

# LSE Students' Union Hardship Fund Application Form 2015-16

## Who is the fund for?

Any LSE student can apply for an award should they encounter financial hardship that is impacting upon their ability to continue their studies. The majority of awards are made on the condition that the hardship was unforeseen (ie. you could not have planned for it before registering onto your course). You may be asked to demonstrate that you have additional means of support should we be concerned that the hardship fund is not sufficient to alleviate problem, as the funds available are limited.

## What is the fund for?

We are able to make awards from the categories below. The maximum award per student per academic year is stated in bold; these will only be lifted in exceptional cases (with strong supporting evidence). You can apply under more than one category.

<b>Council Tax liability:</b>	We will consider applications to assist students who are liable to pay Council tax as a result of living with non-students. The fund is limited to Council Tax incurred while registered at LSE. No payments will be made for any Council Tax incurred when the applicant was a non-student, including the period between two courses e.g. undergraduate – postgraduate. <b>Maximum award: £500</b>
<b>Emergency housing and homelessness:</b>	We will consider applications to assist students who are at risk of becoming homeless due to hardship in meeting housing costs. The fund is intended to meet costs of emergency housing for 5 days, rent arrears, or key household bills. <b>Maximum award: £1500</b>
<b>Immigration:</b>	We will consider applications to assist any students (regardless of immigration status) who need to make in-country immigration related applications but are unable to meet these costs due to serious financial hardship. This could include costs related to an in-country immigration appeal. <b>Maximum award: £800</b>
<b>Medical costs:</b>	We will consider applications to assist students who incur additional costs as a result of unexpected medical needs. The costs include the cost of medication, travel and equipment. If these costs relate to private treatment, the panel will need to be satisfied that there is a genuine reason for you being unable to access it via the NHS. <b>Maximum award: £1,000</b>
<b>Repeating students:</b>	We will consider applications to assist students who are re-sitting exams or re-taking all or part of an academic year without adequate additional funding to cover tuition or living costs. <b>Maximum award: £1,500</b>

<b>Small claims and legal costs:</b>	We will consider applications to assist students who are seeking to recover their damages through the small claims process in the county court. <b>Maximum award: £500</b>
<b>Right to choose:</b>	<p>We will consider applications to assist expectant students to provide pre-birth costs before the child is born or help cover the cost for a termination. Should a student choose to proceed with the pregnancy, the fund will contribute to one-off costs such as a buggy, cot etc. Should a student choose to terminate the pregnancy, the fund will contribute towards the cost if it is reasonable to do so, and the student is unable to access NHS treatment. <b>Maximum award: £1,000</b></p> <p>If the applicant has a valid reason for not being able to disclose full income (for example, the applicant does not wish to disclose the pregnancy to their partner) the Funds Panel will take this into consideration.</p>
<b>General hardship</b>	If your case does not fit under any of the above categories but you are struggling with general living costs, you may be eligible for a general hardship award. <b>Maximum award: £1,000 (plus an emergency award of up to £60 for food/travel)</b>

Please note that funds are awarded on the basis that they will be used solely for the purpose for which they were given. Should the Students' Union become aware that the funds are used for any other purpose, we will seek to recover the full sum.

If you require funding for extracurricular activities or opportunities that incur travel costs, you may wish to apply to the Participation Fund. You can find more information on our website: [www.lsesu.com/organisers-hub/get-funding/participation-fund](http://www.lsesu.com/organisers-hub/get-funding/participation-fund)

### How do I apply?

You must complete the hardship application form and obtain the following documentation:

1. Bank statements from the most recent two months for all accounts held by applicant (this includes accounts overseas). If there is a compelling reason why you cannot provide statements for all accounts, please inform your Student Adviser. It can be helpful to make a note of what any amounts over £50 were for before your appointment.
2. Stamped copy of current certificate of registration at LSE (you can print this off from LSE For You and get it stamped at the Student Services Centre).
3. Additional supporting documents to evidence the reason for the application, and any substantial outgoings such as rent and bills. Please send photocopies of all documents – we do not return documents.

You can submit your form in person to the LSESU Advice Service (3rd Floor, Saw Swee Hock Student Centre) or via email: [su.advice@lse.ac.uk](mailto:su.advice@lse.ac.uk).

A Student Adviser will then be in contact with you to arrange an appointment, during which they will go through your form and documents. All applications are treated sensitively and in confidence.

Your Student Adviser will present your case to the Funds Panel. Cases are judged on their individual merit; it is important to inform your adviser of your full circumstances so that the panel can take them into account.

### **What happens next?**

The Funds Panel meet on a weekly basis, but can hold an emergency meeting if required. Your Student Adviser will inform you of the panel's decision within three working days. Awards are paid via a BACS payment and take 2–3 working days to process.

If you are not happy with the panel's decision, you may submit additional evidence to support your application, which the panel will consider. If you remain unhappy (or have no new evidence), you may make a written request to the Director of Membership for the matter to be reconsidered: [d.c.lewis@lse.ac.uk](mailto:d.c.lewis@lse.ac.uk)

## **FAQs**

### **Who should I include in my income and expenditure?**

The hardship fund is for individual students, however, we do understand that you may have dependents. If you have a husband, wife or partner living with you in London, you should give details of his/her earnings and of any contribution he/she makes to your income. If your partner is financially dependent upon you, you should list his or her expenditure as well as your own. The Students' Union recognises that partners may be of the same or opposite sex. You should also list expenditure on any dependent children with you in London.

### **How do I calculate my income and expenditure?**

You should calculate weekly and yearly amounts, as indicated on the form. Yearly amounts refer to the academic year (ie. the length of your course).

