

**Application for support from the
Holy Cross Learning Support Fund****IMPORTANT**

- **READ THE ACCOMPANYING GUIDANCE NOTES BEFORE COMPLETING THIS FORM.**
- **YOUR APPLICATION WILL NOT BE CONSIDERED IF YOU DO NOT ANSWER ALL THE APPROPRIATE SECTIONS AND ATTACH COPIES OF ALL RELEVANT DOCUMENTATION.**
- **ANSWER ALL QUESTIONS BY PRINTING CLEARLY IN BLACK INK AND BY TICKING THE APPROPRIATE BOXES**

DOCUMENTARY EVIDENCE REQUIRED TO SUPPORT YOUR APPLICATION

ALL STUDENTS MUST PROVIDE THE FOLLOWING:

- **Student Support Notification/Entitlement Letter** which shows amounts for maintenance loan and any grants.
- **Tenancy agreement or mortgage statement**
- **Consecutive bank statements for the three months immediately prior to the date of application**
- **Proof of earned income if your work**

IF YOU HAVE DEPENDENT CHILDREN PLEASE PROVIDE THE FOLLOWING:

- **Proof of benefits** e.g. housing benefit, income support, job seeker's allowance, universal credit, disability benefits.
- **Child Tax Credits/Working Tax Credits Assessment** from Inland Revenue
- **Proof of maintenance payments**

IF YOU HAVE A SPOUSE OR PARTNER PLEASE PROVIDE THE FOLLOWING:

- **Three recent consecutive monthly wage slips for your spouse/partner**
- **Council Tax bill**

IF ANY OF THE FOLLOWING APPLY TO YOU PLEASE PROVIDE DOCUMENTATION:

- **Proof of cost of car/life/buildings insurance**
- **Proof of priority debts and payment plans**
- **Any other documentary evidence which you think may help to support your application**

Part 1: Your personal details

1 Student ID number

2 Your title (tick one box only)

 Mr Mrs Miss Ms Other

3 Your first names (in full)

4 Your surname (in full)

5 Your gender

 Male Female

6 Your date of birth (DD/MM/YYYY)

7 Your age in years on 01/09/2015

8 Your full correspondence address

9a Are you a care leaver, Foyer resident or homeless? (Please supply supporting evidence)

9b Who pays your accommodation costs?

Social Services

Other (please specify)

Self

10 Telephone number

11 E-mail address

Part 2: Course details

12 Course title

13 Faculty/Department

14 Level of study

Undergraduate

Postgraduate

15 Campus

16 Start date of course (DD/MM/YY)

17 Year of course (1,2, 3, 4)

18 Please tick if this is a repeat year

19 Duration of course in years

20 Is this your final year?

Yes

No

Part 3: Accommodation details

21 Do you live: Alone? With your partner/spouse? In a hall of residence?
 In shared accommodation? With your parents or guardian?

If in shared accommodation, how many other adults live at this address?

Are utility bills included in the rent? Yes No

If not, do you share all household expenses? Yes No

Part 4: Your dependants

22 Do you have any children who are financially dependent upon you?

Yes Please give details

Name of child	Age	Date of Birth

No

Do you have any adults who are financially dependent upon you?

Yes Please give details

Name of adult	Relationship	Age	Date of Birth

No

Part 5: Disability/Special Medical Needs

23 Do you have a disability or chronic medical condition? Yes No

24 Have you applied for Disabled Students' Allowance (DSA)? Yes No

If you wish to apply for any financial assistance towards any special equipment/material not covered by DSA, or for assistance towards the costs of a diagnostic test, please consult in the first instance with a support tutor at Holy Cross who will refer you to the appropriate adviser.

Part 6: Student and Partner's Income

Part 7: Student and Partner's Expenditure

	Per Wk/Mth/Yr		Per Wk/Mth/Yr
		Composite Living Costs	
Student maintenance loan	<input type="text"/>	Food/Household/Laundry	<input type="text"/>
Maintenance Grant/Special Support Grant	<input type="text"/>	Gas	<input type="text"/>
National Scholarship Scheme	<input type="text"/>	Electricity	<input type="text"/>
Parent's Learning Allowance	<input type="text"/>	Water	<input type="text"/>
Adult Dependant's Grant	<input type="text"/>	Telephone	<input type="text"/>
Child Care Grant	<input type="text"/>	TV licence	<input type="text"/>
Scholarships/Trusts/Grants	<input type="text"/>	Contents insurance	<input type="text"/>
Professional Career Development Loan	<input type="text"/>	Council tax	<input type="text"/>
Parental/Partner Contribution	<input type="text"/>	Tuition fees	<input type="text"/>
Child Tax Credit	<input type="text"/>	Rent/Mortgage	<input type="text"/>
Working Tax Credit	<input type="text"/>	Child care costs	<input type="text"/>
Housing Benefit/Council Tax Benefit	<input type="text"/>	Travel costs (home to institution x 3)	<input type="text"/>
Income Support/JSA/ESA	<input type="text"/>	Travel costs (daily travel during term-time)	<input type="text"/>
Disability Benefits (please specify)	<input type="text"/>	Car Insurance	<input type="text"/>
Child Benefit	<input type="text"/>	Books/equipment/course costs	<input type="text"/>
Net earnings (student)	<input type="text"/>	Disability costs (not covered by DSA - please specify)	<input type="text"/>
Maintenance Payments	<input type="text"/>	Travel costs (partner)	<input type="text"/>
Net Income (partner)	<input type="text"/>	Priority debts (please specify)	<input type="text"/>
Other income/savings	<input type="text"/>	Buildings Insurance	<input type="text"/>
	<input type="text"/>	Life Insurance	<input type="text"/>
	<input type="text"/>	Other costs (please specify)	<input type="text"/>
TOTAL INCOME	<input type="text"/>	TOTAL EXPENDITURE	<input type="text"/>

Part 8: Bank/Building Society details

Name of Bank/Building Society

Sort Code

Account Number

Roll Number

Do you have an Interest Free Overdraft Facility

Yes

No

£

How much?

Any award will be paid directly into the account stated above. **You should supply copies of your last three months bank statements for the period immediately prior to the date of application.** The statements must show your name and bank details. Mini statements and summary sheets are not acceptable. You may also be required to provide statements for any other accounts you currently hold, particularly if you transfer funds between accounts. Please explain any credit or debit over £200 that appears on your statements.

APPLICATIONS SUBMITTED WITHOUT RELEVANT DOCUMENTS WILL NOT BE CONSIDERED.

Confidentiality: Applications are seen only by Student Funds staff at Liverpool Hope and Finance staff at Holy Cross. It may be necessary for additional supporting evidence to be sought from other staff in order to reach a decision.

Data Protection Act 1998: Holy Cross University Centre & Sixth Form College and Liverpool Hope University are data controllers in terms of the 1998 legislation. Student Funds follows University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. The data will not be passed to any third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Finance Manager.

Part 9: Supporting statement

Please make a statement explaining why you are in financial difficulty and why you believe your situation to be exceptional and to merit additional support.

Empty text box for the supporting statement.

Part 10: Declaration

PLEASE COMPLETE AND SIGN THE DECLARATION

I certify that to the best of my knowledge, I fulfil the following criteria (please tick the relevant boxes)

SECTION A

i) I am a UK National/British citizen; or

ii) I am settled* within the United Kingdom (i.e. I have the Right of Abode in the UK or have Indefinite Leave to Remain (please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice), or

iii) I have been recognised by the UK government as a Refugee (please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice), or

iv) I have been granted Humanitarian Protection (HP) by the Home Office (please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice), or

v) I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker

(Please tick if you intend to continue working whilst studying) or

vi) I am an EU National who has been ordinarily resident in the UK for the three years prior to the first day of the first academic year of my course, or

vii) I am the child of a Swiss national, or

viii) I am the child of a Turkish worker

SECTION B

I was ordinarily resident** in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course, and

I fall under either (i), (ii), (iv) or (vi) above and I have been ordinarily resident in the UK and Islands for the 3 years immediately before the first day of the first academic year of my course***, or

I fall under (iii) above, or

I fall under (v) or (vii) above, and I have been ordinarily resident in the EEA and Switzerland for the 3 years immediately before the first day of the first academic year of my course, or

I fall under (viii) above and I have been ordinarily resident in the EEA and Switzerland and Turkey for the 3 years immediately before the first day of the first academic year of my course.

SECTION C

I confirm that I am registered and in attendance on the course described in this form.

plus (as appropriate)

I confirm that I am supporting the children named in Part 4 of this form

I confirm that I am not living with a spouse/partner (if relevant)

DECLARATION

I declare that the information given on this form is correct and complete to the best of my knowledge and that I will inform Holy Cross immediately if there is any change in my circumstances.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in expulsion from my course. I further undertake to repay any grants obtained by me as a result.

If I have a debt which is more than three months old, and I have not made any payment plan with Finance to clear this, I agree that any award from the Learning Support Fund may be used towards this debt.

Your name (CAPITALS)

Your signature

Date

**RETURN COMPLETED FORM TO: UNIVERSITY CENTRE OFFICE, HOLY CROSS COLLEGE,
MANCHESTER ROAD, BURY, BL9 9BB**

Please take the time to read the enclosed notes of guidance as this may help to save time in processing your application. **If you are posting your application, please ensure that the correct postage is applied or your application may not be delivered.**

To help us improve the publicity and information you receive, please tick **ONE** box to indicate where you found out about the Learning Support Fund.

Holy Cross Liverpool Hope Friend Student Finance England Other

FOR OFFICE USE ONLY:

Recommended Award Yes No

Award £
Processed by _____
Checked by _____
Date _____

Award £
Processed by _____
Checked by _____
Date _____

NOTES

PLEASE RETURN TO:

UNIVERSITY CENTRE, HOLY CROSS, MANCHESTER ROAD, BURY, BL9 9BB

Or

E-MAIL TO YOUR HOLY CROSS SUPPORT TUTOR

NOTES OF GUIDANCE

WHAT IS THE LEARNING SUPPORT FUND?

