

## **Hardship fund/Access to Learning Fund**

### **Application Form**

The Pearson College London Student Hardship Fund/Access to Learning Fund is available to help students who have made realistic provisions to fund their studies and have experienced unforeseen financial hardship. Awards are made towards maintenance costs only, usually in the region of £250.00. In exceptional circumstances a larger award may be made. Applicants may be students in any School and in any year of their programme of study.

#### **What can the Fund pay for**

Meeting particular costs which are not already being met from statutory or other sources of funding, for example one off costs towards, childcare, travel, books, field trips, and certain costs for students with additional learning needs.

Provide emergency payments to meet unexpected financial crises, for example, repairs to essential household equipment, travel costs for family bereavement or illness, hardship due to burglary or fire.

The Fund cannot be used to meet the cost of tuition fees.

#### **Eligibility criteria**

Applicants must be enrolled in a recognised degree or diploma programme of study.

Applicants must have paid their tuition fees in full or be up to date with the instalment payment plan.

Applicants must have completed a minimum of one term of their current programme at Pearson College.

#### **Eligible applicants must demonstrate**

How they have made realistic provision to cover their tuition fees, living expenses and course materials before entering Pearson College;

Why their financial resources have become inadequate for unforeseen reasons;

How they have attempted to meet their financial need from other available

sources. **How to Make an Application**

The completed application form should be returned to the Finance Team at [financequeries@pearsoncollegelondon.ac.uk](mailto:financequeries@pearsoncollegelondon.ac.uk).

If interviews are necessary they are conducted by the Director of Student Services and the Dean of the School at 190 High Holborn. You may be asked to provide supporting evidence and will be notified of the outcome at the end of the interview.

Awards are made in a single payment.

Unsuccessful applications cannot be appealed.

### **Guidance on making an application**

- Please note that all applications for Access to learning funds must include a full breakdown of their financial situation throughout the academic year with supporting evidence. Applications cannot be considered without this information.
- Please ensure you provide all relevant documents with your application. We cannot assess a form that is not fully completed. You should write 'does not apply' to any question which is not relevant to you.
- Applicants should download the application form, complete it and return it with all evidence to Finance Team at [financequeries@pearsoncollegelondon.ac.uk](mailto:financequeries@pearsoncollegelondon.ac.uk)
- In most cases the form and the evidence can be considered without you attending in person before the panel.
- An application does not guarantee an award.
- Funds are limited.
- You will be notified by e-mail of the outcome of this application.
- Unsuccessful applications cannot be appealed

### **Evidence and supporting documents required**

- Please ensure that you include all documents requested within the application form to show income, expenditure and change of circumstances.

<b>1. Personal Details</b>				
<b>Student Number</b>		<b>Nationality</b>		
<b>First Name</b>		<b>Surname</b>		
<b>Date of Birth</b>		<b>Marital Status</b>		
<b>Fees Paid</b>	<b>Home / overseas / EU</b>	<b>Course start date</b>		
<b>Year of Course</b>		<b>Course end date</b>		
<b>Course</b>				
<b>Term Time Address</b>		<b>Home Address</b>		
<b>Phone Number</b>		<b>Mobile Phone Number</b>		
<b>E mail Address</b>				
<b>Details of any adults or children dependent on you</b>				
<b>Name</b>	<b>Relationship to you</b>	<b>Age</b>	<b>Employed</b>	<b>Location</b>


## 2: Funding

All students must have in place a minimum level of money to cover their course fees and support themselves.

UK students must have taken out all student loans available to them.

Students who do not qualify for UK student funding should note that we expect them to have, as a minimum, £1334 per month as required for living costs by student visa requirements.

### 2.1 Funding

What is the total cost of your course this academic year?

	How much? £	How was this to be paid?	How much has been paid?	Who is paying any remaining expenses?
<b>Travel to and from University to Home</b>	£		£	
<b>Tuition Fees</b>	£		£	
<b>Accommodation</b>	£		£	
<b>Living expenses</b>	£		£	
<b>Course expenses</b>	£		£	

2.2 Total current income	Monthly	Annual	Evidence required
From Sponsorship / scholarships/ bursaries	£	£	Letter stating amount and duration
From earnings (after tax)	£	£	Pay slips and P45 if applicable
From family or friends	£	£	Letter to confirm amount and show on bank statements
From savings, property income, stocks and shares, premium bonds, ISA.	£	£	Relevant documents for each item
Other income e.g. benefits, rental of home	£	£	Assessment notification letter
Loans	£	£	Loan agreement and

			bank payments
Partners income	£	£	As above

### 3. Financial Hardship

3.1 Please explain the reason for your application.

3.2 If this is not your final year, how will you fund future years?

3.3 Please state the amount of assistance requested and what it is needed for.

	How much do you need?	Provide full details of why amount needed, and documents to confirm change of circumstances.
Travel		
Tuition fees		
Accommodation		
Living expenses		
Course expenses		

Other Please provide details		
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3.4 List all bank accounts (provide 3 months' statements and current bank balance for each account). Include all accounts including savings accounts in home country & UK.

Name of all bank accounts (including savings accounts and those in home country).	Current bank balance	Overdraft limit

## 4. Expenditure

4.1	Monthly cost	Documents to provide
<b>Living Costs</b>	A set figure is used to cover food and utility costs based on government benefit levels.	
<b>Rent</b>	£ Per month	Show payments on bank statements and provide tenancy agreement or mortgage documents
<b>Travel</b>	£ Per month	Provide bus tickets
<b>Childcare costs</b>	£ Per month	Note if a partner is not working they are expected to look after any children. Provide receipts showing rate and hours booked.
<b>Council tax</b>	£ Per month	Provide bill
<b>Other</b>	£ Per month	Receipts or relevant documents
<b>Partners expenditure</b>	£ Per month	Provide details and relevant documents
<b>Debts</b>	£ Per month	State the purpose of any loan and provide documents showing repayment amounts, start and end date of loan if loan was taken out before your course started how do you plan to make repayments during your course

4.2 Students before applying to the fund should try to:

	State result of your efforts or explain why you have not tried this option.
Get part time work	
Extend overdraft (students are expected to use an overdraft facility with your bank)	
Approach your sponsor for additional funding	
Ask family and friends for extra money	
Take or extend a bank loan or credit card	
Negotiate a payment plan with the Finance department for fees	
Consider a leave of absence	

  

**4.3 Declaration**

I certify that all the information given on this form is correct. I give permission for enquiries to be made of the relevant authorities to substantiate the information provided. I undertake to notify any changes in my circumstances immediately.

I understand that giving false information or failing to disclose all relevant information may lead to rejection of my application and render me liable to disciplinary action by Pearson College.

Signature

Date