

University of Bath
Hardship Fund Terms and Conditions 2023-24

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1. General Information about the University of Bath Hardship Fund

The University of Bath Hardship Fund provides limited financial support for students who are experiencing financial difficulty and are unable to meet basic or unexpected costs from other sources of support. The Fund can also offer limited support to students who have experienced a change in financial circumstances due to unforeseen events.

The Fund is intended to act as a safety net for those in financial difficulty and cannot replace a main source of income such as the maintenance loan and/or household/parental contribution. The Fund is limited, and we may not be able to meet your need in full. Awards are paid in the form of a non-repayable grant.

Applying to the Fund does not guarantee an award. The Fund is discretionary and the Hardship Fund Panel reserves the right to decline any award based on the terms and conditions, at the discretion of the Director of Student Support and Safeguarding, or their nominee for this purpose.

This Fund cannot under any circumstances contribute towards the payment of tuition fees, and you must demonstrate that you have made reasonable provision to cover your fees in order to be considered for an award. If you are having difficulties paying your fees you should contact the Student Finance office: stu-fin@bath.ac.uk.

The terms of the University of Bath Hardship Fund are informed by guidance from the [National Association of Student Money Advisers](#) (NASMA) and have been agreed by the administrators of the Fund, alongside the Director of Student Support and Safeguarding, or their nominee for this purpose.

1.1 General Eligibility

To be considered for an award you must:

- be a UK, EU or overseas student, [registered](#) at the University of Bath at the time of applying to the fund. ^{*1}
- be studying on a course primarily based at the University of Bath Claverton Down campus. ^{*2}
- be studying for an [undergraduate](#) (UG), [postgraduate taught](#) (PGT), or [postgraduate research](#) (PGR) course - students on level 4 to 5 [pre-sessional courses](#) may also apply.
- where applicable, have applied for and received the maximum amount of statutory funding to which you are entitled during the academic year (e.g. student loans/grants from your government or state funding body). This applies to both undergraduate and postgraduate students. ^{*3}
- have applied for any [welfare benefits](#) that you are eligible for before applying to the Hardship Fund.
- have made reasonable provision to fund both your tuition fees and living costs whilst on course.

- not be studying for a course at the same level at which you already hold a qualification: Students with an existing qualification at the same level or higher than their current course will not normally be considered for an award. Students who choose to undertake a second undergraduate degree (or have used up their funding entitlement) are not normally eligible for funding from the UK student loan/grants package of support. The Fund cannot be used to replace the financial shortfall for students in these circumstances.

*¹ EU and overseas students on a Student Visa (or Tier 4 Visa) are expected to have demonstrated that they have [adequate financial provision](#) for their studies as part of their visa arrangements (i.e. having access to enough funds to cover your course fees and living costs). You may still apply to the Hardship Fund, but must demonstrate that an exceptional and unexpected change in your financial circumstances beyond your control has left you facing significant financial hardship. Visa expiry date and potential visa costs will be checked and considered by the administrators of the fund and/or the [Hardship Fund panel](#) as when reviewing all applications from overseas students. Please note, visa costs will not be considered.

*² With the exception of students on a part-time distance learning course. See [for students on distance learning courses](#).

*³ Students who choose not to apply for the full amount of statutory loans/grants to which they are entitled, will be assessed as having taken full funding entitlement as the Hardship Fund is not there to replace unclaimed statutory funding entitlement.

As per the [Hardship Fund protocols](#), students who choose not to take out their statutory funding entitlement due to religious considerations can be considered for an award, but the loan/grant amount that they are entitled to receive will be considered in the assessment as the Hardship Fund is not there to replace statutory funding entitlement.

1.1a For part-time students:

In addition to the general eligibility:

- you must have a course intensity equivalent to at least 25% of a full-time course.
- you will only be considered for assistance towards course related costs such as books, travel to university and childcare*
- you will be assessed for any award based on your course intensity.

*This list is not exhaustive, 'course related costs' does not include tuition Fees and will be considered on a case-by-case basis at the discretion of the administrators of the Fund, the Director of Student Support and Safeguarding, or their nominee for this purpose.

For further information on how applications from part-time students are assessed see [Assessing Part-time Students](#).

1.1b For students on distance learning courses:

In addition to the general eligibility:

- if you are undertaking a part-time distance learning course, you can apply for support up to a maximum of £750 towards certain course related costs only, such as books, travel to university for residentials & residential accommodation.

1.1c For exchange, Study Abroad, and visiting students:

- Any students who could be classified as “exchange”, “Study Abroad” or “visiting” students whilst they are studying in Bath, are not ordinarily eligible to apply for the University of Bath Hardship Fund. If facing financial difficulties or unexpected costs, these students will be directed to their home institution for financial assistance.

In extreme cases such as conflict or natural disaster in the student’s home country, limited funding may be available at the discretion of the Director of Student Support and Safeguarding, or their nominee for this purpose. If you fall into this category then please email studentmoneyadvice@bath.ac.uk with a brief outline of your circumstances, prior to completing a full application.

