



**UNIVERSITY of
WORCESTER**

Student Services

International Student Hardship Fund

**A non-repayable award scheme that helps
eligible International Students in Year 2 or
above, who are experiencing
financial difficulties**

Application Form

Do you need advice on filling in this form? If so, please contact:

firstpoint

Peirson Study and Guidance Centre

Tel: **01905 542551**

Email: **firstpoint@worc.ac.uk**

or

Student Union Advisers

Tel: **01905 543210**

Email: **studentsunion@worc.ac.uk**

**Completed application forms and copies of all the supporting evidence should
be emailed to: moneyadvice@worc.ac.uk**

PAPER COPIES WILL NOT BE ACCEPTED

**Applications may take up to 4 working weeks to process,
but can take longer during peak times**

Missing evidence will delay your application

**You may book an appointment with a University Money Adviser to discuss your finances
or to receive help in completing the form. Appointments can be booked via firstpoint.**

Before completing your application, please see the International Student Hardship Fund Guidance Notes at:

<https://studentservices.on.worc.ac.uk/money-advice/international-student-hardship-fund/>

Guidance Notes include:

- Eligibility
- Step by Step Guide to completing your International Student Hardship Fund Application Form
- Details of Supporting Evidence Required and Evidence Checklist
- Guide to downloading itemised Bank Statements

ALL Supporting Evidence must be submitted with your Application Form – Missing Evidence Will Delay Your Application.

International Student Hardship Fund

Office Use:

Date of receipt

Date evidence

completed

Section 1: About you (to be completed by all applicants)

Surname	<input type="text"/>	First name	<input type="text"/>
UW Student number	<input type="text"/>	Gender (Male, Female, non-binary, other)	<input type="text"/>
Age	<input type="text"/>	UW Email	<input type="text"/> @uni.worc.ac.uk
Term-time address	<input type="text"/>		
Home address (if different from term-time)	<input type="text"/>		

Section 2: About your course (to be completed by all applicants)

Course Title	<input type="text"/>	
Name of UW campus / partner institution attended all or most of the time	<input type="text"/>	
Year of study	<input type="text"/> APPLICANTS MUST BE IN YEAR 2 OR ABOVE	
Distance from term-time address to campus / institution attended (miles)?	<input type="text"/>	
Mode of study (✓):		
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	
If part-time student, how many modules will you complete this academic year? <input type="text"/>		
Level of study (✓):		
Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>	PGCE <input type="checkbox"/>
Is this academic year of your studies (tick if applicable):		
Your final year? <input type="checkbox"/>	A repeat year? <input type="checkbox"/>	A placement year? <input type="checkbox"/>
If you are on placements this year, will they be (✓):		
Paid? <input type="checkbox"/>	Unpaid? <input type="checkbox"/>	

Section 3: About your circumstances (to be completed by all applicants)

Do you live (✓):

Alone

☐

In shared accommodation

☐

In a UW Hall of residence

☐

Other (please explain in box opposite)

☐

With parent(s) / guardian(s) / family member

☐

Section 4: About your needs (to be completed by all applicants)

Do you have a disability or medical condition (✓)

Yes

☐

No

☐

If yes, please give details:

Section 5: About your household income (to be completed by all applicants)

Please tick all the income that applies to you – you will be required to supply evidence of this income – see Guidance Notes.

Student Income**Please tick all boxes applicable**

Award/Scholarship or help from Educational Charity or Organisation

☐

Student Funding from Home Country

☐

Sponsorship

☐**Employment & other income – please include figures**

	Please tick if weekly or monthly	
Amount (£)	Weekly	Monthly
Net earnings from employment	<input type="text"/>	<input type="text"/>
Parental / Family / Friend contribution	<input type="text"/>	<input type="text"/>
Other eg. Savings, interest etc.	<input type="text"/>	<input type="text"/>
If completed figure against “Other” above, please specify	<input type="text"/>	

Section 6: About your expenditure (to be completed by all applicants)

Your expenditure

Please complete costs of expenditure listed below that applies to you – you will be required to supply evidence of this expenditure – see Guidance Notes.

	Please tick if weekly or monthly		
	Amount (£)	Weekly	Monthly
Rent / Mortgage			
Travel Costs			
Healthcare Costs ie. Prescription Costs / Travel Costs to Medical Appointments			
Other			
If completed figure against "Other", please specify – DO NOT INCLUDE general living expenses eg. food, bills or course related costs (books, equipment)			

Bank / Building Society details

Please list Bank / Building Society account information for **all** of your UK and overseas accounts, this includes Main Current Accounts, Student Accounts, Savings Accounts, ISAs, Building Society Accounts, Online accounts, etc.

Name of Bank / Building Society	Title of account e.g. current account, savings account	Last 4 digits of account number	Maximum overdraft facility	For Office Use
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	

If there are any large transactions showing on your bank statements which you would like to explain further, please give details below:

Section 6 continued

Outstanding Debts

Please list any debts that you have and any repayment arrangements set up with creditors. **You must provide proof of any regular debt repayments that you would like considered as part of your application.**

Name of person / company owed (creditor)	Type of debt (e.g. utility, credit card, rent, money owed to family or friends, education)	Total owed £	Repayment arrangements. Please state amount per week or month (if no arrangement in place please state)	Please tick if you have a fixed payment plan in place and are no longer using as a source of credit. ✓

Section 7: Your Supporting Statement (To be completed by all applicants)

Please tell us why you are applying for financial help. Please see page 13 of guidance notes.

Please continue overleaf or on a separate sheet as necessary

Section 8 – Bank / Building Society details

IMPORTANT

- If you are awarded money from the International Student Hardship Fund, the award will be paid into your bank / building society account detailed on your SOLE page. **IF YOUR BANK DETAILS ARE INCORRECT OR MISSING, THEN PAYMENT MAY BE DELAYED.**
- Before submitting your application, please check and ensure that your bank account details are correct on SOLE, and up-date if necessary.
- Please note, funds can only be paid into a UK bank / building society account.

Please complete:

☐

I have checked my bank account details on SOLE and confirm that this is the account where I wish any monies awarded to me paid.

Signature
(Type Full
Name)

Date

IMPORTANT – PLEASE READ:

University of Worcester Money Advice Privacy Notice

We are requesting this information from you in order to process your application for help from the International Student Hardship Fund. We may also use the anonymised statistics to produce reports on the Fund and identify student need.

Applications are only seen by staff involved in the assessment and authorisation of applications, including the University's International Office. The University's Finance Office staff see student names, numbers and bank details to enable them to make payments and it may sometimes be necessary to seek information from other University Departments such as Registry Records using your name and student number.

Please note that the University of Worcester is the Data Controller and details of how we process and retain your data including how long we retain it and your rights are detailed on:

<https://www.worcester.ac.uk/informationassurance/student-privacy-notice.html>

The processing of this data is dependent upon your explicit consent (*Article 9(2)(a)*).

Please complete:

☐

I consent to my personal information being processed in accordance with the purpose identified on this data collection form.

Section 9 – Declaration

You **must sign** the declaration in order for the application to be valid.

By signing you are confirming that:

1. You are a student at the University of Worcester and pay tuition fees directly to the University of Worcester.
2. You understand that giving false information or misleading through the omission of information may lead to rejection of your application and / or steps being taken to recover any payment made to you.
3. You declare that the information that you have given on this form is correct and complete to the best of your knowledge.

Signature:
(type full
name)

Date: