

Hardship Fund Guidance Document

What is the Hardship Fund?

The Hardship Fund is a means tested fund designed to help students who have fallen into short-term, unforeseen hardship to continue with their studies and complete their degree course.

All awards are subject to applicants meeting our eligibility criteria (see 'am I eligible to apply?' below).

Am I eligible to apply?

Any LSE student registered on a full degree course can apply for an award should they encounter financial hardship that is impacting upon their ability to continue their studies. This means:

- You are currently registered as an LSE student on an undergraduate or postgraduate course (Summer School students are unfortunately not eligible)
- You were adequately funded to study at LSE initially
- The hardship was unforeseen (i.e. you could not have planned for it before registering on your course)
- You are now struggling to meet imminent essential living costs
- The hardship is short-term and you can explain what figure you think will resolve this
- You can explain your plan for after the award has been used

How do I apply?

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

- Up-to-date bank statements for the last month for **all** accounts you hold (this includes overseas and savings accounts). It can speed up your application if you highlight and explain any amounts over £100
- Stamped copy of current LSE certificate of registration (you can print this off from LSE For You and get it stamped at the Student Services Centre). We ideally need the version which includes your photo
- Additional supporting documents to evidence the reason for the application, and any substantial outgoings such as rent and bills. Please find more information on evidence requirements at the end of this document. Please send photocopies of all documents – we do not return documents

You can submit your form via email to su.advice@lse.ac.uk. An Adviser will then be in touch to help process your application.

All applications are treated sensitively and in confidence. Your Adviser will present your case to the Hardship Fund Panel for consideration. It is important to inform your Adviser of your full circumstances. All cases are judged on their individual merit.

What happens next?

The Hardship Fund Panel usually meets on a weekly basis. Your Adviser will inform you of the Panel's decision or any further actions needed from you within three working days.

Awards are paid via a BACS payment and take up to five working days to process.

If you are not satisfied with the Panel's decision, you can appeal by submitting an appeal form to su.advice@lse.ac.uk. Your adviser will be able to provide you with a copy of the form

on request. Your appeal will be considered by someone who was not involved in the original decision.

What if I need financial support immediately?

The Panel can make emergency awards of up to £60 in cash if they deem it appropriate. If your situation is urgent (e.g. if you are unable to purchase food), please let your Adviser know.

Anything else I should aware of?

The Hardship Fund is:

- Financially limited in scope. As a result, and in order to ensure we can help as many students as possible, it is unlikely that we would be able to make an award totalling over £2,500 (although each application is judged on a case-by-case basis).
- Unable to make any payment that would cover beyond the last day of an applicant's registration as an LSE student.
- Unable to support the payment of tuition fees. If you are concerned about your ability to meet these costs then you are advised to speak to the [Fees Office](#) to discuss how they might be able to help.
- Unable to cover debt repayment costs, such as credit card and loan debts. If you need support with debt costs then you are advised to speak to a [debt management charity](#).

The above list is not exhaustive.

Advice Service

Whilst we consider each case on its individual merits, the following table provides a breakdown of the main categories from which we would usually consider making an award.

Please note that for all of these, you will still need to meet the eligibility criteria detailed on the first page We would not ordinarily make an award totalling over **£2,500**

Emergency housing and homelessness:	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 short-term emergency housing, rent arrears or key household bills.
Immigration:	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.
Medical costs:	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.
Repeating students:	We will consider applications to assist students who are re-taking all or part of an academic year without adequate additional funding to cover tuition or living costs. (We will usually only consider repeat teaching students, however we can consider unregistered repeat assessment students if they can clearly explain why they cannot support themselves via other means.)
Right to choose:	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.
General hardship	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.

Please find below a table of evidence requirements to help you in your application:

Student funding documents, including all supplementary bursaries/grants available to you:	All funding documents for the current academic year. These must show the amount(s) you are eligible for and payment dates.
Bank statements:	Statements from all your bank accounts, including joint, savings, PayPal, or other similar accounts. The statement(s) must clearly show at least the last 30 days of transactions as well as your name, sort code and account number. The statements must be dated within five days of your application. Please note that whilst we initially request to see the last 30 days' worth of transactions, in some circumstances we may request to see the last 90 days' worth. If this is the case, we will contact you to let you know.
Benefit documents:	Current HMRC Child Tax Credit/Universal credit/Housing benefit documents.
Medical costs:	Estimate of costs from a relevant healthcare professional.
Medical evidence:	Medical report(s) from relevant healthcare professional.
Loss of property:	Police Crime Number report / and description of property.
Employment	Letter of confirmation / termination of employment and / or payslip / P45.
Housing	Tenancy agreement and / or any other relevant documentation that proves rent liability.