1.1d For students on a placement

Students who are currently undertaking a placement as an integral component of their studies, are eligible to apply to the Hardship Fund, subject to the following conditions.

- You must have made reasonable provision to cover your essential costs whilst on placement (essential costs include, but are not limited to, rent, food, travel and utility bills)
- You must have applied for and received, the maximum amount of statutory funding for which you are entitled to (e.g. student loans/grants)
- You must demonstrate that the costs associated with your placement are reasonable and essential.

For further information on how applications from students on placement are assessed see [Assessing Students on Placement](#)

1.1e For Doctoral Students

In addition to the general eligibility:

- You must have started your studies with reasonable provision to fund both your tuition fees and living costs for the average expected duration of your programme of studies, as determined by the Doctoral College.
- The administrators of the fund will approach the Doctoral College to verify the average expected duration of your programme of studies, as well as your own academic progress, and the predicted timeline for you to complete your studies.
- As the Hardship Fund is means-tested, all applicants, including all Doctoral students, need to submit evidence of their financial circumstances to be considered for an award - please see section 3 [Application form & Required Evidence](#) for further information.

2. Scope of the fund

2.1 Level of award:

The size of the Fund is limited. In addition to the [assessment of an application](#), the level of award will also be determined by the available budget and the level of demand placed on the fund in any given year.

In order to ensure the availability of the fund to students throughout the academic year, awards are generally granted at 50% of the agreed shortfall, except for:

- In the case of awards granted to [students with dependent children](#) - these will generally be paid at 100% of the agreed award figure.
- Standard awards agreed at £1,000 or under will generally be paid at 100% of the agreed award figure.

2.2 Maximum award:

The maximum award payable from the fund across a single academic year is £3,500*.

*awards above this amount may be granted in exceptional circumstances at the discretion of the [Hardship Fund panel](#), the administrators of the Fund, and/or the Director of Student Support and Safeguarding, or their nominee for this purpose.

2.3 Closing date:

You must apply at least 4 weeks prior to your official course end date. The official end date is the date of the student's last exam or the submission date of the last piece of course work. Applications received within the final 4 weeks of your course will be closed and not considered. In the event that you withdraw from your course and agree a withdrawal date with your department, applications received within 4 weeks of this date will be closed and not considered.

2.4 Costs the Hardship Fund cannot assist with:

- the payment of tuition or academic fees
- the payment of private medical or dental treatment
- private counselling costs
- private diagnostic assessments (see [Disability and Special Medical needs](#) for more info)
- the payment of veterinary or pet-related costs
- car related costs*
- costs incurred before you were registered as a student at the University of Bath
- costs incurred, or likely to be incurred, after you cease to be registered as a student at the University of Bath

- any costs or liabilities which could be covered by an alternative form of funding for which you are eligible to apply
- the direct repayment of debts to creditors**
- the repayment of informal debts to family members and/or friends
- investments or financial speculation
- costs or debts related to gambling
- living costs for family members and/or friends

*except in the case of students with dependent children, students requiring the use of a car due to a disability and/or medical condition, or for students where a car is deemed by the University as essential for undertaking their studies.

** except in the case of an arranged [payment plan](#), whereby a monthly repayment may be factored into the hardship assessment.

3. Application & Required Evidence

3.1 Application form:

- you can apply for the Hardship Fund online using the form on the [University of Bath website](#). If using a shared device, please ensure you are logged into your own university email account when completing the form.
- you will need to upload the [mandatory evidence](#) alongside your form to submit your application.
- you can apply for the fund all year round as a continuing student, or a [student in suspense](#)
- you must apply at least 4 weeks prior to your official course end date. Applications received within the final 4 weeks of your course will be closed and not considered.
- you should ordinarily receive a decision within 30 days of submitting your form and all the required supporting evidence*
- students who require a paper copy of the form, support completing the form, or other adjustments to the application process, can request this by emailing [the Student Money Advice team](#).
- any questions about the application form or process should be emailed to [the Student Money Advice team](#).

* University of Bath reserves the right to request additional evidence and/or clarifications in processing your application. Where additional evidence/information is required to accurately assess your financial need, applications may take longer than 30 days. Instances of staff sickness, unforeseen events, and/or an unexpectedly high volume of applications to the fund, may also result in applications taking longer than 30 days to process.

3.2 Required Mandatory Evidence:

Alongside your application form, you must submit all the evidence listed below that is applicable to you.

- Statements for all bank accounts and investments held which cover the 2 most recent calendar months (including ISA, savings, student & current accounts). You must annotate all

incoming and outgoing transactions over £100 on all of your statements.

- Proof of other income - E.g. Student loan, Scholarships/Bursaries/grants, stipends, any welfare benefits you are in receipt of, and any income from paid work. If you ordinarily receive income from work but this is not evident on your bank statements, please submit payslips.
- Proof of rent/mortgage cost - if this is on your bank statement please highlight/annotate it, alternatively please submit evidence from your accommodation provider.
- If you need assistance with a specific cost - please submit any evidence you have relating to this particular cost.
PhD students are not required to submit an academic statement form, though the Fund administrators will approach the Doctoral College for an update on academic progress.
- Evidence of debt/arrears/credit accounts (where applicable)
- Proof of childcare costs (where applicable)

Please Note: You must provide all mandatory evidence that is applicable to you within 14 days of submitting your application, or your case may be closed and no longer considered.

University of Bath reserves the right to request additional evidence and/or clarifications in processing your application. This will be requested directly from you via your University of Bath email account. In the case of supporting evidence being in a language other than English, University of Bath reserves the right to request translation be undertaken, where it is deemed necessary by the Fund administrators to accurately assess an application. Translation, and any costs incurred, is the responsibility of the applicant. In line with the [Hardship Fund protocols](#), where a student fails to provide supporting evidence necessary to accurately assess financial need, their case will be reviewed by two members of staff and may be closed and no longer considered.

If you have any issues, or questions relating to evidence, please email [the Student Money Advice team](#), or contact Student Support on +44 (0)1225 383838.

4. Assessing University of Bath Hardship Fund applications

4.1 Applications from full-time students:

All applications to the University of Bath Hardship Fund from full-time students are assessed using a standardised process. A student's income and expenditure are input into a calculation covering the academic year, and [capped rates](#) are applied to specific costs such as rent and travel in order to standardise applications. Where a calculated shortfall exists an award may be considered – see [standard awards](#). In the case of students who are ordinarily in receipt of a regular stipend or maintenance payment, costs will be assessed at the [capped rates](#), in line with all other applications. The fund is not able to match funding levels from alternative sources of funding.

Where exceptional or unexpected costs do not fall under the [standard award criteria](#), then a non-standard assessment may be considered.

4.2 Standard Awards

Standard awards are those made to help with the general costs of being a student. Essential expenditure based on [capped standardised rates](#), is offset against expected income – see [treatment of income for full-time students](#). Where expenditure is higher than income and a shortfall is identified, then a standard award will be considered to assist towards living costs. Depending on the level of shortfall, budgetary constraints and the overall level of demand on the fund, an award may be granted to cover some, or all of the shortfall (see [Level of award](#)). The level of support may be determined by the administrators of the fund, the [Hardship Fund panel](#), and/or the Director of Student Support and Safeguarding, or their nominee for this purpose.

A standard assessment will ordinarily be calculated over a 39-week academic year for undergraduate students, and a 52-week academic year for postgraduate students. Assessment periods for standard assessments are subject to change in exceptional circumstances and in the case of students in [priority groups](#), at the discretion of the administrators of the fund, the Director of Student Support and Safeguarding, or their nominee for this purpose.

4.3 Non-standard Awards

Non-standard awards are made to help meet exceptional or unexpected costs, where these costs are not met by a standard award. This may include, but is not limited to, repairs to essential household equipment, payment for accommodation or travel in emergency situations, or costs resulting from illness or bereavement.

A non-standard award may also be considered where disability related costs are not met by the Disabled Students' Allowance (DSA). This will be done on a case-by-case basis and the level of support will be determined by funding available.

Assessments for non-standard awards may include costs outside of the [capped rates](#), and may be assessed outside of the standard [39 and 52-week academic year framework](#). In general, non-standard applications will be calculated from the date of the next scheduled panel meeting until:

- the end of the current semester for continuing students
- the date of the next student maintenance loan instalment for Home UK students
- An alternative point, at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

To be considered for a non-standard award you will need to provide as much information as possible to support your application to demonstrate your need for financial assistance.

Non-standard awards are granted at the discretion of the [Hardship Fund panel](#), and/or the Director of Student Support and Safeguarding, or their nominee for this purpose. Non-standard assessments will be presented to the Hardship Fund panel for consideration, and a decision will be made by the panel on whether to support an award (except in the circumstances listed below).

[Hardship Fund protocols](#) dictate that a [non-standard award](#) can be granted at the discretion of administrators of the fund without the direct oversight of the Hardship Fund Panel in certain scenarios when:

- the award does not exceed £2000
 - the [general eligibility criteria](#) are met
 - all [mandatory supporting evidence](#) is provided to support the application
 - the student/application falls into one of the following categories:
- 1) Household conflict resulting in increased/duplicate rent costs.
 - Rent for alternative accommodation will be considered up to capped rate
 - Student must have liaised with the university Wellbeing and Accommodation teams.
 - In addition to mandatory evidence, both old and new rent costs must also be evidenced.
 - 2) A drop in parental/family contribution due to unforeseen circumstances.
 - Student must evidence that they had adequate provision at the start of their course to fund both tuition fees and living costs (prior to change in circumstance)
 - Student must evidence that the change in circumstance was beyond their parent/family's control
 - The likelihood that the parent/family situation will be improved or resolved will be considered.
 - The maximum award considered will be to assist until the end of the current academic year (subject to capped rates).
 - 3) Applications from estranged students, care experienced students, and young adult carers.
 - If no award is showing in a standard assessment, then the student can be assessed for a non-standard award based on actual costs over and above the capped rates.
 - 4) Postgraduate taught master's students within 6 months of their official course end date, applying due to unforeseen circumstances.
 - The student must evidence that they had adequate provision at the start of their course to fund both tuition fees and living costs (prior to change in circumstance)
 - The student's expected end date and academic progress will be confirmed with their department and considered as part of the application.
 - The likelihood of whether their financial situation will be improved or resolved will be considered.
 - The maximum award considered will be to assist until the end of the current academic year (subject to capped rates).
 - 5) Postgraduate Taught Master's students within 6 months of their official course end date applying due to unforeseen circumstances.
 - The maximum award considered will be to assist until the end of the current academic year (subject to capped rates).