It is money provided to help students who need extra financial support because they have higher than expected costs or if unexpected situations arise. The amount of money is restricted and is being reduced each year and there are many students in hardship, so the assessment of applications is devised to ensure that those who are most in need are prioritised. The assessment will therefore include a student's income in full. The only income which will be disregarded is Disabled Living Allowance and Disabled Student's Allowance. Students will need to demonstrate financial hardship over the whole of the academic year and not just on a short term basis. **Due to limited funds there is no promise or guarantee that you will receive an award.**

You have a responsibility to spend your money wisely. LSF cannot cover lifestyle choices such as mobile phones, Sky TV, PCs/laptops/broadband connection or a private vehicle (unless you have dependent children or are registered disabled). Students who are experiencing financial difficulties because they have not budgeted their income cannot be considered for an award.

WHEN CAN I APPLY?

Term-time applications

Non final year students

From the first day of your course until 30 April 2020 unless funds are exhausted before then; you must also have applied for the maximum maintenance loan and received the first instalment (if eligible) before applying to LSF. **All continuing students must make a separate application if they require financial assistance over the long vacation. This must be completed no later than 15th July.**

Final year students

From the first day of your course until 31 March 2020 unless funds are exhausted before then. Final year students are not eligible to make a claim for help over the summer as they will be eligible to claim means tested benefits once their course has finished.

WHAT EXPENDITURE WILL BE ALLOWED?

A **Composite Living Costs** figure will be applied to cover costs for food, household, laundry, utilities, telephone, TV licence, and contents insurance. The amounts have been set by the government and are based on DWP amounts.

Student profile	Composite Living Costs (CLC) per week
Single student/lone parent	£74
Student with partner	£116
First child	£86
Each subsequent child	£68

Course costs (books/stationery)	Full-time	Part-time
BA (Hons)	£300	£150

- In **exceptional** circumstances, actual costs will be considered if they are significantly different from above. If this is the case, enter the true costs and supply evidence with a written explanation of the need for these.
- **Travel (to and from the University)** - the cheapest cost of travel will be considered. Travel by car will only be considered for students with dependants/disability.
- **Disability costs** – include only those costs not covered by DSA or from benefits such as DLA.
- **Priority debts** – the limited funds mean that only priority debts will be considered: rent arrears, utility bills arrears, county court judgements, and social fund repayments. Many students have overdrafts, credit cards and store cards where repayments can be renegotiated. Unfortunately, these debts will not be considered.
- **Other costs** – use this to outline any other payments/costs which arise from exceptional circumstances. If you have a partner, don't forget to include their income and their expenditure.

Due to limited funds, some costs may be capped. For example rent/mortgage, travel and field trips

HOW IS MY APPLICATION ASSESSED?

Your expected income and what is considered to be 'reasonable' expenditure on living costs, rent, travel, and course related costs will be considered. Details of your spouse/partner's income and expenditure are also required. If your parents have been assessed to make a contribution to your living costs, this will be included. We will calculate any shortfall between your income and essential expenditure. We also have the option to carry out a non standard assessment to allow for exceptional individual circumstances.

HOW MUCH COULD I RECEIVE?

Our allocation is only very small so the majority of awards will be between £200 and £300. Any award will be dependent upon the course, mode of study and your individual circumstances.

IS THE AMOUNT OF MY AWARD GUARANTEED FOR EACH YEAR OF THE COURSE?

No, it is not. The level of awards can and will change from year to year based on a number of factors: increases/decreases in a student's income and expenditure; the numbers of students applying; the amount available each year. Students should therefore not expect their awards to remain the same year on year.

WHEN AND HOW WILL I HEAR ABOUT THE OUTCOME OF MY APPLICATION?

You will receive an **e-mail** regarding the decision. Therefore, it is important that you give us your preferred e-mail address, clearly written.

You should receive a decision within four to six weeks from the date your application was received providing that **all** evidence has been submitted. We will contact you by e-mail if any further evidence is required to complete your assessment.

Any award will be made directly into your bank account usually within one week of you receiving notification of your award.

HOW DO I APPEAL?

If you believe that you have been treated unfairly, for example if you think there has been an error in the assessment of your award, or your application has been rejected, you should contact Holy Cross immediately to inform them. **You must do this within four weeks of the receipt of the rejection letter.** If Holy Cross are unable to change their decision, you have ten working days in which to appeal in writing. Please note that appeals cannot be made on the grounds that you feel that you 'deserved' more money. There must have been an administrative error or malpractice.

SHORT-TERM LOANS

If your student funding has been delayed in the first term of your course and this is causing financial hardship, you may apply for an interest-free short-term loan to be repaid as soon as your funding comes through. Support through a short term loan will depend on there still being funds in the LSF at the time of request. **This facility is not available in subsequent terms.**

STUDENTS WHO ARE NOT ATTENDING

If you have not withdrawn, abandoned or been expelled from your course but are absent due to illness, bereavement, family illness, caring duties, pregnancy or you have completed repeat modules and you are waiting for the start of the next academic year, it may be possible for you to receive help from the Learning Support Fund.

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