

COVID-19 EMERGENCY HARDSHIP FUND

February-March 2021

The COVID-19 Emergency Hardship Fund is available to assist UK, EU and International students who are in financial hardship. Students facing extra costs associated with mental health, students with extra rent costs after being unable to return to term-time accommodation and students in general financial hardship due to the pandemic will be given priority from this the fund.

Full information on eligibility criteria and the fund guidelines can be found on our webpages: www.gla.ac.uk/myglasgow/registry/finance/funds/

APPLICATION PROCESS

This application form is compatible with Google Chrome, Internet Explorer, Microsoft Edge or Adobe Reader DC, which is free to download - <https://get.adobe.com/uk/reader>

[Click here if using Adobe.](#)

This application form is not compatible with Firefox.

Complete applications will be processed within 10 working days whenever possible.

We would ask that you please do not submit multiple applications or emails.

- **Check you are eligible**
- **Collate all supporting documents**
- **Complete application form**
- **Sign Student Declaration and Privacy Notice**
- **Submit application**



COVID-19 EMERGENCY HARDSHIP FUND – IMPORTANT INFORMATION, PLEASE READ

We are determined to help as many students as possible, however this must be balanced with available funds.

Please note that not all applications are successful. The University of Glasgow is unable to meet all costs, fully cover the deficit between income and expenditure or compensate fully for loss of earnings. We cannot provide any support towards tuition fees.

We recommend that students make adequate arrangements to fund their studies, as the COVID-19 Emergency Hardship Fund can only provide limited support.

Unfortunately, the COVID-19 Emergency Hardship Fund does not provide scholarship funding and cannot enable students to embark on a course of study.

Students registered on degree programmes who are experiencing financial difficulties are eligible to request one-off emergency support up to £1500.

Students paying for new accommodation after being unable to return to their normal term-time accommodation can request more substantial support, if required.

Students quarantining in a hotel under new government guidelines after returning to the UK can apply for support towards these costs and may receive more than £1500.

The following students are ineligible for support:

- Students with funds already available to them (£1000+ across all bank accounts)
- Students with access to savings or other investments.
- Students from external organisations (GSA, GIC, SRUC).
- Students on exchange from other institutions.
- Students studying at non-degree level e.g. Short Courses, PGT Upskilling (PG Certificates and Diplomas are eligible)

Students who have received support from the Discretionary, Childcare or Hardship Funds this academic year (13th September 2020 onwards) will be issued with an additional payment from this fund and should not apply

Students who receive support from the COVID-19 Emergency Hardship Fund in February-March 2021 cannot apply to the same fund again.

Students who have left the University of Glasgow under the Go Abroad Scheme should contact goabroad@glasgow.ac.uk in the first instance.

HOW TO APPLY

Please answer all questions and submit your application form and all supporting documents as separate PDF attachments in a single email from your student email account to: hardshipfund@glasgow.ac.uk

Applications will not be processed if they:

- are not submitted as PDFs
- are missing documents or documents are not named appropriately
- include individual documents as multiple files e.g. bank statement as 5 separate files.
- are sent from personal email accounts
- are sent over multiple emails.

SUPPORTING DOCUMENTS REQUIRED

1. Bank statements for all accounts held in your name

- Mandatory for **all** applications
- Must show last 30 days' transactions from the date of application, for all accounts held in your name.
- Must show current balance of account.
- Online statements and transaction lists can submitted, Excel/Word documents cannot.
- Transfers between bank accounts should be explained in personal statement

There are various online tools to assist with converting documents to PDF e.g. www.ilovepdf.com and reducing file size, if you are having difficulty attaching to an email www.adobe.com/uk/acrobat/online/compress-pdf.html

PLEASE SELECT THE SUPPORT YOU ARE APPLYING FOR

To allow as many students as possible to be supported, students claiming support with new rent and/or hotel quarantine cannot also receive general hardship support.

I am applying for support with general financial hardship

I have been required to pay new, extra rent and am applying for reimbursement

I am applying for reimbursement of hotel quarantine costs

Students who have left the University of Glasgow under the Go Abroad Scheme should contact goabroad@glasgow.ac.uk in the first instance.