We have provided some guidance figures, however, if your calculations are significantly higher you should provide an explanation (eg. dietary requirements could result in higher food costs).

### **What if I need financial support immediately?**

The panel can make emergency awards if they deem it appropriate, so please let us know if your situation is urgent (eg. if you can't make a rent payment or are unable to purchase food).

### **Who do I give my form to?**

If you submit your application in person then this should be handed in to the LSESU Reception desk (3rd Floor, Saw Swee Hock Student Centre). It may be easier to submit via email should you wish to do so outside of office hours: [su.advice@lse.ac.uk](mailto:su.advice@lse.ac.uk)

### **Can someone help me complete my form?**

If you need any assistance or have any questions, please either drop us an email at [su.advice@lse.ac.uk](mailto:su.advice@lse.ac.uk), or give us a call on 020 7955 7158. Alternatively, come along to our drop-in Advice Service sessions (Monday–Friday, 11am–1pm, 3rd Floor Saw Swee Hock Student Centre).

If you require this application form in another format please let us know.

# LSE Students' Union Hardship Fund Application Form

## Personal details

Full name:

Student ID:

Date of birth:

Term-time address

Type of accommodation (please tick)    Halls of residence     Private rented accommodation

Home owner     Live with parents or guardians

Live with spouse or partner

Contact number:

Email address:

Fee status (please tick):    Home     EU     International

Do you have a husband/wife/partner?    Yes     No

If yes, what is his/her net annual income?

Please tell us if you have any children or adults who are financially dependent on you:

Do you have a disability or chronic medical condition?

## Course details

Course title:

Level of Study: UG  PG taught  PG research

Mode of Study: Full Time  Part Time

What year of the course are you in?

Is this a repeat year? Yes  No

Period of attendance: 9 months (normally all UG students, taught Masters students on 9-month programme)

10 months (Taught Masters on 10-month programme)

12 months (Taught Masters, MRes, MPhil/PhD students attending for full 12-month year)

Have you applied for any financial assistance elsewhere, such as the LSE Financial Support Office? Yes  No

If yes, please provide details:

## Bank details (for use if we make an award)

Please provide us with the following bank details as we make payments directly into your account. Your bank account information is kept in line with our confidentiality policy.

Sort code:  Account number:

## Expenditure

Please list your expected expenditure on the below items, including what you spend on any dependents.

If you put a weekly amount, please multiply this by the number of weeks in your academic year to put a total for for academic year on the right. Academic year dates are the date you registered until the end of your academic year (normally end of June or end of September). Please work out the number of weeks this covers, which is normally 39 or 52 (take away the number of weeks when you are not paying living costs in London, for example, vacations and/ or add any extra weeks before the start of the course for pre-sessional English course or looking for accommodation).

	Weekly amount	Academic year	Notes
Total tuition fees			This should be stated on your certificate of registration.
Council Tax (if liable)			Provide Council Tax bill
Rent/mortgage payments			Provide Tenancy/Mortgage Agreement or letter from landlord
<b>Utility bills</b> (Gas / Electricity / Water)			Provide most recent bills if they are a significant part of your expenditure
Food (if not included in rent)			Fixed amount £50/week (+ £20 for each dependant) If your expenditure is significantly more than these figures, please include the reason(s) in your supporting statement.
Travel costs to LSE (public transport or petrol)			Plus essential travel costs of partner/children. Include private vehicle costs if relevant (insurance, tax etc)
Travel costs to return home once this academic year			
<b>Essential costs for children:</b> Childcare / School uniform Nappies / School lunches Clubs/lessons / Others			Invoice or letter from carer
<b>Household expenses:</b> Laundry / Cleaning products Toiletries / Clothes / Entertainment / TV Licence / Insurance			Guideline figure: £25/adult, £12/child (per week) If your expenditure is significantly more than these figures, please include the reason(s) in your supporting statement.
Books and printing			
Current debt repayments			Latest letters with statement of total debt and repayment amounts
Any other essential expenditure			
<b>Total expenditure this academic year</b>			

## Income

Please list your expected income for the full academic year. If you use a weekly amount, multiply by the number of weeks in your academic year.

	Weekly amount	Academic year	Notes
Grants and bursaries (including any financial support from LSE) Scholarships			This includes any money going directly to LSE to cover fees or money paid to you for fees.
Loans for fees (This is not taken into account as part of your available 'income')			Including Tuition Fee Loan, Professional Studies Loan, Career Development Loan
Loans for maintenance			Including Professional Studies Loan, Career Development Loan
Contribution from family, parents or partner			
Contribution from sponsor(s)			Towards fees or living costs
Spouse/partner's income (if applicable)			Please provide evidence of income where possible (payslip, tax return)
Income from employment (after tax)			Full-time, part-time or vacation earnings Please provide evidence of income where possible (payslip, tax return).
State benefits (please indicate which benefits you are in receipt of)			This includes: Child Benefit / Child Tax Credits / Housing Benefit / Disabled Students' Allowance / Jobseeker's Allowance / Working Tax Credit / Child Maintenance / Income Support
Any other income			Including income from pensions, investments and savings
<b>Total expected income this year</b>			

Overdraft facility:	£
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## Supporting Statement

Please use this space to explain any special or unexpected circumstances that have affected your finances/ circumstances and made it difficult to cover your costs (remember your application is confidential).

Please indicate which priority area(s) you consider your application to be in relation to (please see the front page for this information) and the total sum of money you are requesting. Please attach any additional pages should the below space not be sufficient.