



# 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.

## University of London Worldwide

- Students may apply for a maximum of £500.
- Students may make one application a year. In extreme circumstances a second application may be considered if you did not receive the maximum amount for the first application. No more than the maximum of £500 can be awarded within a 12 month period.

## School of Advanced Study and the University of London Institute in Paris

- Grant applications are capped at £1,500 per student

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 who are registered for the current academic year 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 with the University of London Worldwide via the [Online enquiry system](#) (select Scholarships and Bursaries as the category of your enquiry).
- For students registered at the University of London Institute in Paris (ULIP), to: Claire Miller ([c.miller@ulip.lon.ac.uk](mailto:c.miller@ulip.lon.ac.uk))
- For students registered at the School of Advanced Study to SAS Registry ([sas.registry@sas.ac.uk](mailto:sas.registry@sas.ac.uk))

## 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. Decisions are final and will be communicated to applicants via email or the enquiry system.

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).



## Part 1: Personal details

1	Your title (tick <b>one</b> box only)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
↓						
<b>1b</b>	<b>Student number</b>	<input type="text"/>				
2	Your first names (in full)	<input type="text"/>				
3	Your surname (in full)	<input type="text"/>				
4	Your date of birth (DD/MM/YYYY)	<input type="text"/>				
5	Your full <b>correspondence</b> address	<input type="text"/>				
Postcode						
6	Telephone number	<input type="text"/>				
7	E-mail address	<input type="text"/>				

**8 Personal status/Accommodation details**

Do you live:	<input type="checkbox"/> alone?	<input type="checkbox"/> in a hall of residence?
	<input type="checkbox"/> with your partner or spouse?	<input type="checkbox"/> with your parents or guardian?
	<input type="checkbox"/> in shared accommodation?	
↓		
	How many other adults live at this address?	<input type="text"/>
	Do you share all household expenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Part 2: Course details

9	Degree Programme	<input type="text"/>			
10	Department (SAS, WW, ULIP)	<input type="text"/>			
11	Are you studying:	<input type="checkbox"/> Full time?	<input type="checkbox"/> Part time?	<input type="checkbox"/> Writing Up?	
12	Fee Status	<input type="checkbox"/> Home?	<input type="checkbox"/> EU?	<input type="checkbox"/> Overseas (non-EEA)?	
13	Year of course	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> Other (please state year) <input type="text"/>

## Part 3: Dependants

14 Do you have any children/adults who are financially dependent on you?

Yes → Give details

	Full name	Date of birth for any dependent children
<input type="checkbox"/> No		

## 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.)

## Part 5: Student's income

Please complete where applicable	Year
Parents Learning Allowance/ Lone Parents' Grant	<input type="text"/>
Adult Dependants' Grant	<input type="text"/>
Childcare Grant	<input type="text"/>
Care Leavers' Grant	<input type="text"/>
Disabled Students' Allowance (DSA)	<input type="text"/>
Net earnings	<input type="text"/>
Parental/Partner contribution	<input type="text"/>
Child Tax Credit	<input type="text"/>
Working Tax Credit	<input type="text"/>
Child Benefit	<input type="text"/>
Housing/Council Tax Benefit	<input type="text"/>
Income Support	<input type="text"/>
Jobseekers' Allowance	<input type="text"/>
Student Loan	<input type="text"/>
Scholarships/Trusts/Grants (please specify)	<input type="text"/>
Disability benefits (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Other income including savings (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>

## Part 6: Student's expenditure

Please complete where applicable	Year
<b>A Composite Living Costs</b>	
Food/Household/Laundry	<input type="text"/>
Gas	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Telephone	<input type="text"/>
TV licence	<input type="text"/>
Contents insurance	<input type="text"/>
Council Tax	<input type="text"/>
<b>Subtotal 6A</b>	<input type="text"/>

B Other Living Costs	Year
Fees	<input type="text"/>
Rent/Mortgage	<input type="text"/>
Childcare costs	<input type="text"/>
Travel costs (home to institution)	<input type="text"/>
Travel costs (daily travel during term time)	<input type="text"/>
Private vehicle costs (road tax/fuel/insurance/maintenance etc)	<input type="text"/>
Books/equipment/course costs (including photocopying)	<input type="text"/>
Disability costs not covered by DSA (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
Insurance (excluding car/ contents insurance)	<input type="text"/>
Other costs (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Subtotal 6B</b>	<input type="text"/>
<b>Overall total (6A + 6B)</b>	<input type="text"/>

## 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

**Bank accounts must be in the name of the person applying.**

Full name of bank account holder – as it appears on the account

Sort code for UK or

SWIFT code for International banks

Account number or

Name of bank, branch title and full bank address

IBAN for international banks

Awards will be paid directly via BACS into the account stated above.

Payment will normally be made in pounds sterling. If payment cannot be received in GBP, please specify alternative currency for payment to be made in:

If payment is required in PKR, please provide the CNIC (ID card) number of the account holder.

## 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](mailto:c.miller@ulip.lon.ac.uk))
- For students registered at the School of Advanced Study to SAS Registry ([sas.registry@sas.ac.uk](mailto: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).