LHLSF	Academic Year 2016/2017	Date of Receipt

Application for financial assistance from the Liverpool Hope University Learning Support Fund

Important

- **Read the accompanying guidance notes before completing this form.**
- **Your application will not be considered if you do not answer all the appropriate sections and attach copies of all relevant documentation.**
- **Closing date for final year students is 31 March 2017; for PGCE and all other students 30 April 2017**

Part 1: Your personal details

1 Your surname (in full)	
2 Your first names (in full)	

DOCUMENTARY EVIDENCE REQUIRED TO SUPPORT YOUR APPLICATION

ALL STUDENTS MUST PROVIDE THE FOLLOWING:

- **Student Support Notification/Entitlement Letter** which shows amounts for maintenance loan and any grants.
- **Tenancy agreement or mortgage statement**
- **Consecutive bank statements for the three months immediately prior to the date of application**
- **Proof of earned income if you work**

IF YOU RECEIVE ANY OF THE FOLLOWING PLEASE SUPPLY A COPY OF THE NOTIFICATION:

- **PGCE Training Bursary**
- **Social Work Bursary**
- **Liverpool Hope Scholarship**
- **Professional and Career Development Loan (PCDL), Postgraduate Loan**

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 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**

We are required by the University to collect evidence to support decisions made. We are therefore unable to process your application without all the required documentary evidence.

3 Student ID number

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

5 Your gender Male Female

6 Your date of birth (DD/MM/YYYY)

7 Your age in years on 01/09/2016

8 Your full term-time address

9a Are you a care leaver, Foyer resident or homeless? (Please supply supporting evidence)

9b Who pays your accommodation costs? Social Services Other (please specify) Self

10 Telephone number

11 E-mail address

Part 2: Course details

12 Course title

13 Faculty/Department

14 Level of study Undergraduate Postgraduate

15 Campus

16 Are you studying Full-time? Part-time? Distance learning?

17 Start date of course (DD/MM/YY)

18 Year of course (1,2, 3, 4)

19 Please tick if this is a repeat year

20 Duration of course in years ☐

21 Is this your final year? ☐ Yes ☐ No

Part 3: Accommodation details

22 Do you live: ☐ Alone? ☐ With your partner/spouse? ☐ In a hall of residence?

☐ In shared accommodation? ☐ With your 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

23 Do you have any children who are financially dependent upon you?

☐ Yes Please give details

☐ No

Name of child	Age	Date of Birth

Do you have any adults who are financially dependent upon you?

☐ Yes Please give details

☐ No

Name of adult	Relationship	Age	Date of Birth

Part 5: Disability/Special Medical Needs

24 Do you have a disability or chronic medical condition? ☐ Yes ☐ No

25 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

DWP benefits are paid either weekly or four weekly. Please specify which you are choosing.

Student maintenance loan (yearly)	
Maintenance Grant/Special Support Grant (yearly)	
Maintenance Grant/Special Support Grant NI (yearly)	
National Scholarship Scheme (yearly)	
University bursary (yearly)	
Parent's Learning Allowance (yearly)	
Adult Dependant's Grant (yearly)	
Child Care Grant (yearly)	
PGCE Training Bursary (yearly)	
Part-time course grant (yearly)	
Social Work Bursary (yearly)	
Scholarships/Trusts/Grants (yearly)	
Career Development Loan/ Postgraduate Loan (yearly)	
Parental/Partner Contribution (monthly)	
Child Tax Credit (weekly/4 weekly)	
Working Tax Credit (weekly/4 weekly)	
Housing Benefit/Council Tax Benefit (weekly/4 weekly)	
Income Support/JSA/ESA (weekly/4 weekly)	
Disability Benefits -please specify (weekly/4 weekly)	
Child Benefit (weekly/4 weekly)	
Student net earnings (monthly)	
Maintenance Payments (monthly)	

