



BOURNEMOUTH UNIVERSITY HARDSHIP FUND

STUDENT GUIDANCE

Academic Year 2015-16

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Introduction to the Bournemouth University Hardship Fund 2015-16

1.0 Scope and Purpose

- 1.1 Bournemouth University (BU) provides hardship support to students in the form of the BU Hardship Fund.
- 1.2 The most important consideration of the Hardship Fund is to assist those who need extra financial help to meet particular costs (other than tuition fees) which are not already met from statutory (or other) sources of funding and providing one-off emergency payments for unexpected crises. Payments made as a result of a hardship assessment of applications to the fund are non-repayable.
- 1.3 BU Hardship Fund will be reviewed on a regular basis and BU reserves the right to amend the Hardship Fund eligibility criteria or to cease the fund at any time.
- 1.4 BU aims to create a consistent, transparent assessment process in considering applications but it is not possible to provide for every eventuality and BU reserves the right to use discretion to make decisions on complex applications.

2.0 Eligibility

- 2.1 You must have applied for all funding available to you (including Student Loans, Grants, NHS Bursaries, Career Development Loans etc as appropriate) before you apply for assistance from the BU Hardship Fund.
- 2.2 The table of eligibility can be seen at Appendix A.
- 2.3 Residency requirements and list of eligible courses are at Appendix B.

3.0 Maximum Amounts Payable

- 3.1 The amounts shown in the table below are the maximum awards that can be made to students from the BU Hardship Fund in 2015/16.

Student Group	Maximum Award Payable
Undergraduate students with dependent Children	£3,500
Final year undergraduate (Level H) without dependent children	£1,000
Undergraduate placement Students (with or without dependent children)	£1,000
Second year undergraduate (Level I) without dependent children	£750
First year undergraduate (Level C) without dependent children	£500
Postgraduate students (with or without dependent children)	£1,000

4.0 Day to Day costs

- 4.1 BU will use the assumed figures below when making assessments to take into account day to day expenditure such as food, utility bills, clothes, entertainment etc:

Student profile	Elsewhere Per week	London per week
Single student	£76	£119
Student with partner	£120	£162
Student with partner & 2 financially dependent children	£278	£320
Single parent student with 2 financially dependent children	£234	£277

5.0 Reasonable Living Costs

- 5.1 BU will use the amounts below for specific items listed:

Outgoings	Maximum levels monthly £
Rent (for single students) For students living in the parental home, the day to day cost above is taken into account as 'rent'	325
Course requirements – books	250
Course requirements – equipment (if relevant to course)	250
Phones	25
Help with house/flat deposits and estate agents fees*	125
Maternity costs to correspond with Sure Start Maternity Grant*	500
Assistance for students at risk of withdrawing – up to 3 weeks RLC* (£75 per week for 14/15)	225

* Items noted with an asterisk can be considered for non-standard awards

6.0 Application Process

- 6.1 More information regarding the BU Hardship Fund is available from <http://studentportal.bournemouth.ac.uk/help/finance-support/financial-hardship/access-to-learning-fund.html> . Forms should be submitted in person at askBU, via email or by post to the address on the application form. All applications should be accompanied by the appropriate evidence requested on the form and listed at Appendix C.
- 6.2 A decision will normally be provided within 20 working days of receipt of your application. Where further information or clarification is requested to inform assessment of your application the decision may take longer. Decisions will normally be communicated to students by email to their BU student email account.

7.0 Appeals

- 7.1 If you are dissatisfied with the outcome of your application, you should first discuss your case with the Student Financial Support Officer in askBU. If you believe that you have grounds to appeal, you should follow the financial support appeals procedure. We recommend that students' who are thinking about appealing a decision on their application for an award from the BU Hardship Fund, seek advice from the Student Union Advice Centre.
- 7.2 Appeals will only be considered when there is evidence that a procedural irregularity has occurred in processing the application or new evidence becomes available that was not available at the time of making the application. Appeals against the University's judgement of the merit of an applicant against the published criteria will not be accepted.

8.0 Payment of BU Hardship Fund Awards

- 8.1 If your application to the BU Hardship Fund is successful, you will normally be paid by cheque. We will advise you when we notify you of any award being made, of the date the cheque will be available for collection.
- 8.2 If, for valid reasons, you are unable to collect your cheque in person, we are able to post the cheque to you at an address recorded in our student record system (please make sure that you keep your contact details up to date at all times – you can do this by going to the 'log-in services' section of the student portal). Cheques cannot be collected by a third party on behalf of the student at any time.

