

 **Hardship Fund Application Form**

Like most other institutions of higher education in the UK, ICON College is able to access some of the hardship funding being made available from the central government. These funds are to be distributed to institutions via the Office for Students (OfS).

The central government funds have been created to enable students to continue with their courses and to help them succeed in their studies.

**If you are awarded a grant from the Hardship Fund this money does not have to be repaid.**

The fund is available to all students studying at ICON College who need financial help, subject to satisfying eligibility criteria. All eligible active students can apply.

Complete the following details to apply:

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| **Student Details:** |
| Student ICON ID Number: |  |  |  |
| First name:  |  | Surname: |  |
| Term Time Address (including Post Code): |  |
| Course Name: |  |
| Time of study (Day or Evening and Weekend):  |  | Year of study:  |  |
| Are you a home, EU or International student? |  |  |  |
| Do you have a registered disability? |  |
| Email address: |  |
| Marital status:  |  | Number of children: |  |
| Age of children:  |  |
| Do you pay rent or mortgage?  |  |
| If your application is approved, we will send you the funds via bank transfer. Please provide your Bank account details:Name of Account:Sort Code:Account Number: |

 **Monthly Income and Expenditure**

Please give details of your monthly income and expenditure of your household:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE OF INCOME** | **£ per month** |  | **EXPENDITURE** | **£ per month** |
| Student Finance (student loans, NHS funding, etc) |  |  | Your monthly Rent/Mortgage  |  |
| Other student funding (sponsorship, scholarships) |  |  | Gas / Electricity / Water expenses |  |
| Your wages/salary |  |  | Council Tax |  |
| Parents’ or Partner’s wages/salary |  |  | Phone & Internet costs |  |
| Benefits paid into bank(e.g. Universal Credit, disability benefits) |  |  | TV Licence |  |
| Child Benefit |  |  | Insurance payments:(life / phone / contents / car) |  |
| Tax Credits |  |  | Loans and Credit Cards |  |
| Maintenance(paid for yourself and children) |  |  | Travel Costs |  |
| Support from Family/Friends |  |  | Household(food / toiletries / clothes) |  |
| Any other income(please specify what this is) |  |  | Any other expenditure(please specify what this is) |  |
| **TOTAL INCOME** |  |  | **TOTAL EXPENDITURE** |  |

**Personal Statement (reason for application)**

*Please, briefly explain below why you are applying to this fund. You may submit an additional short letter of explanation of no more than 250 words. This should be attached/sent with this form.*

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**Evidence required: (When providing documents to the College by email, the most secure way is to collate all your documents into either a PDF document or a Word document)**

Please submit the following documents along with your Application form

1. Completed Application form.
2. Provide your last three (3) months latest bank statements for all accounts, where appropriate.
3. Provide a tenancy agreement/mortgage statement, where applicable.
4. Provide your SLC (Student loan company) letter with payment date
5. Provide your last 3 months pay slips or Accountant letter with your annual tax calculation (if you are self-employed)
6. If you receive benefits from the DWP, HMRC or local council, you should include your entitlement letter, or annotate the payments on your bank statements
7. If you have childcare responsibilities/costs, provide a current bill or receipt.

**All applications will be considered. However, applications without supporting documents for your Hardship fund will be declined.**

**Terms and Conditions:**

1. You must be an active registered current student, except Year 1 first semester studying at ICON College of Technology and Management.
2. The Hardship Fund is for students from low-income backgrounds (household income below £42,875), studying on full time accredited FE or HE courses
3. You are expected to have maintained an appropriate standard of behaviour and attendance (including online teaching provision) throughout your course of study. If you are currently facing disciplinary action, you may not be eligible for this support.
4. The usual study location of your course must be in the UK.
5. You must have a bank account into which a BACS payment can be made.
6. You must have completed the application form honestly and declared any reasons you may not be eligible for the award. Fraudulent claims may lead to disciplinary action and/or the refunding to the College by the applicant of any monies awarded from the Hardship Fund.
7. If the Hardship Fund is exhausted, no further application will be processed or granted any fund beyond that point.
8. You may not be considered again if you were awarded hardship funding in an earlier distribution.
9. The decision of the ICON College Hardship Fund Panel will be final and no correspondence will be entered into with a student once a decision has been made as to the eligibility of each student’s claim.
10. All decisions regarding the award (or not) of a Hardship Fund grant will be communicated to each applicant by email.

**I agree to the Terms and Conditions stated above:**

**Declaration**

* I confirm that the information provided in this application is true and correct. I also confirm that I have read and understood all information provided herewith.
* I understand that if any of the supporting information/documents provided are false or not credible, then my application may not be processed until it is verified.
* I understand that any misleading information may automatically disqualify my application and that the College may take disciplinary actions as per college procedures.
* I understand that once the Hardship Fund is exhausted, no further application will be processed or granted any fund beyond that point.
* I understand that all information and evidence provided with this application will be used for this purpose only and may be retained for audit purposes.

 **Name (CAPITAL) Signature (type your name to sign) Date**

**Data Protection and Confidentiality**

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| --- |
| All information provided in your application will be used for the purpose of assessing your entitlement for the Hardship Fund. In order to comply with the General Data Protection Regulations (GDPR) and Data Protection Act 2018, it is implied that you have given your consent to process all the information and evidence that you have provided with your application.The Hardship Fund is a means-tested fund administered by the College’s Hardship Fund Panel.**Confidentiality**The information provided and evidence are dealt with by our relevant Student Support Team and the Hardship Fund Panel who are engaged in processing your application. We may need to use or contact any third party to validate or verify your informationBy signing the Declaration above, you are agreeing that the College can share the information with the relevant Student Support Team, can contact third parties to validate evidence, and that statistical information can be shared with the College and the relevant authorities. |

Check List

Submit the following documents with your application and tick (√) below accordingly:

|  |  |  |
| --- | --- | --- |
|  |  | **Tick (√)** |
| 1. | Completed Application form. (*Page 2 – Income part: You must put the amount received from Student loan/ DWP/HMRC as applicable and total at the bottom of income part. If we find any income in your bank statement which you have not included, your application may not be processed. Expense part: Apart from rent/mortgage and utility bills, all estimated amount should be reasonable).*  |  |
| 2. | Last three (3) months latest bank statements **for all accounts, if you have more than one account** (please highlight/mark the receipts of Student loan, DWP, HMRC, where appropriate). |  |
| 3. | Tenancy agreement/mortgage statement, where applicable |  |
| 4. | SLC (Student loan company) letter with payment date. |  |
| 5. | Last 3 months pay slips or Accountant letter with your annual tax calculation (if you are self-employed). |  |
| 6. | If you receive benefits from the DWP, HMRC or local council, you should include your entitlement letter, or annotate the payments on your bank statements. |  |
| 7. | If you have childcare responsibilities/costs, provide a current bill or receipt. |  |