Part 7: Student and Partner's Expenditure

Please show your expenditure weekly unless specified

Composite Living Costs

Food/Household/Laundry	
Gas	
Electricity	
Water	
Telephone	
TV licence	
Contents insurance	
Council tax	
Tuition fees	
Rent/Mortgage	
Hall Fees (yearly)	
Child care costs	
Travel costs to and from home each term x 3	
Weekly travel costs to University during term-time	
Car Insurance	
Books/equipment/course costs (yearly)	
Disability costs (not covered by DSA - please specify)	
Travel costs (partner)	
Priority debts (please specify)	
Buildings Insurance (monthly)	
Life Insurance (monthly)	

Partner net earnings (monthly)		Placement travel costs (weekly)	
		Any other costs (please specify)	
Other income/savings			
TOTAL INCOME		TOTAL EXPENDITURE	

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 and summary sheets 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 £200 that appears on your statements.

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.

Data Protection Act 1998: Liverpool Hope University is a data controller in terms of the 1998 legislation. Student Funds follows University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. The data will not be passed to any third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Finance Manager.

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.**

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 am settled within the United Kingdom (i.e. I have the Right of Abode in the UK or have Indefinite Leave to Remain (please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice), or

☐ **iii)** I have been recognised by the UK government as a Refugee (please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice), or

☐ **iv)** I have been granted Humanitarian Protection (HP) by the Home Office (please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice), or

☐ **v)** I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker

☐ (Please tick if you intend to continue working whilst studying) or

☐ **vi)** I am an EU National who has been ordinarily resident in the UK for the three years prior to the first day of the first academic year of my course, or

☐ **vii)** I am the child of a Swiss national, or

☐ **viii)** I am the child of a Turkish worker

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 either (i), (ii), (iv) or (vi) above and I have been ordinarily resident in the UK and Islands for the 3 years immediately before the first day of the first academic year of my course, or

☐ I fall under (iii) above, or

☐ I fall under (v) or (vii) above, and I have been ordinarily resident in the EEA and Switzerland for the 3 years immediately before the first day of the first academic year of my course, or

☐ I fall under (viii) above and I have been ordinarily resident in the EEA and Switzerland and Turkey for the 3 years immediately before the first day of the first academic year of my course.

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 5 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

RETURN COMPLETED FORM TO: STUDENT FUNDS, HOPE PARK, CHILDWALL, LIVERPOOL L16 9JD

Please take the time to read the following notes of guidance as this may help to save time in processing your application. **If you are posting your application, please ensure that the correct postage is applied or your application may not be delivered.**

NOTES OF GUIDANCE

WHAT IS THE LEARNING 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 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 Learning 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?

Undergraduate and postgraduate students both full-time and part-time **home[1], refugees[2], EEA and Swiss migrant workers[3], EU nationals[4] (see definitions at bottom of page)** attending an undergraduate higher education course or a postgraduate student studying at a level above first degree (MA, MSc, MPhil, PhD). Postgraduate students may apply only in the years in which they are paying tuition fees (1 year for a full-time postgraduate student and 2 years for a part-time postgraduate student). 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. If you are a postgraduate student, you must have applied for the maximum postgraduate loan (if eligible) before applying.

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[1] Settled - on the first day of the first academic year of your course

[2] Ordinarily resident is interpreted to mean habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences. Such residence must also be lawful – that is, not in breach of any leave to remain in the UK. (Persons awarded refugee or humanitarian protection must have been ordinarily resident in the UK from the date this status was granted.

[3] None of this time was wholly or mainly for the purposes of receiving full-time education, or if it was, I was resident in the EEA immediately prior to this three-year period.

[4] EU national who has lived in the UK and Islands (excluding the Channel Islands and the Isle of Man) for 3 years prior to the start of the course, or who is working in the UK, and has lived in the EEA and/or Switzerland for 3 years prior to the start of the course.

POSTGRADUATE STUDENTS (EXCEPT PGCE)

Applications cannot be considered from postgraduate students who have not made realistic provision at the start of the course to fund both their tuition fees and living costs. The Learning Support Fund cannot provide help with core living costs or with tuition fees but instead will look at supporting course costs (books, travel and child care).

WHEN CAN I APPLY?

