Application for the University of London Hardship Grant

What is the UoL Hardship Grant?

The University of London recognise that some students are experiencing financial hardship at unprecedented levels. A fund has been established to assist providing discretionary financial assistance for all students regardless of programme, mode, or fee status to meet extra costs that cannot be met from other sources of support. You can apply for help from the grant at any time during the academic year. Grants are non-repayable. Grant applications are capped at £1,500 per student for the School of Advanced Study and the University of London Institute in Paris.

University of London Worldwide students may apply for a maximum of £250.

Students will usually make one application a year but in severe hardship situations a second application may be made. Students cannot use the fund to pay their tuition fees.

You must be able to demonstrate at least one of the following;

- That you are in financial difficulty which puts you at risk from withdrawing from the University, interrupting due to financial reasons or delaying your return following interruption of study;
- That you have experienced unforeseen events, costs, loss of income, etc., including additional unexpected expenditure incurred as a result of changes in study conditions;
- That you are (for unforeseen reasons) unable to afford essential equipment/software/textbooks as required by your programme of study.

Eligibility

The grant is open to students registered at the University of London’s School of Advanced Study or at the Institute in Paris (ULIP) and the University of London Worldwide, whether studying full time or part time, with home or international fee status, at Foundation year, diploma, undergraduate, postgraduate (taught and research) including research students who are writing up their thesis.
How to apply?

Students need to complete the following application form. We require all sections to be completed in full. Supporting evidence should be provided in order to demonstrate the extent of the hardship claim. This may include bank statements, utility bills, and other expenditure etc.

Claims should be supported by evidence of cost.

Where your application arises from sudden unforeseen events, please explain these clearly.

Where the funding need is to provide essential equipment, please explain why this is unforeseen eg the expectation is that you will have to have a computer in order to study, so normally an application for hardship funding for a computer would not therefore be considered unless there were exceptional circumstances which had occurred causing problems to the basic requirement of a computer as standard equipment.

Forms should be submitted by email with any supporting evidence to the department with which you are registered.

For students registered at the University of London Institute in Paris (ULIP), to: Claire Miller (c.miller@ulip.lon.ac.uk)

For students registered at the School of Advanced Study to SAS Registry (sas.registry@sas.ac.uk)

For students registered with the University of London Worldwide via the Online enquiry system (select Scholarships and Bursaries as the category of your enquiry).

Decision and how this is communicated?

Award amounts are discretionary. You may not receive all that you ask for. Awards are determined on a case by case basis.

We will strive to get payments to students within 7 working days. Please ensure that you have completed all sections and provided all supporting documentation to ensure there are no delays in considering your application. You should complete the section requesting bank details so that
we may make the payment by bank transfer. Normally payment will be in pounds sterling (or euros for ULIP students). Decisions are final and will be communicated to applicants via email.

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**UNIVERSITY OF LONDON**

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**Part 1: Personal details**

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<tbody>
<tr>
<td>1</td>
<td>Your title (tick one box only)</td>
<td>Mr</td>
<td>Mrs</td>
<td>Miss</td>
<td>Ms</td>
</tr>
<tr>
<td>1b</td>
<td>Student number</td>
<td></td>
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<td>2</td>
<td>Your first names (in full)</td>
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<tr>
<td>3</td>
<td>Your surname (in full)</td>
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<td>4</td>
<td>Your date of birth (DD/MM/YYYY)</td>
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<td>5</td>
<td>Your full correspondence address</td>
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<td></td>
<td>Postcode</td>
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<td>6</td>
<td>Telephone number</td>
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<td>7</td>
<td>E-mail address</td>
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</tr>
</tbody>
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**8 Personal status/Accommodation details**

Do you live:  
- [ ] alone?  
- [ ] in a hall of residence?  
- [ ] with your partner or spouse?  
- [ ] with your parents or guardian?  
- [ ] in shared accommodation?  

How many other adults live at this address? 

Do you share all household expenses?  
- [ ] Yes  
- [ ] No
Part 2: Course details

9 Degree Programme

10 Department (SAS, WW, ULIP)

11 Are you studying:  
- [ ] Full time?  
- [ ] Part time?  
- [ ] Writing Up?

12 Fee Status  
- [ ] Home?  
- [ ] EU?  
- [ ] Overseas (non-EEA)?

13 Year of course  
- [ ] 1  
- [ ] 2  
- [ ] 3  
- [ ] Other (please state year)

Part 3: Dependants

14 Do you have any children/adults who are financially dependent on you?  
- [ ] Yes  
- [ ] No  

Give details

<table>
<thead>
<tr>
<th>Full name</th>
<th>Date of birth for any dependent children</th>
</tr>
</thead>
</table>

Part 4: Disability/Special medical needs

15 Do you have a disability or chronic medical condition?  
- [ ] Yes  
- [ ] No

16 Have you applied for Disabled Students’ Allowance (DSA)?  
- [ ] Yes  
- [ ] No

17 Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA or for assistance towards the cost of a diagnostic test? (dyslexic students)  
- [ ] Yes  
- [ ] No  

Give details

(If you need to, continue on a separate sheet and attach it to this form.)
<table>
<thead>
<tr>
<th><strong>Part 5: Student’s income</strong></th>
<th><strong>Part 6: Student’s expenditure</strong></th>
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</thead>
<tbody>
<tr>
<td>Please complete where applicable</td>
<td>Please complete where applicable</td>
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<tr>
<td>Year</td>
<td>Year</td>
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<tr>
<td>Parents Learning Allowance/Lone Parents’ Grant</td>
<td>A Composite Living Costs</td>
</tr>
<tr>
<td>Adult Dependants’ Grant</td>
<td>Food/Household/Laundry</td>
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<tr>
<td>Childcare Grant</td>
<td>Gas</td>
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<tr>
<td>Care Leavers’ Grant</td>
<td>Electricity</td>
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<tr>
<td>Disabled Students’ Allowance (DSA)</td>
<td>Water</td>
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<tr>
<td>Net earnings</td>
<td>Telephone</td>
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<tr>
<td>Parental/Partner contribution</td>
<td>TV licence</td>
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<tr>
<td>Child Tax Credit</td>
<td>Contents insurance</td>
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<tr>
<td>Working Tax Credit</td>
<td>Council Tax</td>
</tr>
<tr>
<td>Child Benefit</td>
<td>Subtotal 6A</td>
</tr>
<tr>
<td>Housing/Council Tax Benefit</td>
<td>B Other Living Costs</td>
</tr>
<tr>
<td>Income Support</td>
<td>Year</td>
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<tr>
<td>Jobseekers’ Allowance</td>
<td>Fees</td>
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<tr>
<td>Student Loan</td>
<td>Rent/Mortgage</td>
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<tr>
<td>Scholarships/Trusts/Grants (please specify)</td>
<td>Childcare costs</td>
</tr>
<tr>
<td>Disability benefits (please specify)</td>
<td>Travel costs (home to institution)</td>
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<tr>
<td>Other income including savings (please specify)</td>
<td>Travel costs (daily travel during term time)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Private vehicle costs (road tax/fuel/insurance/maintenance etc)</td>
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<tr>
<td></td>
<td>Books/equipment/course costs (including photocopying)</td>
</tr>
<tr>
<td></td>
<td>Disability costs not covered by DSA (please specify)</td>
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<tr>
<td></td>
<td>Insurance (excluding car/contents insurance)</td>
</tr>
<tr>
<td></td>
<td>Other costs (please specify)</td>
</tr>
</tbody>
</table>

Subtotal 6B Overall total (6A + 6B)
Part 7: Supporting statement

20 State why you are in financial difficulty, and why your situation merits financial support.

(If you need to, continue on a separate sheet and attach it to this form.)

Hardship Amount Requested (£)

Part 8: Bank/Building Society details

Full name of Bank Account

Sort code for UK or

SWIFT code for International banks

Name of Bank and Branch title (eg Name of Town)

Account number or

IBAN for international banks
Awards will be paid directly via BACS into the account stated above. Payments will be deposited in approx. 10 working days after confirmation of award.

Confidentiality

Applications are seen only by the individuals managing the scheme. The contents of this form remain confidential. It may be necessary for additional supporting information to be sought from other university staff in order to reach a decision.

Data Protection

The University of London is a registered data controller and subject to the requirements of the General Data Protection Regulation (GDPR) and associated legislation. The data requested in this form is covered by the notification provided by the University under the General Data Protection Regulation. Personal data will be used solely in the University for statistical purposes and electronic records keeping.

The data will not be passed to any other 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 Data Protection Officer of the University of London.

Part 9: Declarations

- I declare that the information that I have given on this form is correct and complete to the best of my knowledge.
- I understand that giving false information will automatically disqualify my application and I further undertake to repay any grants obtained by me as a result.

Your name (PRINT)       Your signature       Date

Please return your completed form and supporting evidence by email to the relevant department:

- For students registered at the University of London Institute in Paris (ULIP), to: Claire Miller (c.miller@ulip.lon.ac.uk)
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