HE HARDSHIP FUND APPLICATION 2018-2019

Application for Financial Assistance

Student ID Number: .........................................................................................................................

Date Received: ................................................................. Broxbourne Campus ☐ Ware Campus ☐

This application form is to apply for HE Hardship Funding. Please read the HE Hardship Policy 2018-19 before completing this application form in full.

The HE Hardship Fund is available to students aged 18+ at the start of their Learning Aim (course) who meet the eligibility criteria.

Support is not immediate; applications can take 20 working days to process and sometimes longer in busy periods.

The fund is means tested; your household income needs to be £25,000 or less to qualify for all areas of financial support or £30,000 or less for support with travel only.

The HE Hardship Fund is available to support additional costs associated with coming to college such as travel, stationery, books, equipment. We encourage early applications as travel costs cannot normally be backdated.

All sections of the form must be completed in full and all income evidence submitted.

Forms will be returned to students if not completed fully which will result in a delay to your application being processed.

We advise you to provide photocopies of income evidence as we cannot be liable for loss of original copies.

1. Personal Details

Title: ........................................... Age at 31/08/2018: .............. Date of Birth: D M Y Y Y Y

Male ☐ Female ☐

Forename/s: ................................................................. Surname: .................................................................

Home Address: ................................................................. Telephone: .................................................................

...................................................................................................................

...................................................................................................................

...................................................................................................................

Post Code: ................................................................. Nationality: .................................................................

Tick appropriate boxes:

I live with my Parents/Guardians ☐ I live on my own/in shared house ☐

I support myself financially ☐ I live with my partner ☐

I have a child ☐

Household Details: Please state who lives with you and their relationship to you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to you (Mother, Father, Sister, Brother, Partner, etc.)</th>
<th>Age if 18 or under</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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2. Groups for priority help

The College prioritises applications for some groups of people. Please tick Yes or No to the following statements:

a) I am in Care / classed as a ‘Looked After Child’ by the Local Authority. Yes ☐ No ☐

b) I have been in Care and am now classed as a ‘Care Leaver’. Yes ☐ No ☐

c) I am in receipt of Income Support or Universal Credit in my own right. Yes ☐ No ☐

d) I am a teenage parent, my child lives with me and I am in receipt of Income Support or Universal Credit in my own right. Yes ☐ No ☐

e) I am formally estranged from my parents and receive Income Support or Universal Credit for this reason. Yes ☐ No ☐

f) I am a disabled young person in receipt of both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments. Yes ☐ No ☐

If you have ticked yes to any of the above, you must provide evidence as proof as follows:

- **You are a young person in Care or a Care Leaver.**
  - Written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services.

- **You are a disabled young person in receipt of ESA/UC and DLA/PIP.**
  - Award letters for each benefit (all pages required) dated within the last 3 months showing your name, address and title of benefit received or an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.

- **You are a young person in receipt of Income Support/Universal Credit.**
  - Award letter (all pages required) dated within the last 3 months showing your name, address and title of benefit received or an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.

3. Course Details

Full Course Title: .................................................................................................................................................................................

Year of course: 1st ☐ 2nd ☐ Full-time ☐ Part-time ☐

4. How are you planning to travel to/from college

Please tick as appropriate

- Bus ☐ Car ☐ Train ☐ Walk ☐ Motorcycle/Motorbike ☐ Other (Please specify): .................................................................................................................................................................................

If you are travelling by bus, please specify the service providers you intend to use (i.e. Arriva, Trustybus, Centrebus, etc): .................................................................................................................................................................................

You must enclose evidence of your bus pass purchase to include the cost i.e. copy of the receipt/a copy of your bus pass/copy of the standing order mandate etc. If you have purchased this in advance. A bus pass will be awarded by HRC if your application is successful.

5. Free school meals

Whilst at school were you eligible for Free School Meals? Yes ☐ No ☐

To qualify for free school meals your household income must meet the eligibility criteria to receive the £2.41 meals allowance.
**6. Payment method**

Any payment that can be made direct to you will be paid into the **Learner's account only.**

Please note we are unable to pay payments into Parent/carer’s accounts. For your convenience and a more secure and effective payment method, the college make financial awards by Bank Transfer (BACS). Please provide your Bank Details as follows:

<table>
<thead>
<tr>
<th>Bank Name: (e.g. Barclays, HSBC, etc):</th>
<th></th>
</tr>
</thead>
</table>

**Sort Code**

<table>
<thead>
<tr>
<th>Account Number</th>
<th></th>
</tr>
</thead>
</table>

**Building Society Roll/Reference Number (if applicable)**

<table>
<thead>
<tr>
<th>Name of Account Holder (e.g. Mr J. Bloggs):</th>
</tr>
</thead>
</table>

You **must** enclose an account statement or letter from your bank or building society that show your name, sort code, account number & home address to ensure correct details are submitted or in person provide evidence of your bank card.