BASIC ELIGIBILITY – PLEASE CHECK BEFORE APPLYING

I confirm that:

- I am fully registered on full degree programme, PG Certificate or PG Diploma.
- I am not a Short Courses, Lifelong Learning or PGT Upskilling student.
- I am not registered with Glasgow International College, Glasgow School of Art, Scotland's Rural College or any other partner institution.
- I do not have more than £1000 credit across all bank accounts held in my name.
- I do not have access to savings or other investments.
- I am not on exchange to from another country or institution.
- I have not received support from the Childcare, Discretionary or Hardship funds this academic year.

If you have answered no to any of the above, you are ineligible and should not apply.

PERSONAL INFORMATION

Student Number	
Full Name	
During term time I stay	family home / private accommodation / student accommodation
Programme of Study e.g. MA Economics	

GENERAL FINANCIAL HARDSHIP - PERSONAL STATEMENT

Please explain:

- The circumstances which have led to this application.
- Any extra unforeseen costs due to COVID-19.

RENT REIMBURSEMENT APPLICATION

If you cannot return to your original term-time accommodation and are paying for new accommodation while you are unable to return, please answer the questions below.

Students who have left the University of Glasgow under the Go Abroad Scheme should contact goabroad@glasgow.ac.uk in the first instance.

You may be asked to provide tenancy agreements for both properties after applying. Please ensure all information provided below is accurate.

You are not eligible for rent reimbursement but can apply under general hardship above if you:

- Normally pay for more than one property.
- Have returned to the family home.
- Have received reimbursement for accommodation you have been unable to return to

Only new rent costs due to current restrictions can be considered for support.

Normal term-time address:	
Date you began staying here:	
Monthly cost:	
New address:	
Date you began staying here:	
Date you left or will leave here:	
Monthly cost:	
Please briefly explain the reasons for your stay in the new property and how this is an extra cost, above your original costs for this academic year:	

HOTEL QUARANTINE REIMBURSEMENT

If you have been advised to return to the UK from overseas by the University of Glasgow and are quarantining in a hotel due to new government guidelines, please answer the questions below.

You may be asked to provide proof of your hotel booking.

Please ensure all information provided below is accurate.

Flying from:	
Flying to:	
Quarantine location:	
Quarantine start date:	
Quarantine end date:	
Total cost:	
Please explain why the University of Glasgow has advised you to return to Glasgow and any other information relevant to your period of quarantine:	

STUDENT DECLARATION – PLEASE COMPLETE

I confirm that the information I have provided on this application and all supporting documents are correct.

I have provided evidence of **all** bank accounts held by me.

I understand that if I fail to comply or it is discovered that any relevant information has been withheld or falsified, the University reserves the right to cancel any award made to me.

Name:	
Signature:	
Date:	

The University of Glasgow reserves the right to verify all information and documentation supplied with this application.

The information provided on forms and all documentary evidence will be thoroughly checked and investigated by the University for auditing purposes.

Any application found to be made on a fraudulent basis will be referred to the Senate Assessors for discipline.

PRIVACY NOTICE FOR STUDENT FINANCIAL AID – PLEASE COMPLETE

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to applications for student financial aid. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it

We are collecting your basic personal data such as email address/contact details and, where relevant, limited special categories data (such as financial data and documentary evidence of your income and expenditure) in order to assess your eligibility for financial aid. We will only collect data that we need in order to provide and oversee this service to you.

In addition, you may choose to include special categories data in the Applicant's Statement section of your application form to explain your request for financial aid. Special categories data is defined as:

- *Racial or ethnic origin*
- *Political opinions*
- *Religious or philosophical beliefs*
- *Trade union membership*
- *Genetic data, biometric data for the purpose of uniquely identifying an individual*
- *Health data*
- *Sex life or sexual orientation*

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is consent. The legal basis for processing special categories data included in your application form is explicit consent.

What we do with it and who we share it with

- *All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. We may also contact the providers of the documentary evidence that you submit with your application in order to verify the content or authenticity of these documents.*

- *Information included in the application may be used to identify you for additional financial support offered via various charitable trusts which the Financial Aid team administers. Therefore your personal data may be shared with external charitable trusts if you are given an additional award.*

How long do we keep it for

*Your data will be retained by the University for **5 years**. After this time, data will be securely deleted.*

What are your rights?*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.]

If you wish to exercise any of these rights, please contact dp@gla.ac.uk.

*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

I consent to the University processing my personal data for the purposes detailed above:

I have read and understand how my personal data will be used:

Signed:

Date:

FOR OFFICE USE ONLY

Comments:

Approved/Ineligible:

Award given:

Reassessment: