



Application for financial assistance from the Liverpool Hope University Undergraduate Student Support Fund for home students

Important

- There is a separate application form for undergraduate EU/International/Islands students
- Your application will not be considered if you do not answer all the appropriate sections and have attached copies of all relevant documentation.
- Read the accompanying guidance notes before completing this form.
- The fund cannot offer help with the payment of tuition fees.
- Closing date is 31st May 2021.

Due to the current pandemic, applications will only be accepted electronically.

PART 1: YOUR PERSONAL DETAILS

1. Your surname (in full):

2. Your first names (in full):



Throughout this form we have highlighted what evidence you will need to provide for each section. Please make sure this evidence is photocopied as we need to retain the documents for our records and audit purposes. If you are unsure what to provide then please contact us.

Documentary evidence required to support your application – screen shots taken from your mobile phone will not be accepted. Please tick the boxes to indicate which documentation you are providing.

All students must provide the following:

- Student Support Notification/Entitlement Letter, which shows amounts for maintenance loan and any grants.
- Tenancy agreement (which must be signed by tenants and landlord) or mortgage statement
- Consecutive bank statements for all accounts for the three months immediately prior to the date of application
- Proof of earned income if you work (three wage slips)

If you receive any of the following please supply a copy of the notification:

- Social Work Bursary
- Liverpool Hope Scholarship

If you have dependent children please provide the following:

- Proof of benefits e.g. housing benefit, income support, job seeker's allowance, universal credit, disability benefits.
- Child Tax Credits/Working Tax Credits Assessment from Inland Revenue
- Proof of maintenance payments
- Childcare Contract if using registered childcare or a letter from the child minder if using a friend/relative

If you have a spouse or partner please provide the following:

- Three recent consecutive monthly wage slips for your spouse/partner
- Council Tax bill

If any of the following apply to you please provide documentation:

- Compulsory field trips/study abroad – letter from relevant department showing costs
- Proof of cost of car/life/buildings insurance
- Proof of priority debts and payment plans
- Any other documentary evidence which you think may help to support your application

3. Student ID number:

4. Your title (tick one box only): Mr Mrs Miss Ms Other

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

6. Your age in years on 01/09/2020:

7: Your full term-time address:



You will need to provide evidence of your accommodation costs. Please provide a photocopy of your tenancy/rental agreement/mortgage statement. This must have your name on and amount that you pay. If you receive Housing Benefit or Universal Credit please provide letter of entitlement.

8a: Are you a care leaver, Foyer resident, homeless or estranged? (Please supply supporting evidence):

8b: Who pays your accommodation costs?

Social Services Other (please specify) Self

9: Telephone number:

10: Email:

PART 2: COURSE DETAILS

11: Course title:

12: Faculty/Department:

13: Campus:

14: Are you studying

Full-time Part-time Placements - total number of weeks

15: Start date of course (DD/MM/YY)

16: Year of course (1,2, 3, 4)

17: Please tick if this is a repeat year

18: Duration of course in years

19: Is this your final year?

Yes No

PART 3: ACCOMMODATION DETAILS

20: Do you live: Alone With your partner/spouse In a hall of residence

Shared accommodation With parents or guardian

If in shared accommodation, how many adults live at this address?

Are utility bills included in the rent? Yes No

If not, do you share all household expenses? Yes No

PART 4: YOUR DEPENDANTS

21: Do you have any children who are financially dependent upon you? Yes No (If yes please give details below)



If you have children who are dependent on you, you will need to provide us with:

- If you are in receipt of Universal Credit and not Tax Credits you will need to provide a letter from the DWP or a print out from your journal to confirm this.
- Your up to date Child Tax Credits award notification (All 6 pages).

Name of child	Age	Date of Birth
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22: Do you have any adults who are financially dependent upon you? Yes No (If yes please give details below)

Name of adult	Age	Date of Birth
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PART 5: DISABILITY/SPECIAL MEDICAL NEEDS

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

24: Have you applied for Disabled Students' Allowance (DSA)? Yes No

If you wish to apply for any financial assistance towards any special equipment/material not covered by DSA, or for assistance towards the costs of a diagnostic test, please consult in the first instance with the Learning Support team at sdw@hope.ac.uk or telephone 0151 291 3427.

PART 6: STUDENT AND PARTNER'S INCOME

Please show your income monthly unless specified	
Student maintenance loan (yearly)	<input type="text"/>
Maintenance Grant/Special Support Grant England (yearly)	<input type="text"/>
Scottish Bursary/Welsh Learning Grant /NI Grant (yearly)	<input type="text"/>
Part-time student loan (yearly)	<input type="text"/>
Parent's Learning Allowance (yearly)	<input type="text"/>
Adult Dependant's Grant (yearly)	<input type="text"/>
Child Care Grant (yearly)	<input type="text"/>
Social Work Bursary (yearly)	<input type="text"/>
Scholarships/Trusts/Grants (yearly)	<input type="text"/>
Partner net earnings (monthly)	<input type="text"/>
Child benefit (weekly)	<input type="text"/>
Parental/Partner Contribution	<input type="text"/>
Child Tax Credit	<input type="text"/>
Working Tax Credit	<input type="text"/>
Housing Benefit/Council Tax Benefit	<input type="text"/>
Income Support/JSA/ESA/UC	<input type="text"/>
Disability Benefits -please specify	<input type="text"/>
Student net earnings	<input type="text"/>
Maintenance Payments	<input type="text"/>
Other income/savings	<input type="text"/>
TOTAL INCOME	<input type="text"/>