- 6) The death of a student's parent or carer.
- The student must demonstrate engagement with the Wellbeing Team and their academic department, to ensure suitable support is available to them.

5. Treatment of income for full-time students:

5.1 Treatment of income for all full-time applicants

The following income is included in full in the assessment of your application (this list is not exhaustive):

- Student loans and grants
- Bursaries and scholarships (including Bath Bursaries, and NHS and Social Work funding)
- Studentship funding/stipend payments
- Financial support from family and/or friends
- Savings (see [savings and investments](#))
- Child support/maintenance payments
- Means tested benefits including Universal Credit & Tax Credits
- Any other social security benefits
- Assumed income
- Assessed contribution*
- Your partner's income (see [co-habiting students](#))

*Assessed contribution is included for undergraduate applicants with a household income of more than £42,875.

5.1a Savings and investments

All savings, bank deposits, and investments are included in the assessment of all applications*, this includes but is not limited to:

- Current accounts
- Savings accounts
- ISAs, including Lifetime and Help to Buy ISAs
- Financial investments (e.g. stocks and shares, cryptocurrency etc)

The savings and investments across all accounts will be totalled and included in the income side of the assessment, minus:

- A £500 disregard from the savings and investments total, to allow the applicant to retain an emergency fund.
- A further £500 disregard for any dependent children
- Any charges or penalties that the applicant would incur by accessing their savings/investments, where this can be evidenced by the applicant, and at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

*Care experienced students will have any/all savings disregarded from their application assessment.

5.1b Income from part-time work

The Hardship Fund Panel expect students, who can, to work to help supplement their income. If you can undertake paid work but are not currently working, then you will usually only be eligible for support from the fund for a maximum 4-week period only, to allow time to find and secure a part time job. This assessment will include 4 weeks of [composite living costs](#), with no other costs considered. In exceptional circumstances, up to 4 weeks of rent costs may also be included in the Hardship Fund assessment, at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

We recommend that undergraduate students do not work more than 15 hours per week.

Postgraduate taught and postgraduate research students will be classed as undertaking paid work if they work an average of at least 8 hours per week.

Students unable to work due to disability, health, or other mitigating circumstances, will not be expected to work part-time and must provide evidence to verify this. This will be considered at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

5.2 Treatment of income for undergraduate students

5.2a Assumed Income:

It is expected that students will be able to supplement their income from a range of sources, for example, part-time work, additional support from family, bank overdrafts etc. The [standard assessment](#) uses a set rate of 'assumed income' to account for this expected level of supplementary income.

If you receive the [special support grant](#) as part of your statutory funding, we will deduct the assumed income figure from this, and only include income over the ['assumed income' rate](#).

The assumed income may be disregarded partially or in full for students who are in receipt of disability related benefits, students with children, or where other relevant mitigating circumstances can be verified. These cases are agreed on a case-by-case basis at the discretion of the [Hardship Fund panel](#), the administrators of the fund, and/or the Director of Student Support and Safeguarding, or their nominee for this purpose.

See [Capped rates of expenditure and income](#) for Assumed Income figures

5.2b Assessed Household Contribution:

For students with a household income of more than £42,875 there is an Assessed Household Contribution that the Student Loans Company expect parents/guardians make towards the student's living costs. This is set out in the table below. This Assessed Household Contribution will be included

in your hardship fund assessment as per the table below, as the Hardship Fund is unable to replace income from parents/guardians.

For cases where the student does not receive their parental/guardian contributions, the Assessed Household Contribution will be applied to the assessment as the Hardship Fund is unable to replace income from parents/guardians.

For students with a household income of £42,875 or less, no assessed contribution will be included in your hardship fund assessment.

Household Income (£)	Maintenance loan amount (£)	Assessed Contribution (£)
42,875 (and below)	7,429 (and below)	0
45,000	7,125	304
50,000	6,412	1,017
55,000	5,699	1,730
60,000	4,986	2,443
62,343	4,651	2,778
65,000	4,651	2,778
70,000 (and above)	4,651	2,778

These figures correspond with the Student Finance England Financial Memorandum 2023/24 – table A18. This resource can be accessed here - <https://www.practitioners.sl.c.o.uk/policy/>

5.2c Summer assessments for undergraduate students

During the summer vacation, a hardship fund assessment will include your actual income and expenditure, as well as any welfare benefits you are eligible to receive during this period. Summer assessments are aimed at the [priority groups](#).

