



HE Student Hardship Fund Procedure 2026-2027

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. PURPOSE

1.1. The HE Student Hardship Fund is a limited, discretionary fund used to provide non-repayable grants and emergency financial assistance to undergraduate 'home' students (eligible for home fees) 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).

1.2. This fund can be used to:

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

1.3. 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.

1.4. There are two types of financial support available via this hardship fund (see Section 1.7):

1. Hardship Grants
2. Emergency Essentials Voucher

1.5. Eligibility and Evidence Requirements

1.5.1. 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students who are fully enrolled on higher education courses at Askham Bryan College (meaning that a student has not withdrawn from or interrupted/deferred their studies).

1.5.2. 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).

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1.5.3. Of these groups, particular emphasis may 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 IMD 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/>

1.5.4. This fund is not available international students studying on a student visa or international/overseas fee-paying students.

1.5.5. Students must also have applied for any Government statutory support for which they are eligible.

1.5.6. 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.

1.5.7. Awards from this fund do not impact on a student's eligibility to receive a UCAB Bursary.

1.6. Evidence required at application:

1.6.1. All students applying to this fund are required to provide the following information at point of application, failure to provide this will delay processing and ability for awarding any emergency grants:

- a) 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.
- b) Bank/building society statements for every account in your name including savings, plus a brief explanation of the following which appear on your statements:-
 - All spending over £100
 - Transfers between accounts
 - Any adhoc credit payments
- c) An overview of reasons why you are applying for the fund with additional relevant evidence to support this, including detail of how your outgoings exceed your income.

1.7. Funding Amounts

1.7.1 Hardship Grants

- The maximum amount awarded at any one time is up to £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 1.5.
- Grants may be awarded as cash, contribution to college transportation, college accommodation or credits that can be used at College food outlets or a combination of these.

1.7.2 Emergency Essentials Vouchers

- A limited number of food and essentials vouchers are available in urgent cases. These can be allocated 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 of funds will be treated on a needs basis, noting the priority groups for support as outlined in Section 1.5.

1.7.3 Non-financial support

- Students who are not awarded financial support may be referred to the Colleges Life Coaching Service who will be able to provide guidance on money management. Students who are awarded financial support may also be referred to this service.
- Those who are awarded financial support may also be referred to the HE Life Coaching Service may also be stipulated as part of a student's support package.

1.8. Applications

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

1.8.2. 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.

1.8.3. Applications will be processed by the Student Finance and Welfare Officer and reviewed by the Student Finance and Welfare Officer and HE Academic Registrar. Course managers may also be consulted if further information is required or students are identified as being at risk.

1.8.4. Provided an application form has been accurately and fully completed and all necessary evidence submitted an assessment and decision will normally be made within 4 working weeks (term-time) of submission. If funds are awarded, then payments can be

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expected within 7-10 days of your email notification. Please be aware that in some circumstances, it may take longer to process applications.

1.8.5. If a student is unsatisfied with the outcome of their application, they may follow the HE Student Complaints Policy - [Higher Education - Policies and Guidance](#)

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

2. RESPONSIBILITIES

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

3. MONITORING AND REVIEW

3.1 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 HE Academic Board.

4. SUPPORTING/RELATED DOCUMENTS

- HE Students Reasonable Adjustments Policy
- Access and Participation Plan 2025-2029
- HE Student Hardship Fund Application Form (Available from ABC Student Services)

5. DOCUMENT HISTORY

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