group may include refugees, those in receipt of Humanitarian Protection, EEA or Swiss Migrant worker or a family member, EU National ordinarily resident in the UK for the 5 years prior to the start of your course, child of a Swiss national or child of a Turkish worker.

SECTION B

You were ordinarily resident in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course, and

You fall under either (i) above and have been ordinarily resident in the UK and Islands for the 3 years immediately before the first day of the first academic year of the course, or

You fall under (ii) above and have been ordinarily resident in the UK and Islands for the 5 years immediately before the first day of the first academic year of the course

WHAT IS THE STUDENT SUPPORT FUND?

It is money provided by the University to help undergraduate 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. The assessment will therefore include a student's income in full. The only income which will be disregarded is Disabled Living Allowance, Personal Independence Payments and Disabled Student's Allowance. **Students will need to demonstrate financial hardship over the whole of the academic year and not just on a short-term basis.** If you choose to work, we will include this as part of your income. **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 students both full-time and part-time attending an undergraduate higher education course. All part-time undergraduate 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 31 May 2021 unless funds are exhausted before then. All 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 **31 May 2021**. You will need to get a separate application form for the summer, which must be completed and returned no later than **17 July 2021 with all relevant documentation**. **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	£85
Student with partner	£140
First child	£115
Each subsequent child	£75

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

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 Erasmus 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.

HOW IS MY APPLICATION ASSESSED?

Your expected income including any earned 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 also have the option to carry out a non-standard assessment to allow for exceptional individual circumstances. We will include all income apart from Disabled Living Allowance, Personal Independence Payments and Disabled Student's Allowance in the assessment. If any income other than student funding is shown on bank statements, this will be investigated. Where there are transfers between accounts it will be necessary to provide statements for all accounts.

HOW MUCH COULD I RECEIVE?

Depending upon when you apply to the Fund, the following maximum amounts will apply: For applications received by 18 December 2020, the maximum award will be £3,000; for applications received after 18 December 2020 and up to 26 March 2021, the maximum award will be £2,000; for applications received after 26 March 2021 and up to 31 May 2021 (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 will 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 is 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

STUDENTS WHO ARE NOT ATTENDING

If you have not withdrawn, abandoned or been expelled from your course but are absent due to illness, bereavement, family illness, caring duties, pregnancy or you have completed repeat modules and you are waiting for the start of the next academic year, it may be possible for you to receive help. Please contact Student Funds for more information.

STUDENTS WHO ARE ATTENDING A NETWORK OF HOPE COLLEGE

FULL-TIME NETWORK OF HOPE STUDENTS WHO STARTED THEIR COURSE BEFORE SEPTEMBER 2012 MAY APPLY TO THE STUDENT SUPPORT FUND AT LIVERPOOL HOPE AS MAY ALL PART-TIME STUDENTS REGARDLESS OF THEIR START DATE; PART-TIME STUDENTS WHOSE COURSE STARTS IN EITHER JANUARY OR APRIL MUST STILL APPLY BY THE FINAL CLOSING DATE OF 31 MAY 2021. FULL-TIME STUDENTS WHO STARTED THEIR COURSE AT A NETWORK OF HOPE COLLEGE IN SEPTEMBER 2012 OR LATER MUST CONTACT THEIR OWN COLLEGE FOR DETAILS OF THEIR HARSHIP FUND

Application forms for 2020/21 can be downloaded from the Liverpool Hope University web site at <http://www.hope.ac.uk/undergraduate/feesandfunding/>