



HE Student Hardship Fund Procedure 2023-2024

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. DOCUMENT HISTORY

Date of Issue: 6th November 2023

Approved on: HEAB Chairs Actions 01/09/2023, Policies Group 18/10/2023

Next review: July 2024

SLT Owner: HE Academic Registrar

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Publication requirements: PUBLIC

2. PURPOSE

2.1. The HE Student Hardship Fund is a limited, discretionary bursary fund used to provide non-repayable grants and emergency assistance to undergraduate 'home' (eligible for home fees) students to help relieve significant financial pressures, so that they can concentrate on their studies and remain in higher education at UCAB (University Centre Askham Bryan).

2.2. This fund can be used to:

- Help towards living costs not already met from other sources.
- Assist students in financial hardship.
- Aid students who are considering leaving their courses due to financial problems.
- Provide emergency assistance for food and essentials.

2.3. It is recommended that students discuss their situation with their course manager before applying for this fund. The HE Student Hardship Fund cannot help with tuition fees or the costs of study tours and there is no guarantee of an award upon application.

2.4. There are two types of support available via this hardship fund:

1. Hardship Grants
2. Emergency Essentials Voucher

2.5. Eligibility and Evidence Requirements

2.5.1. The HE Student Hardship Fund is available to current and active students who are fully enrolled on higher education courses at Askham Bryan College (meaning that a student has not withdrawn from or interrupted their studies).

2.5.2. Applications will be considered from any student who finds themselves in financial hardship. However, funding priorities will be given to students from underrepresented and disadvantaged groups in Higher Education (as defined by the Office for Students).

2.5.3. Of these groups, particular emphasis will be placed on:

- Students who are lone parents
- Students who are carers
- Students from low-income families
- Disabled students (where DSA [Disabled Students Allowance] is unable to meet certain costs)
- Students who are care leavers or care experienced
- Mature students from Polar4 Quintile 1 and Quintile 2 postcodes, with the following checker used to confirm this
<https://www.officeforstudents.org.uk/data-and-analysis/young-participation-by-area/search-by-postcode/>

- a) This fund is not available international students studying on a student visa or international/overseas fee-paying students.
- b) Students must also have applied for any Government statutory support for which they are eligible.
- c) Payments from this hardship fund may impact on a student's entitlement to welfare benefits, therefore it is recommended that all students check with their benefits provider before applying.
- d) Awards from this fund do not impact on a student's eligibility to receive a UCAB Bursary.
- e) Students should provide evidence of a Student Finance award letter showing assessment of household income providing you with the maximum maintenance loan given your circumstances, whether you are living at home, or away from home.
- f) Students should provide a recent bank statement to demonstrate their financial hardship and details of what they require financial support for.
- g) Students should provide any further evidence which support their application (e.g., benefits statements, invoices, bills).

2.6. Funding Amounts

2.6.1 Hardship Grants

The standard amount awarded is usually a maximum of £250. An individual student's claims against this fund may not normally exceed £500 in any one academic year. Applications will be treated on a first come-first served basis, noting the priority groups for support as outlined in Section 1.1.

2.6.2 Emergency Essentials Vouchers

A limited number of food and essentials vouchers are available in urgent cases. These are distributed by members of Student Services in relation to emergency situations where a student requires a small amount of funds to buy food and other essentials. These are in the form of a supermarket voucher which will have limits on what it can be used to purchase.

Allocation will be treated on a needs basis, noting the priority groups for support as outlined in Section 1.1.

2.7. Applications

2.7.1. Students should contact bursaries@askham-bryan.ac.uk to discuss their eligibility for support and evidence requirements.

2.7.2. To apply for a Hardship Grant, students will need to complete an online [HE Student Hardship Fund Application Form](#) and submit the required evidence to support their application.

2.7.3. Applications will be processed by the Student Finance Officer (Student Services) and reviewed by the HE Academic Registrar.

2.7.4. Provided an application form has been accurately and fully completed and all necessary evidence submitted an assessment and decision will be made within 4 working weeks (term-time) of submission. If funds are awarded, then payments can be expected within 7-10 days of your email notification. Please be aware that in some circumstances, it may take longer to process applications.

2.7.5. If a student is unsatisfied with the outcome of their application, they may follow the College's complaints procedure.

2.7.6. Emergency essentials vouchers are allocated on a case-by-case basis and do not require a formal application. Please talk to a member of the Student Services team about this support.

3. RESPONSIBILITIES

3.1. The HE Academic Registrar will have overall responsibility for ensuring compliance with this procedure. The HE will be assisted by Student Finance Officer to ensure compliance with this policy.

4. MONITORING AND REVIEW

4.1 The HE Academic Registrar will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the HE Academic Registrar and via the HE Academic Standards and Quality Committee and HE Academic Board.

5. SUPPORTING/RELATED DOCUMENTS

- Guide to Accessing Learning Support in Higher Education
- Access and Participation Plan 2021-2025
- HE Student Hardship Fund Application Form (Available from ABC Student Services)