**UNIVERSITY OF GLASGOW
HARDSHIP FUND 2023/24
 (EU and International Students)**

 **PLEASE READ ALL FUND GUIDANCE AND CRITERIA BEFORE BEGINNING YOUR APPLICATION:**

* [**Fund Information**](https://www.gla.ac.uk/myglasgow/registry/finance/funds/hardshipfund/#d.en.875572)
* [**Eligibility Criteria**](https://www.gla.ac.uk/myglasgow/registry/finance/funds/hardshipfund/#d.en.875573)
* [**Supporting Documents**](https://www.gla.ac.uk/myglasgow/registry/finance/funds/hardshipfund/#d.en.875574)

The Hardship Fund is an emergency fund for students experiencing financial difficulty, due to an unexpected incident or set of circumstances. Our focus is to assist students who are in immediate and unexpected hardship. Students who have failed to make adequate financial plans for their studies cannot be supported by the fund.

Unfortunately, the Hardship Fund cannot provide bursary/scholarship funding and cannot enable students to embark on a course of study. Any funding awarded from the Hardship Fund will be limited in nature, cannot meet all needs, and is not intended to be a primary source of income.

Complete applications can take upwards of 4 weeks to process during busy periods. Please do not send multiple applications or emails during this time.

 **How to Apply:**1. Check you are eligible to apply.

2. Ensure you have fully completed registration.

3. Collate all supporting documents as individual PDFs ([www.ilovepdf.com](http://www.ilovepdf.com)).

4. Complete Hardship Fund Application Form **(do not print and write on application form).**

5. Sign Student Declaration **and** Privacy Notice (see end of form).

6. Submit application.

Please contact **hardshipfund@glasgow.ac.uk**
if you have any questions regarding the
funds or application process.

### 1 - STUDENT INFORMATION

|  |  |
| --- | --- |
| Student Number: |  |
| Name: |  |
| Where do you stay during term time? (e.g., own home, family home, student accommodation, private let) |  |
| **Programme of Study (e.g., MA Economics)** |  |
| **Do you live with a partner/spouse?** |  |
| **Number of dependent children?***Children you receive Child Benefit or pay child maintenance for?* |  |
| **Year of Degree (e.g., 3rd year)** |  |
| **Expected Year of Graduation** |  |
| **Registration Status (e.g., Full‐Time, Part‐Time, Exams Only, Thesis Pending, Dissertation Extension)** |  |

### 2 - RESIDENCY INFORMATION

|  |  |
| --- | --- |
| MyCampus Fee Status (e.g., EU, International) |  |
| Have you applied to the Home Office for a form of leave or extension of right to stay in the UK? |  |
| If yes, what have you applied for?(e.g., Asylum Seeker status, Leave Outside of the Rules, Limited Leave to Remain, Ukraine Extension Scheme) |  |
| Are you eligible for living cost support from SAAS or Student Finance England/Northern Ireland/Wales? |  |

**3 - FUNDING YOUR STUDIES – IMPORTANT, PLEASE ANSWER ALL QUESTIONS**

Please provide clear evidence of your plans for funding your studies, how your living costs are paid (all bank accounts held in your and your partner/spouse’s name) and any funding received from another source e.g. family savings.

|  |
| --- |
| **Please explain your original plans for funding your tuition:** |
|  |
| **What evidence have you attached to your application as proof of this funding?** |
|  |
| **Please explain your original plans for funding your living costs:** |
|  |
| **What evidence have you attached to your application as proof of this funding?** |
|  |
| **Please explain any unexpected disruption to your funding plans:** |
|  |
| **What evidence have you attached to your application as proof of this disruption?** |
|  |
| **Please explain your plans for funding your studies in future:** |
|  |
| **What evidence have you attached to your application as proof of these plans?** |
|  |

**If you require ongoing support and/or cannot afford tuition fees,** contact your Advisor of Studies, Supervisor, Student Support Officer, or International Student Support, and advise them the Hardship Fund cannot provide the support you require.

**4 - ANNUAL HOUSEHOLD INCOME (INCLUDING PARTNER/SPOUSE)**

Please provide annual amounts available to you for the full academic year.

|  |  |
| --- | --- |
|  | **Annual Income (£)** |
| **Student Loans/Bursaries** |  |
| **Estimated Monthly Earnings****(From all employers)** |  |
| **Partner’s Monthly Income(include all earnings, benefits etc.)** |  |
| **Universal Credit/Tax Credit/Income Support/Jobseeker’s Allowance etc. *Do not include PIP or DLA*** |  |
| **Child Benefit** |  |
| **Scholarships/Bursaries/University Funding** |  |
| **Parental/Family Contribution*****Help with rent etc.*** |  |
| **Other Income*****Explain here:*** |  |
| **Other Income*****Explain here:*** |  |
| **Other Income*****Explain here:*** |  |
| **Savings*****Including ISAs or any other investments.*** | OFFICE USE ONLY |

## 5 - SAVINGS

Provide details of savings available to you at the start of term and now.

**If you have savings available,** do not apply to the Hardship Fund until they are spent. Evidence of spending will be required.

|  |  |  |
| --- | --- | --- |
| **Account Number and****Details** | **Savings Available at Start of Term (provide evidence)** | **Savings Available Now****(Provide evidence)** |
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## 6 - TUITION FEES

Provide details of your funding for tuition fees and current outstanding balance.

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| --- | --- |
| **My tuition fees are funded by:(self‐funding, government, family etc.)** |  |
| **My current outstanding tuition fee balance is:** |  |

# 7 - CURRENT MONTHLY HOUSEHOLD INCOME

### Please provide monthly figures, highlighting these clearly on bank statements. The a*mounts on bank statements must match the amounts shown below.*

**If your income is currently zero,** please explain clearly in section 3, ‘Funding Your Studies’, the reasons for this and provide evidence.

|  |  |
| --- | --- |
|  | **Monthly Income (£)** |
| **Student Loans/Bursaries** |  |
| **Estimated Monthly Earnings****(From all employers)** |  |
| **Partner’s Monthly Income(include all earnings, benefits etc.)** |  |
| **Universal Credit/Tax Credit/Income Support/Jobseeker’s Allowance etc. *Do not include PIP or DLA*** |  |
| **Child Benefit** |  |
| **Scholarships/Bursaries/University Funding** |  |
| **Parental/Family Contribution*****Help with rent etc.*** |  |
| **Other Income*****Explain here:*** |  |
| **Other Income*****Explain here:*** |  |
| **Other Income*****Explain here:*** |  |
| **Savings*****Including ISAs or any other investments.*** | OFFICE USE ONLY |

# 8 - MONTHLY HOUSEHOLD EXPENDITURE

Please provide monthly figures, highlighting these clearly on bank statements. **The amounts on bank statements must match the amounts shown below.**

**Food and social costs** do not require to be highlighted on bank statements however, all other expenditure included below must be highlighted clearly on your bank statement.

**Do not include anything already paid e.g., accommodation, only include ongoing costs**

|  |  |
| --- | --- |
|  | **Monthly Expenditure (£)** |
| **Rent/Mortgage (including Endowment, PEP or ISA)** |  |
| **Council Tax** |  |
| **Gas and Electricity** |  |
| ***Telephones, Internet, and TV Packages*** |  |
| **Term-time Travel** |  |
| **Travel Home (for holidays etc.)** |  |
| **Compulsory Field Trips/Electives/EMS*Optional travel/study abroad will not be considered.*** |  |
| **Registered Childcare (Nursery, Childminder, Afterschool)** |  |
| **Food and Essentials*Max £230 for applicant plus £115 per member of household, including children but not flat mates.*** |  |
| **Personal Costs(socialising, clothes, memberships, gifts, study materials etc.)*Max £175 per member of household*** |  |
| **Debt and Other – Explain Here** |  |
| **Debt and Other – Explain Here** |  |
| **Debt and Other – Explain Here** |  |

### 9 - PRIOR FUNDING

Please complete this section if you have received support from the Hardship Fund in the past.

All applications will be verified and any application which does not include details of prior funding from the Hardship Fund will not be processed.

|  |  |
| --- | --- |
| **Have you received funds from the Hardship Fund before?** |  |
| **When did you receive these funds?*****Month and year*** |  |
| **How much did you receive in total?** |  |
| **What were these funds used for?** |  |
| **What unforeseen event has occurred since your last application and how has this directly impacted your short‐term finances?*****Please note you must provide supporting evidence.*** |
|  |

### 10 - SUPPORT REQUESTED

Please provide a breakdown of funds requested:

*Please note you may not be awarded the total amount you request and that not all applications are successful.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Support Requested** | **Have you paid for this already?** | **Sum Requested (£)** | **Office Use Only** |
| **Short‐term accommodation costs**Provide proof of tenancy and/or ongoing payment or arrears.Accommodation which has already been paid will not be reimbursed. |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Short term food/living costs** |  |  |  |
| **Other costs – please provide a list below** |  |  |  |
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### 11 - STUDENT DECLARATION – PLEASE CHECK AND COMPLETE

I confirm that the information I have provided on this application and all supporting documents are correct.

I confirm I have read the Supporting Documents Guidance and provided:

* Bank statements for all accounts held in me and my partner/spouse’s name
* Evidence of rent costs
* Evidence of funding for my tuition
* Evidence of funding for my living costs
* Evidence of unforeseen situation which has disrupted my funding
* Evidence of funding for my future studies
* Evidence of Home Office application

I understand that if I fail to comply or it is discovered that any relevant information has been withheld or falsified, the University reserves the right to cancel any award made to me.

I will notify the University of Glasgow Financial Aid Team immediately should my financial circumstances or student status change, including:

* Reinstatement of previous funding
* Study Load changes (Part‐Time, Full‐Time, Thesis Pending, Dissertation Extension etc.)
* Registration status (withdrawn, suspended, leave of absence etc.)

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

***The University of Glasgow reserves the right to verify all information and documentation supplied with this application.***

***The information provided on forms and all documentary evidence will be thoroughly checked and investigated by the University for auditing purposes.***

***Any application found to be made on a fraudulent basis will be referred to the Senate Assessors for discipline.***

### 12 - PRIVACY NOTICE FOR STUDENT FINANCIAL AID – PLEASE COMPLETE

**Your Personal Data**

***The University of Glasgow*** *will be what is known as the ‘Data Controller’ of your personal data processed in relation to* applications for student financial aid. *This privacy notice will explain how The University of Glasgow will process your personal data.*

### Why we need it

*We are collecting your basic personal data such as email address/contact details and, where relevant, limited special categories data (such as financial data and documentary evidence of your income and expenditure) to assess your eligibility for financial aid*. *We will only collect data that we need to provide and oversee this service to you.*

*In addition, you may choose to include special categories data in the Applicant’s Statement section of your application form to explain your request for financial aid. Special categories data is defined as:*

* *Racial or ethnic origin*
* *Political opinions*
* *Religious or philosophical beliefs*
* *Trade union membership*
* *Genetic data, biometric data for the purpose of uniquely identifying an individual*
* *Health data*
* *Sex life or sexual orientation*

***Legal basis for processing your data***

*We must have a legal basis for processing all personal data. In this instance, the legal basis is consent. The legal basis for processing special categories data included in your application form is explicit consent.*

### What we do with it and who we share it with

* + *All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. We may also contact the providers of the documentary evidence that you submit with your application to verify the content or authenticity of these documents.*
	+ *Information included in the application may be used to identify you for additional financial support offered via various charitable trusts which the Financial Aid team administers. Therefore, your personal data may be shared with external charitable trusts if you are given an additional award.*

### How long do we keep it for?

*Your data will be retained by the University for* ***5* years**. *After this time, data will be securely deleted.*

### What are your rights? \*

*You can request access to the information we process about you at any time. If at any point you believe that the information, we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected, or erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.]*

*If you wish to exercise any of these rights, please contact* *dp@gla.ac.uk.*

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

### Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) https://ico.org.uk/

### I consent to the University processing my personal data for the purposes detailed above:

**I have read and understand how my personal data will be used:**

### Signed: …………………………………………………………………………………………………………

**Date: …………………………………………………………………………………………………………….**