Students who could otherwise work will not normally be considered for an award, unless there are verifiable mitigating circumstances. *

*Limited financial support may be provided for immediate essential costs such as food and travel, in order to provide time for the student to arrange paid work. This support will normally be limited to a maximum of 4 weeks, and will be agreed at the discretion of the fund administrators, the Director of Student Support and Safeguarding, or their nominee for this purpose.

5.3 Treatment of income for postgraduate students

5.3a Minimum Required Provision (MRP):

A standardised rate of 'Minimum Required Provision' (MRP) is applied to all full-time postgraduate applications. The MRP figure includes living costs only and does not include tuition fees. The MRP is a minimum level of income that all full-time postgraduate students are expected to have to cover living cost for each year of study. This is to ensure that you have made realistic provision at the start of your course to fund both your tuition fees and living costs (as per the [general eligibility criteria](#)). In addition to funding for your tuition fees, it is expected that you will have at least the MRP figure available to fund your core living costs.

If you have not met the Minimum Required Provision to cover core living costs, then you will not be eligible for an award as you will be deemed to have made insufficient financial provision to study your course.

It is assumed that students may cover these core living costs through a range of sources, for example, postgraduate loans/grants, scholarships, stipends, savings, part-time work, additional support from family, or bank overdrafts etc.

You will not ordinarily be considered for an award* if reasonable provision has not been made at the start of the course to cover:

- Tuition fees in full
- Living costs, with funding available of at least the Minimum Required Provision figure.

See [Capped rates of expenditure and income](#) for MRP figures.

*Limited financial support may be provided for immediate essential costs up to a maximum of 4 weeks composite living costs and 1 month's rent. This support is not guaranteed and will be agreed at the discretion of the fund administrators, the Director of Student Support and Safeguarding, or their nominee for this purpose.

6. Treatment of expenditure for all full-time students:

The Hardship Fund is limited and discretionary. It does not have the scope to support non-essential or excessively high living costs. Tuition Fees will not be considered as the Hardship Fund is unable to assist with the cost of Tuition Fees. Capped rates for expected levels of income and expenditure are used in all standard assessments to ensure a standardised process for all students applying to the fund.

The caps are reviewed and amended for each academic year by the administrators of the fund, alongside the Director of Student Support and Safeguarding, or their nominee for this purpose. These rates are informed by the annual rate of [inflation](#), [National Association of Student Money Advisers](#) (NASMA) guidance, as well as cost considerations specific to the local area.

The following costs are capped for all [standard assessments](#):

- Accommodation costs
- Travel costs
- Car related costs**
- Course related costs
- Prescription costs
- Laptop/technology costs
- Composite Living Costs (CLC)*

*[Composite Living Costs](#) (CLC) include food, utilities, mobile phone, clothing, entertainment, home/contents insurance, clubs and societies, and the cost of a TV license. This standardised

composite cost ensures all applications are treated the same, regardless of individual lifestyle choices.

**car costs are included only for students with dependent children, students requiring the use of a car due to a disability, or for students where a car is deemed, by the University, as essential for undertaking their studies. Where public transport is available and appropriate to the student's circumstances, only these costs will be considered.

See table of capped rates of income and expenditure for applicable figures.

Please note: [Non-standard assessments](#) may include some exceptional expenditure outside of the [capped rates](#), at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

7. Capped rates of income and expenditure:

Please see below a list of capped rates for [assumed income](#) and expenditure.

Please note: This list is not exhaustive. New caps may be introduced, and existing caps may be subject to change, at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

7.1 Income:

7.1a Assumed Income:

Undergraduate students - 39 week academic year	
Continuing student	£2,168 per academic year
Final year student	£724 per academic year

7.1b Minimum Required Provision:

Postgraduate students - 52 week academic year		
Standard rate	£207 per week	£10,764 per academic year
Reduced rate*	£166 per week	£8,632 per academic year

* Reduced rate will be applied in cases of students with children or those unable to work due to disability.

7.2 Expenditure:

These capped rates represent the maximum amount for each cost, that will be included in a [standard assessment](#). Please see **Appendix A** on page 34 for all 23/24 rates.

7.2a Composite Living Costs:

Single student	£102 per week
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Student and co-habiting partner	£157 per week
One dependent child	£120 per week
Each additional dependent child	£91 per week

7.2b Accommodation:

Student in university accommodation	Actual costs minus £10 per week for inclusive utilities.
Student in university accommodation, catered halls	Actual costs minus £55 per week for inclusive food credit and utilities.
Single student in privately rented house share	£562 per month
Single student in privately rented house share, with utilities included (such as water, gas, electric)	£562 per month minus £3 per week for each individual utility
Single mature student living alone in privately rented flat, or single student on placement in the UK or Overseas (away from Bath).	£722 per month
Single mature student in own flat or single student on placement in UK or Overseas with utilities included (such as water, gas, electric)	£722 per month minus £3 per week for each individual utility
Student with partner/lone parent/family	£1,043 per month
Student with partner/lone parent/family with utilities included (such as water, gas, electric)	£1,043 per month minus £3 per week for each individual utility.

7.2c Travel:

Undergraduate students – Bath travel	£430 per year - First Bus Uni Year - (22 Sept 2022 - 4 June 2023) = £399
Postgraduate students - Bath Travel	£430 per year - First Bus Uni Year - (22 Sept 2022 - 4 June 2023) = £399
All students – travel to/from home	£350 per year
All students (where evidenced) – travel to/from medical treatment	£500 per year

7.2d Car costs:

*Car Insurance, MOT, Road Tax	£800
*Car Repairs	£500

*car costs are included only for students with dependent children, students requiring the use of a car due to a disability, or for students where a car is deemed, by the University, as essential for

undertaking their studies.

7.2e Course costs:

Standard	
Undergraduate students	£350 per academic year
Postgraduate students	£468 per academic year
Specific courses	
Social Work Placement Travel (year 2 and 3)	£1000 per academic year
Architecture	£650 per academic year

7.2f Health:

NHS Dental Treatment – All types	£306.80 (NHS Dental Charges Band 3).
Prescriptions – per year	£111.60 (NHS prescription prepayment certificate for 12 months)
Prescriptions - single items	£9.65 per single item (NHS prescription charge).

7.2g I.T. and Technology:

Laptop/ IT device	£809
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7.3h Student Visa costs:

The Hardship Fund is unable to consider the costs of a student visa, or visa costs of a student's family.

8. Additional information for all full-time students:

8.1 Co-habiting students

If you co-habit with your partner, we will include their income in the assessment in full. Higher capped rates of expenditure will also be included in the assessment to account for your partner's expenditure. Exceptions to partner expenditure outside of these capped rates may also be considered at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

Where partner is your primary sponsor/funder, then only their net income above the MRP will be considered. Where this is the case, and your partner's net income is not sufficient to sponsor you on your course and to cover their own basic living costs, then you will not ordinarily be considered for an award.

Where a student is co-habiting, but their partner is not contributing to household income, these applications will be considered on a case-by-case basis at the at the discretion of the Hardship Fund panel, the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

8.2 Childcare Support

If you receive the maximum fee grant and maximum course grant you may be considered for a childcare grant if:

- you are the main carer of the child/children AND
- the child is aged 15 and under (or 17 if the child is registered as having special educational needs) AND the childcare provider is OFSTED registered or otherwise approved AND
- neither you nor your partner receives the Childcare Element of Working Tax Credit

Students who fall outside of [these criteria](#) are ineligible for the childcare award.

The Hardship Fund is not in a position to fund full childcare costs and, where eligible, applicants will be expected to have applied for statutory childcare support via Student Finance or the Benefits System. The Hardship Fund can only consider covering 15% of registered childcare costs in line with the 85% support provided by the [Childcare Grant](#) and [Universal Credit](#).

8.3 Disability and Special Medical Needs

Disabled students, including those with dyslexia, may wish to apply for the cost of a preliminary diagnostic test before applying for the Disabled Students' Allowance (DSA).

Students can apply for assistance with this cost after receiving a referral for a Diagnostic Test from a Disability Adviser at University of Bath. Please contact disabilityadvice@bath.ac.uk to arrange an appointment if you think you may be eligible.

Students can retrospectively apply to the Hardship Fund to request assistance with the cost of a Diagnostic test that they have already paid for:

- if this test was undertaken through a referral from the Disability Advice Service, and
- via the University of Bath approved assessment provider/s, and
- evidence of payment for the diagnostic test, and evidence of referral, can be provided.

Students can also retrospectively apply to the Hardship Fund to request assistance with the cost of an externally arranged diagnostic test when they first enrol with the University:

- the diagnostic test needs to have been taken in the 12 months prior to your course start date, and
- the University of Bath will only cover up to a maximum of £400

Support from the fund for all Diagnostic Test applications is means-tested and is based on a student's household income. The table below illustrates the level of support you can expect to receive based on gross household income.

Gross household income	Level of support
£42,875 or below	Full Support (£400)
£42,876- £62,343	50% of full fee paid (£200)
£62,343 or above	0% of full fee paid (£0)

Students in receipt of Disabled Students' Allowance (DSA) are also able to apply to the Hardship Fund for assistance with the £200 mandatory student contribution towards DSA funded devices; also in exceptional circumstances disability related costs incurred by a student in relation to their studies that cannot be met by Disabled Students' Allowance (DSA), may also be considered for assistance from the fund. Any award will be agreed subject to the available funding resource and at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose

The Hardship Fund can under no circumstances assist with the payment of private medical costs.

8.4 I.T. and Technology

Students are expected to meet the IT requirements of their programme before starting their course.

If you apply to the Hardship Fund as you are unable to afford the technology that you need to access your course, the assessment of your application will look at your overall income and expenditure, using standardised [capped rates](#), rather than the specific cost of technology - see [standard assessment](#).

The University has a supply of [laptops available for short-term loan](#), and [IT Purchasing](#) can also help with purchasing reasonably-priced laptops. There are [computers available for free use](#) in the Library, in the [Virgil building](#), and elsewhere on campus. If you apply to the Fund for assistance with access to IT or technology, and it is deemed that your study related IT requirements can be met using these free-to-use university devices, and/or your existing device/s, then no award will be granted.

8.4a If you are in receipt of Disabled Student's Allowance (DSA):

- The Fund Administrators will assess your application to determine whether to grant a £200 award to cover the mandatory student contribution towards DSA funded devices.
- Ordinarily, DSA will cover the remaining balance for purchasing a device that meets your needs, as determined by your DSA assessor.
- If you feel that the device approved by your DSA assessor does not meet your disability related needs, then you should discuss this with the [Disability Service](#), and can request that you are re-assessed for your DSA funded device.
- If you are not able to be re-assessed, or your needs are assessed as being met by the device that has already been approved by your first assessment, then you can apply to the Hardship Fund to request additional funding towards upgrading your device.
- You will need to evidence the need for this upgrade.
- The Fund Administrators will verify the need and minimum cost of an alternative device/upgrade, with the [Disability Service](#), your Department, and the Digital, Data and Technology Team at Bath (DDaT).
- Where a need is confirmed, then an award may be granted to contribute towards this, at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.
- Where your DSA funded device is determined to meet your needs, no award will be granted from the fund.

8.4b If you are not in receipt of Disabled Student's Allowance (DSA):

- You will initially be directed to apply to DDaT for a [laptop loan](#), repair of your existing device, and/or advice on alternative provision of technology.
- In line with other [standard awards](#), the Fund Administrators will look at your overall expenditure and income over the academic year and will make an assessment based on overall need.
- Where applicable, the cost of a laptop will also be included in a [non-standard](#) assessment up to the maximum [capped rate](#) of £665, and this will then be considered by the [Hardship Fund panel](#).
- If you request assistance with a laptop in excess of the £809 capped rate, then the Fund Administrators will verify your course related IT needs with your department, and confirm the minimum cost of a device which meets this specification with DDaT. If applicable, this cost will be included in a [non-standard](#) assessment, and considered by the [Hardship Fund panel](#).
- Any assistance granted will be at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose, and subject to availability of funding resource.

- Where no award is granted, an exceptional [short-term loan](#) of up to the capped rate of £665 may be granted at the discretion of the Fund Administrators.

9. Priorities for assistance

We will give priority to the following groups of students when deciding how to allocate the funding:

- [students with dependent children](#)
- [mature students](#)
- [lone parents](#)
- [students with disabilities](#)
- [students entering from care, foyers or were previously homeless](#)
- [young adult carers](#)
- [estranged Students](#)
- final year students

If you are not in one of the priority groups:

- you can still apply, but you must provide as much evidence as possible to show why you have a particular need.
- If you can undertake paid work, but are not currently working, then you will usually only be eligible for support from the fund for a maximum 4-week period only, to allow time to find and secure a part time job. The assessment will include 4 weeks of [composite living costs](#), and 1 month's rent up to the [capped rate](#), with no other costs considered. Students unable to work due to disability, health, or other mitigating circumstances, will be considered at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

10. Assessing Part-time students

Part-time students are eligible to apply to the University of Bath hardship fund, subject to the conditions set out in the [General Eligibility](#) section of this document.

An assessment will be carried out to establish an applicant's financial circumstances using the same basic assessment as [full-time students](#), and the standardised [capped rates](#) of expenditure. The assessment for part-time applicants will include income from paid work in full.

10.1 Part-time students on campus based courses

Where an assessment demonstrates a shortfall in a student's finances, then an award will be considered to assist with the following specific costs only:

- Course related costs, such as books, stationery, and equipment.
- travel to/from university
- childcare (up to 15% of registered childcare costs – see [Childcare Support](#))

The level of assistance towards these costs will be determined by your course intensity (percentage of a full-time equivalent course), and any award will be agreed at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

10.2 Part-time students studying distance learning courses (including professional doctorates)

Where an assessment demonstrates a shortfall in a student's finances, then an award will be considered to assist with the following specific costs only:

- Course related costs, such as books, stationery, and equipment.
- travel to/from university specifically for mandatory residential component/s of the course.
- Accommodation specifically for mandatory residential component/s of the course.
- Total award/s granted shall not exceed £750.

10.2 Part-time students studying 'online only' distance learning courses

Where an assessment demonstrates a shortfall in a student's finances, then an award will be considered to assist with the following specific costs only:

- Course related costs, such as books, stationery, and equipment.
Total award/s granted shall not exceed £300.

As with full-time applicants, where no award is granted, this will be agreed on the basis of the conditions outlined under [Non-Awards](#).

11. Assessing Students on Placement

Placement students are eligible to apply to the University of Bath hardship fund, subject to the conditions set out in the [General Eligibility](#) section of this document.

An assessment will be carried out to establish an applicant's financial circumstances using the same basic assessment outlined in the [full-time students](#) section of this document with the following amendments:

- If you are on placement and living away from both Bath and your home address, the higher maximum rate of rent cap will be applied to your financial assessment (see [capped rates](#))
- If you are engaged in a full time non-paid placement it is not expected that you will undertake part-time work alongside your placement, and no 'assumed income' will be applied to the assessment.

