

Guild Hardship Fund Application

What is the Guild Hardship Fund?

The Guild Hardship Fund is a limited fund available to students as an additional source of support for those in financial hardship. Applicants will need to show that all other sources of financial assistance have been explored and exhausted. Any award made is regarded as a grant and does not have to be repaid.

How do I apply?

You must complete **all** parts of the application form fully and return this together with supporting documents.

Please email guildadvice@guild.bham.ac.uk should you require any support with the application process.

- Incomplete applications will not be considered. **Sections 1-4 must be completed.**
- If the required evidence is not provided your application will not be considered.
- If you have multiple bank accounts you must send the most recent, 1 months, full bank statement for **each account** (screenshots not accepted).
- If an additional account is identified by a panel member but there is no supporting bank statement, the application will not be considered.

What happens with my application form?

All eligible applications will be assessed and where applicable will be presented to our Guild Hardship Fund panel for review.

Application Eligibility

To identify if you are eligible to apply, please see below:

- Unexpected immediate hardship which has occurred after registration onto the current academic year.
- Hardship is demonstrated in your bank statement, and other supporting evidence.
- You are requesting for support for living costs such as food and urgent travel, personal hygiene needs.
- You are not requesting support to pay towards larger outgoings such as rent and tuition fees or personal debt.
- You must be a registered full time or part time current UoB student – unfortunately we can not consider applications from external students or those on a leave of absence.
- The financial aid requested must be to support the applicant only.

When will I find out if my application has been successful?

Once your application has been assessed you will be notified in writing of the decision as soon as possible.

Office Use only

Submission date for applications is:

Section 1: Personal Details

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx <input type="checkbox"/>		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/>	
Full Name:			
Nationality:			
Date of Birth:		Student ID Number:	
Term Address:		Home Address:	
Postcode:		Postcode:	
Contact Number:			
Email Address:			
Student Status: Home <input type="checkbox"/> EU <input type="checkbox"/> International Student <input type="checkbox"/>			
Course Details (Title, School, College):			
Year of Study (1/2/3 etc):		Undergraduate <input type="checkbox"/> PGT <input type="checkbox"/> PGR <input type="checkbox"/>	

Section 2: Reasons For Application

Please give details of your financial hardship and reasons why you are applying for the Guild Hardship Fund. Please give as much information as possible regarding your circumstances and consider the below questions whilst completing this section of the form.

How were you planning on financially supporting your studies?

What happened to change this and when and how has this impacted you financially?

How long do you anticipate that this issue will impact your finances and how do you think it will improve after this point?

What steps have you taken to improve your financial situation?

Have you applied for Student Support Fund, when did you apply, and what was the outcome?

How much would be the minimum required to resolve your issue and how would the financial support help to resolve your issue?

Do you have access to student overdraft?

Section 3: Details of your current income and expenditure

It is important that you give us an accurate account of your income and outgoings. Please complete the following to reflect how often you make or receive payments, i.e. if you get paid once a month, please only put the amount in the month column, leave the week and termly column blank. Please ensure that you also provide the **totals** of your income and expenditure at the end.

Income (£)

	Weekly	Monthly	Termly (every 4 months)	Date next received
Student Maintenance Loan				
Student Government Loan				
Family Contribution				
Job Salary				
Student Support Fund				
Grants				
Scholarships				
Benefits				
Sponsorship				
Other				
TOTAL				
TOTAL				

Expenditure (£)

	Weekly	Monthly	Termly (every 4 months)	Date payment due
Rent				
Electricity				
Gas				
Water				
Internet				
Shared Bills				
Mobile Phone				
Food				
Personal Debt				
Travel				
Council Tax				
TV Licence				
Insurance				
TOTAL				
TOTAL				

Section 4: Evidence in Support of your Application

Please enclose copies of the following with your completed application (where applicable):

Essential

- ☐ One most recent bank account full statement from each account you own

Additional/As applicable

- ☐ Student Finance England Financial Notification of Assessment or Sponsor's Letter
- ☐ Student Loan Schedule
- ☐ Student Support Fund Application or Award/Rejection Letter
- ☐ Accommodation contract or other proof of how much rent you pay
- ☐ Evidence of costs incurred for childcare or emergency payments – e.g. receipt or booking form
- ☐ Any other evidence that you feel we should consider as part of this application

If you are unable to supply any pieces of evidence immediately, please inform Guild Advice why and when you expect to be able to forward it. In special circumstances, a provisional decision may be made pending receipt of this evidence.

IMPORTANT:

In order to provide an effective service, the information on this Application Form, all other correspondence and interviews with you will be recorded by Guild Advice. All records are treated as **strictly confidential** and are stored for a minimum of six years before being destroyed. The information is kept to allow Guild Advice Staff and the GHF Panel efficient access to the client's details, to enable us to assess your application and help you as best we can.

Data Protection Act 1998: by returning this form you consent to your data being processed for the above purposes.

Declaration:

I declare that this application is a true and full statement of my financial position. I agree to the Guild of Students processing the information in this form for the purpose of considering this application.

Name:	
Signature:	Date: