

HARDSHIP FUND APPLICATION

If you are experiencing financial hardship, please complete this application form and provide all required supporting evidence. Applications submitted without the necessary supporting documents cannot be assessed.

Once completed, please email the application form and all supporting documents to studentfinancialsupport@ukmc.ac.uk

Section	Question	Student Response
1. About You	Full Name	
	Person Code	
	Student ID	
	Cohort	
	Group	
	Partner University	
	Course	
	Personal Email Address	
	University Email Address	
2. Your Situation	Briefly explain your financial situation.	
	Did your financial situation change suddenly? If yes, please explain what changed.	
3. Money Overview	Monthly Income (£)	
	Monthly Expenses (£)	
4. Study Status	Are you currently attending your classes?	☐ Yes ☐ No
	Current Attendance (%)	
5. Supporting Evidence	Please list the documents you have attached (e.g. bank statements, utility bills, payslips, Student Finance evidence).	
6. Final Check	Have you applied for hardship funding during this academic year?	☐ Yes ☐ No

7. Declaration	I confirm that the information provided in this application is true and accurate to the best of my knowledge.	☐ I Agree
	Student Signature	
	Date	

Important Information for Applicants

Eligibility

- You must be fully enrolled and actively attending your course.
- You must have completed at least 8 weeks of enrolment before applying.
- A minimum attendance of 75% is normally required.
- Students on an approved interruption of studies may be considered where the interruption is directly related to financial hardship and supported by evidence.
- Students with outstanding tuition fee debts are not eligible.
- Repeat students may apply if they meet the eligibility criteria.
- Students may submit one application per academic year.

Supporting Evidence

Your application **will not be assessed** unless it is supported by appropriate evidence. Examples include:

- Bank statements
- Utility bills
- Rent arrears letters
- Childcare cost evidence
- Medical evidence
- Payslips (if employed)
- Benefit letters
- Evidence of a sudden change in financial circumstances

Assessment Process

- Your application will be acknowledged within 4 working days.
- The Academic Office will complete initial eligibility checks and may request additional information if required.
- Eligible applications will be assessed by the Hardship Fund Assessment Panel.

- You will be notified of the outcome once a decision has been made.
- If approved, payment will be processed following the necessary approvals.

Processing Time

The College aims to complete the application process within **25 working days** from the date a complete application, including all required supporting evidence, is received. Applications may take longer if additional information or evidence is required.

Declaration

By submitting this application, you confirm that:

- The information you have provided is true and accurate.
- The supporting evidence submitted is genuine.
- You understand that providing false or misleading information may result in your application being rejected and could lead to disciplinary action.