

HE Hardship Fund Application Form

For students who are in receipt of Student Finance England maintenance loan

Important information

Please ensure that all sections of this form are fully completed and that the relevant evidence is supplied as we are unable to process incomplete forms.

The funds awarded may vary according to your financial circumstances and please note that bursary funds are limited and are not guaranteed.

Funds will be awarded on a first come first served basis. Assistance from the HE Hardship fund is dependent upon your attendance, behaviour and commitment to your course.

Funding is limited, therefore, evidence of eligibility does not guarantee award. Should availability of funds reduce, then support for learners will be limited or ceased.

Date Received

 / /

Learner ID

1 Personal Details

Surname

First Name

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (Please specify)

Date of Birth

 / /

Age on 31st August 2025

2 Contact Details

Contact Number

Email Address

Course

Year of Study

☐ 1 ☐ 2 ☐ 3 ☐ 4

Type of Study

☐ Full Time ☐ Part Time

Where is Your Course Based?

☐ Rotherham ☐ North Notts (Worksop) ☐ North Notts (Retford Post 16) ☐ Dearne Valley

Other site

What is your Nationality

☐ UK ☐ EU/EEA (please enclose evidence) ☐ Other

What is your Current Immigration Status in the UK?

You only need to complete this if you answer 'other' to the above question (tick one)
Please enclose evidence

<input type="checkbox"/> Asylum Seeker	<input type="checkbox"/> Discretionary Leave to Enter/Remain
<input type="checkbox"/> Leave to enter as a student	<input type="checkbox"/> Refugee
<input type="checkbox"/> Exceptional Leave to Enter/Remain	<input type="checkbox"/> Leave to enter as a visitor
<input type="checkbox"/> Humanitarian Protection	<input type="checkbox"/> Indefinite Leave to Enter/Remain
<input type="checkbox"/> Leave to enter to accompany spouse/parent	

3 DSA Laptop Support

If only requesting DSA laptop payment, please proceed to Section 7 Learner bank details.

☐ DSA Laptop support only ☐ DSA Laptop support plus hardship request

4 Living Arrangements

Who do you live with during term time?

Please provide details of everyone you live with. (including housemate, partner, any children and other members of your family where applicable).

Name

Relationship to you

Name

Relationship to you

Name

Relationship to you

Do you have any child dependants living with you who are financially dependant on you?

If yes, please provide details of their name and age.

Please tick

☐

Yes

☐

No

Name

Age

Name

Age

Do you have any adult dependants living with you who are also financially dependant on you?

If yes, please provide details of their name and age.

Please tick

☐

Yes

☐

No

Name

Age

Name

Age

5 Employment Status

Are you employed?

Please tick

☐

Yes

☐

No

6 Reasons for Applying for Financial Support

Why are you applying for financial support?

Please include the reasons why you are in unexpected financial hardship and the unforeseen costs you have incurred ie. travel, accomodation, living expenses and course expenses. Any information relating to special categories of data such as health, race, religion etc. should be discussed directly with a member of the student finance team in the first instance.

6 Reasons for Applying for Financial Support Continued

Please explain how you have tried to reduce your outgoings to ease your current financial hardship. Your budget will help you do this.

Use this space to include any other information you feel is relevant to support your application.

6 Budget

Income	Monthly	Yearly
Maintenance Loan.....	£ <input type="text"/>	£ <input type="text"/>
Employment.....	£ <input type="text"/>	£ <input type="text"/>
Other Income.....	£ <input type="text"/>	£ <input type="text"/>
Total Income	£ <input type="text"/>	£ <input type="text"/>

Summary of Expenses	Monthly	Yearly
Total Expenditure.....	£ <input type="text"/>	£ <input type="text"/>
Total Income.....	£ <input type="text"/>	£ <input type="text"/>
Balance (total income minus total expenditure).....	£ <input type="text"/>	£ <input type="text"/>

The following evidence is required to assess your eligibility:

Three months most recent bank statements for all accounts held in the student's name

Finance breakdown letter (from the Student Loans Company)

Proof of rent or mortgage payment

Proof of household income – if partner or parents are working this evidence needs including such as three consecutive wage slips or alternatively -proof of benefits. For partners who are also students we need to see their breakdown

Benefits – proof to be provided of any benefits

7 Learner Bank Account Details

We can only make payments to our learners directly

Full name of account holder	<input type="text"/>
Name of Bank/Building Society	<input type="text"/>
Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

8 Learner Declaration

By signing the box below:

I certify that the information in this application is **true** and **accurate**.

I accept that if I have intentionally given incorrect, misleading information or if I withdraw from my course early, I may be liable to repay any amount paid to me or on my behalf in full immediately.

I understand that if my **attendance** level drops below College attendance target my support may be reduced. If I withdraw from College I may be liable to repay any money paid to me or on my behalf.

I understand that if I fail to repay any incurred debts to the College, I may be excluded from College and that the College is entitled to withhold any examination results or qualifications until such debt is discharged.

I understand that whilst I am applying for the bursary, it is my responsibility to immediately inform the Student Finance Team of any changes to my financial circumstance.

I understand it is my responsibility to declare all support I receive from the RNN Group Bursary Fund to the Department of Work and Pensions.

Signed Learner

Date

 / /

Please ensure that all sections of this form are fully completed and that the relevant evidence is supplied as we are unable to process incomplete forms. If you need any support in completing this application, please contact Student Services.

9 Privacy and Data Protection Accountability Statement

Responsible Body: RNN Group

Purpose: To validate the details you have provided against your enrolment and to assess your eligibility for financial support

Lawful Basis: Contract and legal obligation

Recipients: Data will not be transferred to third parties except where a legal obligation exists or that it is required for the Group to perform its duties

Rights: Access, rectification and objection

Additional Information: More information in regards to the RNN Group's accountability and transparency framework can be found at www.rnngroup.ac.uk/IG

The RNN Group may use your name and email address to inform you of our future offers and similar products or services. This information is not shared with third parties and you can unsubscribe at any time.

10 Staff Use Only

Please tick if evidence has been seen (S) and/or retained (R)

DSA Confirmation Letter

☐ S

☐ R

Maintenance Loan

☐ S

☐ R

Loan Confirmation Letter

☐ S

☐ R

Household Income Evidence as Above

DSA Confirmation Letter

☐ S

☐ R

Panel decision to award financial support

☐

Yes

☐

No

Reason For Decline

Assessed By

Date

LSF Applicant Type

☐

HE Hardship Fund

End of Term Grant

Lone parent not working

☐

Couple with children (neither working)

☐

Couple without children (neither working)

☐

Individual living independently

☐

Individual living independently at home

☐

£200 DSA Laptop Grant

☐

Please Tick Below When Complete

☐

App on ProSol

☐

Funding Allocated

☐

Approved Text Sent

☐

Letter/Email Sent

☐

Scanned

Notes