Term-time applications

Non final year students (including PGCE)
From the first day of your course until 30 April 2017 unless funds are exhausted before then. All continuing students must make a separate application if they require financial assistance over the long vacation.

Final year students
From the first day of your course until 31 March 2017 unless funds are exhausted by then.

Long vacation applications

If you wish to apply for help over the long vacation, you can apply after **31 May 2017.** You will need to get a separate application form for the summer, which must be completed and returned no later than **15 July 2017 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, and contents insurance. The amounts have been set by the University.

Student profile	**Composite Living Costs (CLC) per week**
Single student/lone parent	£80
Student with partner	£135
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
PGCE	£600	£300
Postgraduate (except PGCE)	£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 Erasmus will also be included in your income.
- **Disability costs –** include only those costs not covered by DSA or from benefits such as DLA.
- **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 and what is considered to be 'reasonable' expenditure on living costs, rent, travel, and course related costs will be considered. 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 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?

The minimum award is £75, and the maximum award is £2,625. Any award will be dependent upon the course, mode of study and your individual circumstances.

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 by e-mail 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. **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.** If Student Funds is unable to change their decision, you have ten working days to appeal to the Student Finance Manager and if unsuccessful, you may appeal in writing within ten working days 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 OR THE EVERTON CAMPUS

Application forms for 2016/17 can be downloaded from the Liverpool Hope University web site at http://www.hope.ac.uk/undergraduate/feesandfunding/

FULL-TIME NETWORK OF HOPE STUDENTS WHO STARTED THEIR COURSE BEFORE SEPTEMBER 2012 MAY APPLY TO THE LEARNING 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 CLOSING DATE OF 30 April 2017. 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 OWN HARDSHIP FUND

BENEFITS, BUDGETING, DEBT AND FUNDING ADVICE AND INFORMATION

Debt Advice

Citizens' Advice Bureau: http://citizensadvice.org.uk/index/getadvice.htm
Consumer Credit Counselling Service: http://www.cccs.co.uk/: 0800 138 1111
Christians Against Poverty: www.capuk.org: 0800 328 0006: CAP will help anyone regardless of religious beliefs. Once you call CAP, a Debt Adviser and Support Worker will visit you in your own home.
National Debtline: http://www.nationaldebtline.co.uk/: 0800 808 4000
Payplan: http://www.payplan.com/: 0800 917 7823
United Utilities Trust Fund: www.uutf.org.uk: contact@uutf.org.uk: 0845 179 1791

Disabled Student's Allowance

Learning Support team: 0151 291 3427: sdw@hope.ac.uk

General budgeting and information website

http://www.moneymatterstome.com/

Student Funds

0151 291 3666: studentfunds@hope.ac.uk

Welfare benefits and debt management

Students' Union:Richard Hughes: 0151 291 3708: suadvice@hope.ac.uk

To help us improve the publicity and information you receive, please tick ONE box to indicate where you found out about the Learning Support Fund.

☐ Student Funds ☐ Students' Union ☐ Friend ☐ Leaflet ☐ Poster ☐ Web ☐ Other

Please specify other_____

BUDGETING TIPS

Arrange an interest-free overdraft facility with your bank. If you already have a bank account from your home address make sure that you change this to a student account so that you can take advantage of any offers from the bank.
Once you receive your first instalment of funding you should:
Pay your first term's rent
Buy a student rail card
Buy your ticket now to travel home at the end of term (it will probably also be cheaper if purchased in advance)
Buy a termly bus ticket for travel into the University and around the city
Limit the amount of cash you withdraw each week
Think ahead to expenditure you will incur later in the year such as the cost of field trips, deposit on a house. Try and save some money each term towards these costs. If you think you will be tempted to spend this, ask your parents to keep this for you until you need it.
Budget what remains over the number of weeks until your next instalment is due

FOR OFFICE USE ONLY:

Award	**£**	**Award**	**£**
Processed by	_____	**Processed by**	_____
Checked by	_____	**Checked by**	_____
Date	_____	**Date**	_____

NOTES

PLEASE RETURN TO STUDENT FUNDS, HOPE PARK, TAGGART AVENUE, Liverpool L16 9JD