

## Hardship Fund Guidance Notes

### Who is the Lee Abbey Hardship Fund for?

The Lee Abbey Hardship Fund is primarily available to help any full-time student who has been a resident at Lee Abbey for at least 1 academic year and is still booked in for at least 1 more full term, who is experiencing financial difficulty. Priority in the allocation of assistance is given to international students and students with a disability or special medical needs.

The Hardship Fund may also be used to assist a voluntary member of the Lee Abbey Christian Community who is experiencing unexpected financial difficulty due to unforeseen circumstances.

All residents at Lee Abbey are expected to make adequate provisions to finance their studies and accommodation; however we understand that some students may need some additional support. It may be that you have experienced a change in circumstances which has reduced the funds available to you, or you may have one-off unexpected costs. In such cases we may be able to assist you with a grant. Grants are usually not less than £100 and not more than £500.

**Please note that grants are not available to assist with payment of Lee Abbey accommodation fees.**

### Completing your application

Please read each question carefully and make sure you answer it fully. If you do not answer the questions we may contact you for more information and our decision may be delayed.

If you are asking for assistance with specific costs, you will need to show confirmation of these costs.

You must supply three months' recent bank statements for all your bank accounts. Please ensure that the documents you provide are **photocopies** of the originals.

If your college/university has a hardship fund, you must show that you have applied for assistance from your school first before applying for assistance from Lee Abbey.

It may be helpful to ask your tutor or student advisor to provide a statement in support of your application.

**Please submit your application to Reception, marked for the attention of the Director.**

### Reviewing your application

Once we receive your application, your situation will be discussed by the Director and at least 2 other members of the Lee Abbey Leadership Team.

If we have questions about your situation, you may be asked to attend an interview to explain your circumstances in more detail.

We aim to advise you of the outcome of your application within 10 days of receiving your completed form.



## Hardship Fund Application for Financial Assistance

Please read the *Guidance Notes* carefully and return this form when completed to the Director.

### Personal Information

Family Name / Surname

Room No

First Name

Mobile

Email Address

Correspondence Address (if we need to contact you outside of term-time)

### Course Details

Name of College/University

Full Course Title

Qualification

Start Date of Course

Year of course:  1  2  3  4  5  6

Expected Course Completion Date

What Is Your Fee Status?  EU  Overseas

### Disability / Special Medical Needs

Do you wish to apply for any financial assistance towards the cost of a disability or chronic medical condition?

NO

YES, Please give details



**Financial Details**

How much are your tuition fees for the academic year? £ \_\_\_\_\_

If you have fees outstanding for the year, what amount? Please £ \_\_\_\_\_

provide any scholarship, bursary or loan details below:

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If you have not yet paid the full amount of college tuition and/or lee abbey accommodation fees for 2021-2022 how and when do you propose to pay for the remainder?

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Have you approached your university/college student advisor or hardship officer for assistance?

YES

Who is dealing with your case? Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone no: \_\_\_\_\_

What was the outcome?

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NO

please state why not:

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Have you sought financial assistance from other sources e.g. charities, bursaries etc?

YES

Which charity/organisation and what was the outcome?

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NO

Please state why not:

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**Your Income and Expenditure for Maintenance/Living**

Your Monthly Income

Parental Contribution £ \_\_\_\_\_

Private Loan £ \_\_\_\_\_

Part-Time Earnings £ \_\_\_\_\_

Maintenance Grant/Sponsorship £ \_\_\_\_\_

Other Income £ \_\_\_\_\_

**Total Monthly Income** £ \_\_\_\_\_

Your Monthly Expenditure

Accommodation Fees £ \_\_\_\_\_

Food £ \_\_\_\_\_

Travel £ \_\_\_\_\_

Telephone £ \_\_\_\_\_

Credit Cards £ \_\_\_\_\_

Books, Equipment & Other Course Costs £ \_\_\_\_\_

Disability Costs £ \_\_\_\_\_

Other Costs (Please Specify) £ \_\_\_\_\_

**Total Monthly Expenditure** £ \_\_\_\_\_



### Bank/Building Society Details

You must declare all of your bank/building society accounts below and supply copies of your last 3 months of bank statements relating to each account. These must be full statements showing your name, address and bank details - mini-statements are not acceptable.

A) Name of bank/building society

\_\_\_\_\_

overdraft limit

£ \_\_\_\_\_

Type of account

\_\_\_\_\_

current balance

£ \_\_\_\_\_

B) Name of bank/building society

\_\_\_\_\_

overdraft limit

£ \_\_\_\_\_

Type of account

\_\_\_\_\_

current balance

£ \_\_\_\_\_

C) Name of bank/building society

\_\_\_\_\_

overdraft limit

£ \_\_\_\_\_

Type of account

\_\_\_\_\_

current balance

£ \_\_\_\_\_



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LONDON**

## Supporting Statement

Please state why you are in financial difficulty, and why you believe your situation to merit additional support.

**Amount Requested:**            £ \_\_\_\_\_



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LONDON**

## Data Protection

Lee Abbey is a data controller in terms of GDPR legislation. The data requested in this form will be used solely for the purposes of determining the outcome of your application for financial assistance. The data will not be passed on to any other third party without your consent, except where Lee Abbey is required to do so by law.

Any enquiries concerning the use of data noted here should be addressed to the hr & communications manager.

## Declaration

I declare that the information 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 may also lead to disciplinary procedures resulting in the termination of my residents' licence at Lee Abbey. I further undertake to repay any funding obtained by me as a result.

I authorise Lee Abbey to contact my college/university student advisor, tutor or hardship officer named in this form to verify the information provided.

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Your Full Name

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Signature

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Date