PART 7: STUDENT AND PARTNER'S EXPENDITURE

Please show your expenditure monthly unless specified	
Composite Living Costs	
Food/Household/Laundry	<input type="text"/>
Gas	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Telephone	<input type="text"/>
TV licence	<input type="text"/>
Contents insurance	<input type="text"/>
Council tax	<input type="text"/>
Tuition fees (yearly)	<input type="text"/>
Rent/Mortgage	<input type="text"/>
Hall Fees (yearly)	<input type="text"/>
Child care costs	<input type="text"/>
Travel costs to and from parental home each term x 3	<input type="text"/>
Travel costs to University during term-time	<input type="text"/>
Car Insurance	<input type="text"/>
Books/equipment/course costs (yearly)	<input type="text"/>
Disability costs (not covered by DSA - please specify)	<input type="text"/>
Travel costs (partner)	<input type="text"/>
Priority debts (please specify)	<input type="text"/>
Buildings Insurance	<input type="text"/>
Life Insurance	<input type="text"/>
Placement travel costs (weekly)	<input type="text"/>
Any other costs (please specify)	<input type="text"/>
TOTAL EXPENDITURE	<input type="text"/>



Please provide evidence of rent or mortgage, this needs to either be a tenancy agreement or mortgage statement that clearly shows your name, address and how much you are paying.

You will need to provide evidence of the last 3 wage payments of your partner's earnings, alternatively you can highlight these on their bank statements. You will also need to provide copies of their benefit award letters if applicable (all pages).

If you receive **benefits** you will need to provide your **award letters** (all pages) for all benefits.

You will also need to provide your **Student Finance Notification Letter for 2020/21** plus proof of any other funding eg Social Work Bursary.

PART 8: BANK/BUILDING SOCIETY DETAILS

Name of Bank/Building Society

Sort Code

Account Number

Roll Number

Do you have an Interest Free Overdraft Facility

Yes

No

How much

Any award will be paid directly into the account stated above. You should supply copies of your last three months bank statements for the period immediately prior to the date of application. The statements must show your name and bank details. **Mini statements, summary sheets and screen shots are not acceptable.** You will also be required to provide statements for any other accounts you currently hold, particularly if you transfer funds between accounts. Please explain any credit or debit over £100 that appears on your statements.



You will need to supply 90 days bank statements for each account that you have, even if you do not use it.

The statements must show your Student Finance payments entering your account and your rent or mortgage being paid.

You must explain on the bank statements each credit or debit (payment in or out) of £100 or more. You also need to do the same for any bank transfers.

APPLICATIONS SUBMITTED WITHOUT RELEVANT DOCUMENTS WILL NOT BE CONSIDERED.

Confidentiality: Applications are seen only by Student Funds staff. It may be necessary for additional supporting evidence to be sought from other University staff in order for Student Funds to reach a decision e.g. verifying additional course costs.

Statutory Data Protection Notice: For details about how we use the data you have provided please read the student privacy notice which can be found at:

www.hope.ac.uk/aboutus/governance/generaldataprotectionregulations/privacynotices/

PART 9: SUPPORTING STATEMENT

Please make a statement explaining why you are in financial difficulty and why you believe your situation to be exceptional and to merit additional support. **It is very important that you complete this section. If you do not your application will be returned to you.** (Please continue on a separate sheet if necessary).

PART 10: DECLARATION

PLEASE COMPLETE AND SIGN THE DECLARATION

I certify that to the best of my knowledge, I fulfil the following criteria (please tick the relevant boxes)

SECTION A

- i) I am a UK National/British citizen; or
- ii) I fall into one of the groups who is eligible to apply for statutory maintenance funding from Student Finance.

SECTION B

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

- I fall under (i) above
- I fall under (ii) above

SECTION C

- I confirm that I am registered and in attendance on the course described in this form.

plus (as appropriate)

- I confirm that I am supporting the children named in Part 4 of this form
- I confirm that I am not living with a spouse/partner (if relevant)

DECLARATION

I declare that the information given on this form is correct and complete to the best of my knowledge and that I will inform the University immediately if there is any change in my circumstances.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in expulsion from the University. I further undertake to repay any grants obtained by me as a result.

Your name (CAPITALS)

Your signature

Date

(If you are completing this form electronically, please make sure to save the document once completed)

Please take the time to read the following notes of guidance as this may help to save time in processing your application.

The full rules and regulations of the Student Support Fund can be found at:
www.hope.ac.uk/undergraduate/feesandfunding

NOTES OF GUIDANCE

WHAT IS THE STUDENT SUPPORT FUND?

It is money provided by the University to help 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.

WHO IS ELIGIBLE FOR HELP?

Home undergraduates students both full-time and part-time. If you are a postgraduate student, an EU student or an international student you are not eligible to apply to this fund.

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

The Fund cannot offer help with the payment of tuition fees. Where students are not eligible for a tuition fee loan, they must make provision for payment themselves.

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/partner 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.

HOW MUCH COULD I RECEIVE?

There is a maximum and minimum award. The amount you receive will be dependent upon your individual circumstances and at what time of year you apply.

FOR OFFICE USE ONLY:

Award: £

Award £

Processed by:

Processed by:

Checked by:

Checked by:

Date:

Date:

NOTES