APPENDIX A

Table of Eligibility Criteria

Eligible	Not Eligible
Home students satisfying the Residency Requirement set out at 3.2 following full or part time courses (including distance learners) on an eligible HE course as defined at 3.3	Students who have moved from Channel Islands or Isle of Man to attend their course are not eligible for support from the BU Hardship Fund
Part-time students (studying at least 50 per cent (60 credits) of a full-time equivalent (FTE) course). Any student whose disability (including physical and mental health) prevents them from studying at least 50 per cent of a full time course are eligible to apply to the BU Hardship Fund provided they are studying for at least 25 per cent (30 credits) FTE	PhD/Research students are not eligible for support from the BU Hardship Fund.
Students on sandwich courses, including during any periods of work placement	The BU Hardship Fund cannot be used to support students whose eligibility to mainstream student support has been terminated or declined.
Students who are studying abroad as part of their BU course	Students who have suspended or withdrawn from their studies at BU are not eligible to apply to the BU Hardship Fund
Postgraduate students meeting the same criteria as 'home' undergraduate students as defined above and following a course that is a minimum of 1 year	The BU Hardship Fund cannot be used to replace 'missing' or 'reduced' grants/loans where mainstream support has been cut either due to (1) a student over-running the permitted number of years funding or (2) anticipated family contribution.*
NHS students eligible to apply for a means tested or non-means-tested bursary	EU students who are eligible only for tuition fee support are not eligible for support from the BU Hardship Fund
Students who remain on a full-time course and repeat part of the course on a part-time basis remain eligible for the BU Hardship Fund provided they take their full entitlement of student loan.	The BU Hardship Fund is not expected to meet the core living costs of a part-time postgraduate or undergraduate student. Awards will only be made for course related costs for students in these categories.
Students from Scotland, Wales and Northern Ireland who are eligible for support from the appropriate devolved administration and are able to otherwise satisfy the eligibility conditions can apply for assistance from the BU Hardship Fund.	

*If you are officially 'estranged' from your parents or family, but are not in receipt of the full Maintenance support from Student Finance, please contact askBU or SUBU Advice for information on the next steps in terms of the BU Hardship Fund.

APPENDIX B

Residency Requirements & Eligible Courses

Residency Requirements

Students must normally satisfy three residency requirements relating to residence and immigration status on the first day of the first academic year of their course to be considered as a 'home' student as follows:

- Have been ordinarily resident in the UK and Islands throughout the 3 year period preceding that date other than wholly or mainly for the purpose of receiving education.
- Be ordinarily resident in England, Wales, Scotland or Northern Ireland.
- Be settled in the UK under the terms of the Immigration Act 1971, i.e., ordinarily resident in the UK without being subject to any restriction on the period for which they may stay.

Eligible Courses

Students applying for assistance from BU HARSHIP FUND must be studying on one of the following eligible HE Courses:

- first degree such as BA, BSc or Bed, MEng etc
- A Diploma of Higher Education (DipHE)
- A Foundation Degree
- A postgraduate degree such as MA, MBA, MSc

APPENDIX C

Evidence Requirements

Evidence - Full Time Students	Evidence - Part-Time Students
Student Finance payment letter showing that the award has been means tested	Part Time Statutory support letter from SFE
Evidence of savings or other income (capital from inheritance is counted as savings)	Evidence of savings, earnings or other income, or
Evidence that student has applied for other sources of income including HE bursaries or income from other funding bodies such as NHS and Social Work Bursary. (for postgraduate students this may include PCDLs or other loans or income from research grants or sponsorship)	Evidence to show that the student has applied for other sources of income available (for postgraduate students this may include PCDLs or other loans or income from research grants or sponsorship)
Assessment notice for any means-tested benefits or tax credits if appropriate	Assessment notice for any means-tested benefits or tax credits if appropriate
Evidence of variable expenditure including tenancy agreement and childcare costs	Evidence of variable expenditure including travel, childcare and course costs
Bank statement covering the most recent 3 months	Bank statement covering the most recent 3 months
Proof that student meets residency requirement if necessary	Proof that student meets residency requirement if necessary
Proof of any debt or loan repayments	Proof of any debt or loan repayments
Essential course related costs	Essential course related costs