

INTERNATIONAL HARDSHIP FUND APPLICATION FORM

The form will be used to assess your eligibility for the International Hardship Fund. Please read the guidance before completing this form.

- Please answer all the questions by printing clearly in black ink and by ticking the appropriate boxes
- Return your completed application form and evidence to the address at the end of the application form
- Your application will not be assessed if you do not answer all the appropriate sections and attach copies of all the relevant documents.

Part 1: Personal Details

Student Number	
First name	
Family name	
Nationality	
Your full UK address	
Your telephone number	
Your email address	

Part 2: Accommodation Details

Do you live:

Alone without dependants		With your parents or guardian	
Alone with dependants		In shared accommodation	
With your partner or spouse		In University accommodation	

Part 3: Your dependants

Do you have any children or other adults who are financially dependent on you?	Yes		No	
If yes, how many children or other adults are dependent on you?				

Part 4: Your income

If you live with a partner, please also include their income in all sections.

Please describe you (and your partner's funding). This may include scholarships, bursaries, sponsorship, or government loans.

Funding	Amount	Frequency
<i>Example: Scholarship</i>	<i>£5,000</i>	<i>Annually</i>

Please state any other income that you (and your partner) receive. This may include earnings, support from your family, or income received from other sources.

Funding	Amount	Frequency
<i>Example: part-time earnings</i>	<i>£200</i>	<i>Monthly (average)</i>

Please state the amount of savings you (and your partner) have.
Do not include the balance of you main current account. £

If you have an interest free overdraft facility on your account,
please state the limit. £

Part 5: Expenditure

If you live with a partner please also include their expenditure.

Rent or mortgage		Clothing	
Household bills		Telephone costs	
Council tax		Books or equipment	
Insurance		Sports and social	
Food		Term time travel costs	
Childcare costs		Laundry	

Other costs (please specify):

Part 6: Supporting statement

Please state here (or on a separate attachment) why you are in financial difficulty and why you believe your situation to be exceptional and need additional support.

Part 7: Documentation needed

In order to assess your application we require certain pieces of documentary evidence. If you do not submit this evidence, assessment will be delayed. Please note that documents will not be returned. Legible photocopies will be accepted. Please tick the boxes for yourself and your partner (if applicable) to show the information provided.

	Self	Partner
Evidence of financial guarantee (if available)		
Evidence of sponsorship or bursaries		
Evidence of other income (e.g. family support, loans)		
Evidence of earnings (e.g. recent wage slips)		
Bank/Building Society Statements for all accounts. Please note:		

You must supply copies of your statements for all your accounts. This includes savings accounts and accounts in your partner's name. You should supply statements for the last three months. These statements should show your name and bank details as well as individual transaction descriptions and amounts and your account balance. Internet banking statements are acceptable.

Please explain any credits, transfers to other accounts and debits of more than £100 that appear on your statement.

Part 7: Student bank details for payment

In the event of your application being successful, Finance will process payment to the bank account details they hold for you on their system. Please provide below details of the bank account you wish fund to be paid into.

Account holder: _____

Account number: _____ **Sort code:** _____

Bank name: _____

Part 8: Declarations and Data Protection

Personal information provided by you and others on your behalf in connection with this application will be processed by Edinburgh Napier University in accordance with the Data Protection Act 1998 for the purposes of administering all aspects of this application and, if successful, any ongoing funding arrangements.

We may share your information internally and with third parties to enable us to process applications, make decisions, secure and administer funding, process payments, check/verify information, audit information and provide anonymised statistical analysis for management reporting.

We will ask your consent before processing the information you have provided for any purposes other than those mentioned above, unless we are required to disclose information by law, e.g. for the purposes of preventing and detecting fraud.

We will keep your information securely and will dispose of it in line with University Policies. For further information please see the University's Data Protection Code of Practice and Student Data Processing Notice.

I declare that I have read all sections of this application form and agree and understand the following:

- I am currently a matriculated student of Edinburgh Napier University and am attending classes as part of my programme of study
- You will use the information I have provided to process my application for financial help
- You may check or verify information I have provided to ensure that it is accurate, to produce statistics and to ensure that the award is administered in accordance with eligibility criteria
- I will be required to repay any monies I may receive where I have made a claim that did not contain all relevant information, was fraudulent, or where a payment has been made in error by the University
- If I am found to have intentionally given misleading or inaccurate information, the University may take other action against me including demand of repayment of award or disciplinary proceedings
- My application will not be considered if I have not fully completed the form correctly and legibly, including the bank details form, and/or I have not supplied copies of relevant supporting documents
- I must inform the Student Funding Office promptly of any changes to my personal circumstances and any personal information provided
- I declare that the information I have given on this form is correct and complete to the best of my knowledge and belief.

Signature _____ **Date** _____