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**7. Financial details**

To be completed by parent(s)/guardian(s). A minimum of 2 types of evidence must be provided, one of which must be from a *category.

<table>
<thead>
<tr>
<th>Types of income</th>
<th>Yes</th>
<th>No</th>
<th>Evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Tax Credit and/or Child Tax Credit.</td>
<td>☐</td>
<td>☐</td>
<td>All pages of the HM Revenue &amp; Customs Tax Credit award notice dated April 2018 - April 2019.</td>
</tr>
<tr>
<td>Income Support (IS)/Universal Credit (UC).</td>
<td>☐</td>
<td>☐</td>
<td>Award letter (all pages required) dated within the last 3 months showing name, address and benefit received or outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.</td>
</tr>
<tr>
<td>Job Seekers Allowance (JSA).</td>
<td>☐</td>
<td>☐</td>
<td>Award letter (all pages required) dated within the last 3 months showing name, address and benefit received or outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.</td>
</tr>
<tr>
<td>Employment Support Allowance (ESA)</td>
<td>☐</td>
<td>☐</td>
<td>Award letter (all pages required) dated within the last 3 months showing name, address and benefit received or outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.</td>
</tr>
<tr>
<td>State Pension/Pension Tax Credit.</td>
<td>☐</td>
<td>☐</td>
<td>Award letter (all pages required) dated within the last 3 months showing name, address and benefit received or outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.</td>
</tr>
<tr>
<td>Parent(s)/Guardian(s) Income.</td>
<td>☐</td>
<td>☐</td>
<td>Latest three payslips or if Self-Employed a copy of the latest official tax return.</td>
</tr>
<tr>
<td>Partner/Spouse’s Income.</td>
<td>☐</td>
<td>☐</td>
<td>Latest three payslips or if Self-Employed a copy of the latest official tax return.</td>
</tr>
<tr>
<td>Parent/Guardian Bank Statement.</td>
<td>☐</td>
<td>☐</td>
<td>Copy of the up-to-date bank statements (dated within the last three months) showing at least 1 month of credit and debit transactions.</td>
</tr>
<tr>
<td>Other - Please Specify (do not include Child Benefit, Maintenance or CSA payments).</td>
<td>☐</td>
<td>☐</td>
<td>Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.</td>
</tr>
</tbody>
</table>

**Important note:** You must include all income evidence with the application. If you do not have the specified evidence, please contact the Information Centre to discuss possible alternative evidence options.

You can also attach a letter outlining any special circumstances that may apply in your case. We advise you to provide photocopies of income evidence as Hertford Regional College cannot be liable for the loss of original copies.
8. Declaration  By signing in the box below...

You confirm that:

- The information you have given on this form is ‘to the best of your knowledge’ correct and true
- You are not on New Deal or a Work-Based Learning Scheme (waged apprenticeship)
- You have not applied for help towards any general living costs
- You will inform the HE Hardship Fund, in writing, of any change to your personal, family or financial circumstances
- You have not applied to any other organisation (e.g. a charitable trust) for help the College might give from any HE Hardship Fund.

You agree that:

- Hertford Regional College can process your personal data contained in this form and on your Student Learning Agreement in order to assess your eligibility for support through the HE Hardship Fund. If you have given personal information relating to anyone else on this form you have obtained their permission to disclose it.
- Hertford Regional College are able to speak to your parent(s)/guardian(s) about your HE Hardship application where they have supplied their income as evidence.

You understand that:

- You may be committing a criminal offence if you omit to disclose any information that may affect your application.
- If you leave your course early, or are asked to leave, the College will ask you to return any money, equipment or travel pass that has been given to you from the HE Hardship Fund.

Signed: .................................................................................................................................

Print name: .............................................................................................................................. Date: ...........................................

When you have completed this form you should send it (with the evidence required) to:

Hertford Regional College
HE Hardship Applications
Information Centre
Turnford,
Broxbourne
Herts
EN10 6AE.

If you need any further information or help with making an application please contact us at 01992 411411 or email us at financialsupport@hrc.ac.uk

What information do I need to supply with this form?

You must supply additional evidence with your application where requested.

Please remember:

- Evidence to support your application must be correct and in date as per Section 2, 4, 6 and 7.
- Each page should be marked with the name and date of birth of the applicant.
- Send the originals or good quality photocopies.
- Any original documents will be returned where possible, we cannot guarantee to return originals to you.

Confidentiality

Applications are only seen by staff involved in the delivery of the HE Hardship Fund. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made.

Data Protection Act 1998

Hertford Regional College is a data controller in terms of the 1998 legislation. Learner Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support.

The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law.

Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at https://www.gov.uk/government/publications/esfa-privacy-notice

All Hertford Regional College HE Hardship Funds are limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.