

Guild Hardship Fund Application

What is the Guild Hardship Fund?

The Guild Hardship Fund is a small fund available to students as an additional source of income for those in financial hardship. Applicants will need to show that all other sources of financial assistance have been explored and exhausted. Any award made is regarded as a grant and does not have to be repaid.

How do I apply?

You must complete all parts of the application form fully and return this together with supporting documents by the date indicated by your Advisor. If you require, a Guild Advice Advisor may go through the application form with you. Please email guildadvice@guild.bham.ac.uk should you require any support with the application process.

What happens with my application form?

All eligible applications will be assessed and where applicable will be presented to our Guild Hardship Fund panel for review.

How are the applications considered?

The team will consider the following when assessing your application:

- A. Action you have taken to date to assist yourself;
- B. Level of hardship you are in;
- C. Evidence provided;
- D. Any other relevant information.

When will I find out if my application has been successful?

Once your application has been assessed you will be notified in writing of the decision as soon as possible.

Office Use only

Submission date for applications is:

Section 1: Personal Details

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx <input type="checkbox"/>		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/>	
Full Name:			
Nationality:			
Date of Birth:		Student ID Number:	
Term Address:		Home Address:	
Postcode:		Postcode:	
Contact Number:			
Email Address:			
Student Status: Home <input type="checkbox"/> EU <input type="checkbox"/> International Student <input type="checkbox"/>			
Course Details (Title, School, College):			
Year of Study (1/2/3 etc):		Undergraduate <input type="checkbox"/> PGT <input type="checkbox"/> PGR <input type="checkbox"/>	

Section 2: Reasons For Application

In the box below, please give details of your financial hardship and reasons why you are applying for the Guild Hardship Fund. Please give as much information as possible regarding your circumstances and consider the below questions whilst completing this section of the form:

- How were you planning on financially supporting your studies?
- What happened to change this and when and how has this impacted you financially?
- How long do you anticipate that this issue will impact your finances and how do you think it will improve after this point?
- What steps have you taken to improve your financial situation?
- Have you applied for Student Support Fund, when did you apply, and what was the outcome?
- How much would be the minimum required to resolve your issue and how would the financial support help to resolve your issue?
- Do you have access to student overdraft?

Section 3: Please provide details of your current income and expenditure

Monthly Weekly Termly

Income (£)	
Student Loan:	
Grant/Scholarship:	
Student Support Fund:	
Parents:	
Sponsorship:	
Savings:	
Salary:	
Child Benefit:	
Housing Benefit:	
Any other benefits:	
Any other income:	
Total Income:	
Current Overdraft:	
Agreed Overdraft Limit:	

Expenditure (£)	
Rent or Mortgage:	
Food:	
Housekeeping:	
Gas:	
Electricity:	
Telephone/Mobile:	
Internet:	
Television:	
Clothing:	
Insurance:	
Textbooks:	
Study Materials:	
Laundry:	
Travel:	
Social:	
Council Tax:	
Loans:	
Other:	
Total Expenditure:	

Total Available Income:
 (Total Income minus Total Expenditure)

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Section 4: Evidence in Support of your Application

Please enclose copies of the following with your completed application (where applicable):

- Student Finance England Financial Notification of Assessment or Sponsor's Letter
- Student Loan Schedule
- Student Support Fund Application or Award/Rejection Letter
- Accommodation contract or other proof of how much rent you pay
- Last three bank statements received for each account you hold
- Any other evidence as detailed in your interview relating to the payment of credit cards, loans, hire purchase etc (see attached list where applicable)
- Evidence of costs incurred for childcare or emergency payments – e.g. receipt or booking form
- Any other evidence that you feel we should consider as part of this application

If you are unable to supply any pieces of evidence immediately, please inform Guild Advice why and when you expect to be able to forward it. In special circumstances, a provisional decision may be made pending receipt of this evidence.

IMPORTANT:

In order to provide an effective service, the information on this Application Form, all other correspondence and interviews with you will be recorded by Guild Advice. All records are treated as strictly confidential and are stored for a minimum of six years before being destroyed. The information is kept to allow Guild Advice Staff and the GHF Panel efficient access to the client's details, to enable us to assess your application and help you as best we can.

Data Protection Act 1998: by returning this form you consent to your data being processed for the above purposes

Declaration: I declare that this application is a true and full statement of my financial position. I agree to the Guild of Students processing the information in this form for the purpose of considering this application.

Name:	
Signature:	Date:

Date Application Received:

Evidence Supplied:

- | | |
|---|--|
| <input type="checkbox"/> Student Loan Payment Schedule | <input type="checkbox"/> Evidence of Priority Debts (Specify): |
| <input type="checkbox"/> Financial Assessment Form | <input type="checkbox"/> |
| <input type="checkbox"/> Bank Statements | <input type="checkbox"/> |
| <input type="checkbox"/> Credit Card Statements | <input type="checkbox"/> |
| <input type="checkbox"/> Sponsor's Letter (Specify): | <input type="checkbox"/> Evidence of Secondary Debts: |
| | <input type="checkbox"/> |
| <input type="checkbox"/> Housing Contract | <input type="checkbox"/> |
| <input type="checkbox"/> Evidence of Benefits | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Student Support Fund Application/Letter of Award | <input type="checkbox"/> |
| <input type="checkbox"/> Childcare Payments | <input type="checkbox"/> |
| <input type="checkbox"/> Other Loans | |
| <input type="checkbox"/> Fees Paid | |

Delayed Evidence:

Eligibility Meeting

Date of Meeting:

Decision Made by Panel Members: Yes No

More information:

Decision Made