



# STUDENT GRANT APPLICATION FORM & TERMS AND CONDITIONS

**Please read the Student Support Fund Guidance Notes/Terms and Conditions before completing this form. The Guidance Notes/Terms and Conditions are attached to this form for your convenience.**

You must present this form together with the relevant documentation to a member of The Liberty Foundation's admin team. You will be given a receipt as proof that you have submitted your application.

All documents supplied with this form must be originals; we will copy any documents we need to retain and give the originals back to you when you submit your application in person

## FRAUDULENT CLAIMS AND APPLICATIONS.

It is foundation's policy to inform the police in all cases where there is prima facie evidence of an attempt to defraud the foundation, or any other organisation from whom funding is obtained. This applies both in cases where false information is given and where the relevant information is not disclosed. It should be noted that information will be shared with other relevant bodies to establish whether a prima facie case exists.

All section indicated with \* must be completed in Full

### Personal Information

*Student ID:												*Date of Birth:			
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*Surname:		*Forename:	
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*Address:			
*Town:		*Postcode:	

*Marital Status:	Single / Married / Divorced / Separated / Widowed / Co-Habiting
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*Contact	*Mobile:											Home:	
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*Please note: We will inform you of your application outcome by email to your University email account, however we will also send you a text message to inform you your decision has been sent.*

### Course Information

*Course Title:						
*Course Code:						
*University				*Duration		Year/s
*Co-Ordinator Name:				*Attendance:	Full time / Part time	
*Days per Week:		Day/s	*Are you repeating your course or Module			Yes / No

### \* Residency

a) Are you a UK National?	Yes / No	If yes go to f), if no continue to b)
b) Are you an EU National?	Yes / No	If yes go to f), if no continue to c)
c) Have you been granted refugee status?	Yes / No	If yes go to f), if no continue to d)
d) Have you been given leave to remain status?	Yes / No	If yes go to f), if no continue to e)
e) If you have answered no to all the above questions please state your residency status below		
f) In the last three years prior to start of your course, did you live outside of the UK?	Yes / No	
If you answered yes to question f) please give details:		

(As a result of the above residency questions you may be asked to fill out a residency sub-form)

**\*Bank Details** (Payment will be made into this account. Please remember to bring evidence of these details)

Bank Name:		Account Holder Name:	
Sort Code:		Account Number:	

**\*Other Funding**

All Students who are eligible to apply for funding from other sources **must do so** in the first instance. Your Hardship Fund application will not be accepted until you have applied and have had a final decision made on your application from the external funding body.

- All Higher Education students must apply to Student Finance NI
- All Further Education Full Time students 19+ must apply for a Further Education Award
- All Further Education Full Time students under 19 must apply to EMA and Travel Pass
- Part Time Further Education students on an eligible course must apply for a PT FE Award

**Are you receiving or expect to receive financial assistance from any of the following sources?**

Funding Source	Applied	Granted	Amount
Student Loans & Grants (HE)	Yes / No	Yes / No	£
Further Education Award (FE)	Yes / No	Yes / No	£
EMA (FE)	Yes / No	Yes / No	£
Travel Pass (FE)	Yes / No	Yes / No	£
Employer (funding course)	Yes / No	Yes / No	£

**If you have not received assistance from any of the above categories of funding, please tell us why?**

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**\*Financial Need** (You must complete this section to indicate what assistance you potentially need)

**Please tick the categories you wish to be assessed for assistance with:**

	Category	Notes
<input type="checkbox"/>	<u>Course Tuition Fees</u>	Exam and other related fee costs <b>are not</b> covered
<input type="checkbox"/>	<u>Additional Living costs</u>	<u>Full Time</u> Students Only
<input type="checkbox"/>	<u>Travel Costs</u>	If you live <b>more than 3 miles away</b> from campus (Receipts required)
<input type="checkbox"/>	<u>Books &amp; Equipment</u>	Receipts required ( <b>essential items</b> )
<input type="checkbox"/>	<u>Childcare Costs</u>	Assistance <b>towards</b> costs

**\*Financial Details**

Please answer the following questions, evidence may be required to support your answers:

Question	Answer	Evidence
Are you aged 25 or over before 3 <sup>rd</sup> September 2019?	Yes / No	Birth Certificate
Do you have care of a child?	Yes / No	Childs Birth Cert
Are you applying to the Hardship for a Part-time Course?	Yes / No	University Enrolment Receipt
Are you married or in a civil partnership?	Yes / No	Marriage Certificate
Are both your parents deceased?	Yes / No	Death Certificates
Are you estranged from your parents?	Yes / No	Please see Terms and Conditions
Have you supported yourself financially for 3 years or more outside of Full-time Education?	Yes / No	Proof of 3 full years' work or Benefit claims
Have you been in care or in placed accommodation after being in care?	Yes / No	Evidence from relevant Health Trust or social worker
<b>If you answered No to all questions, please supply you parental Income below</b> <b>If you answered Yes to at least one question, please supply your own and partners Income below</b>		

**\*Household Income Details**

<b>Student or Parent/Guardian 1:</b>		<b>Student Partner or Parent/Guardian 2:</b>	
<b>Employment status:</b>		<b>Employment Status:</b>	
<b>Marital Status:</b>	Single / Married / Divorced / Separated / Widowed / Co-Habiting		
<u>Income Source</u>	<u>Person 1</u>	<u>Person 2</u>	<u>Evidence required</u>
Employment	£	£	Last 3 payslips or latest P60
Self Employed	£	£	Latest verified Accounts
Unearned Income	£	£	Verified Accounts
Child & Working Tax Credits	£	£	HMRC Award Notification
Child Benefit	£	£	Award Letter or Bank Statement
Income Support / ESA	£	£	DHSS Letter or Bank Statement
Jobseekers	£	£	DHSS Letter or Bank Statement
Universal Credits	£	£	DHSS Letter or Bank Statement
Private/State/Widow Pension	£	£	DHSS Letter or Bank Statement
Carers Allowance	£	£	DHSS Letter or Bank Statement
Other Income not listed	£	£	Verified data from official source

**\*Previous Education – Non or partial completion of this section will result in a void application**

Course Type	Subject	School/College	Year From	Year To	Grade
<input type="checkbox"/> GCSE					
<input type="checkbox"/> A Level (AS)					
<input type="checkbox"/> A Level (A2)					
<input type="checkbox"/> Level 2 BTEC NVQ City & Guilds					
<input type="checkbox"/> Level 3 BTEC NVQ City & Guilds					
<input type="checkbox"/> Level 4 BTEC NVQ City & Guilds					
<input type="checkbox"/> HNC					
<input type="checkbox"/> HND					
<input type="checkbox"/> Foundation Degree					
<input type="checkbox"/> Degree					
<input type="checkbox"/> Other (Please give details):					

**\*Student Consent**

We need you to consent to communicate with any appropriate private and governmental agencies in order to obtain and release information (both verbally and in written format) to enable a complete and fair assessment of your application. All information shared will be handled in a confidential manner.

I understand that I may revoke my consent at any time and this revocation must be delivered in written format to The Liberation Foundation admin team. This consent form will be valid from the date it is signed until I have completed or withdrawn from my course.

**Student signature:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

### **Student Statement**

You can use this section to explain any/all of the following: **reason for non-academic progression of course level, financial difficulties or income and expenditure**. Please provide documentary evidence where possible to support your statement.

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(Continue on a separate page if necessary)

### **\*Student Declaration** (you must read and sign this section)

I certify that all particulars given by me on this form are correct and that all relevant information has been included. I understand the information provided will be handled in accordance with the General Data Protection Regulation. I understand that it is my responsibility to supply all the relevant documents to support my application, as well as any additional information that the panel requires in a timely manner. I understand that the onus is on me to prove my need for financial assistance.

If I receive Hardship funds from The Liberation Foundation I undertake to:

- Advise the Liberation Foundation immediately if I withdraw or cease to attend the course and I will pay back the amount awarded to me.
- Refund any over payment, which may have occurred for whatever reason by the Liberation Foundation. I also understand that if my attendance level drops below 80% my award will be withdrawn.

☐ **By ticking this box, you are confirming that you have read the Hardship Fund terms and conditions document and agree with the terms stated.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **\*Tutor Verification** (to be completed by Tutor/Co-ordinator only)

I \_\_\_\_\_ (Tutor Name) certify that the applicant is registered as a:

FULL TIME ☐ PART TIME ☐

Student is studying an accredited qualification and from the start of their course has **maintained an overall attendance of at least 80%.**

**Signature of Tutor/Co-ordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_