- If you are an undergraduate student on a year-long placement, you will be assessed over a 30-week period from the start date of your placement. This corresponds to the 30-week minimum required period for completion of a 'year-long placement'.
- If you are an undergraduate student on a year-long paid placement, then you will be assessed on the basis of your actual placement income over 30 weeks, offset against core living costs*, travel, and rent, up to the relevant [capped rates](#).
- If you are an undergraduate student on a year-long placement and have completed in excess of the minimum required 30 weeks, you will be assessed over 4 weeks on the basis of core living costs, travel, and rent, up to the relevant [capped rates](#).
- If you are on a placement and are made redundant, or lose your placement role through company bankruptcy, administration, liquidation, or other events beyond your control, you will be assessed over 4 weeks on the basis of core living costs* and rent, up to the relevant [capped rates](#), in addition to actual incurred travel costs.
- If your placement falls through or is withdrawn prior to your placement start date, and you are unable to secure an alternative paid placement, then you will be assessed for any one-off costs already incurred in relation to your original placement.
- If you are on a placement and have your placement role terminated or withdrawn as a result of disciplinary proceedings and/or misconduct, your application will be considered by the [Hardship Fund panel](#) on a case-by-case basis, and limited discretionary support may be offered subject to approval from the Hardship Fund panel, and/or the Director of Student Support and Safeguarding, or their nominee for this purpose,

*Core living cost figures applied to assessments for students on placement, will be informed by the regionally weighted 'composite living costs' formulated by [NASMA](#) in their annual 'Higher Education Support Fund guidance' as well as other relevant sources local to the placement destination, at the discretion of the [Hardship Fund panel](#), the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

12. Assessing Students who have suspended their studies

If you have suspended your studies you can still apply to the fund if you are struggling to cover essential costs, or facing unexpected costs which you cannot meet.

You will be subject to [the general terms and conditions](#), and you will be expected, where eligible, to apply for all available alternative and/or statutory support from your Student Funding Body i.e. Student Finance England, Wales, Scotland, Northern Ireland before being considered for an award, as they have discretion to continue statutory funding support whilst you are in suspense*.

Depending on your circumstances, this may include, but is not limited to:

- Maintenance loan support during your period of suspense on the basis of financial difficulties.
- Welfare benefits (if applicable)
- Sickness Pay for Doctoral Students.

*Limited financial support may be provided for immediate essential costs such as food, travel, and accommodation, in order to provide support whilst you are applying for this discretionary provision

by your Student Funding Body. This support will be agreed at the discretion of the fund administrators, the Director of Student Support and Safeguarding, or their nominee for this purpose.

13. Non-awards

University of Bath reserves the right to decline granting an award from the fund on the basis of any of the following reasons, at the discretion of the Hardship Fund Panel and/or Director of Student Support and Safeguarding, or their nominee for this purpose:

- No shortfall is identified in your finances
- It is deemed that reasonable financial provision has not been made for tuition fees and core living costs
- The assessed financial shortfall is so large that you cannot viably complete your course.
- The assessed financial shortfall is greater than the [maximum award](#) payable from the fund.
- You have mis-represented or manipulated information or evidence on your application.
- You have failed to submit the mandatory evidence, and/or additional evidence requested by the Fund Administrators and/or the [Hardship Fund panel within the required timescale](#).
- You have applied to the Fund for assistance with access to IT or technology, and it is deemed that your study related IT requirements can be met using free-to-use university owned devices, and/or your existing device/s.
- You are deemed not to meet the [eligibility criteria](#) for the fund, as outlined in this document.
- You breach the terms and conditions of the fund as outlined in this document.

Additionally, in the case of part-time students:

- The assessed financial shortfall indicates that a student cannot viably complete their course, even with assistance towards course related costs*
- No course related costs are identified

*Limited financial support may be provided to the student for immediate essential costs such as food, travel, and accommodation, in order to provide time for the student to arrange suspension/withdrawal from their course. This support will be agreed at the discretion of the fund administrators, the Director of Student Support and Safeguarding, or their nominee for this purpose.

14. Hardship Fund Panel

The Hardship Fund Panel includes members from [Bath Students' Union](#), [The Doctoral College](#), [Student Support](#), and [The School of Management](#), to ensure broad representation from across the institution.

The panel usually meets once every calendar month to consider applications to the Hardship Fund, and to agree an outcome for the cases presented to them. All non-awards are agreed, and ratified, by the Hardship Fund Panel.

The panel considers:

- All non-standard assessments*
- All potential awards with a shortfall in excess of £2000
- All applications involving gambling issues,
- All applications involving possible financial coercion.
- All non-awards**

*Except where [Hardship Fund protocols](#) dictate that an award can be granted without the direct consideration of the Hardship Fund Panel.

**Except where all applicable [mandatory evidence](#) is not submitted within 14 days of application, or where supplementary evidence is not submitted within 14 days of being requested – these cases may be closed and no longer considered.

15. Notification of Application Outcome

The fund administrators, members of the [Hardship Fund panel](#), and/or the Director of Student Support and Safeguarding, or their nominee for this purpose, will ordinarily agree a decision on the outcome of your application within 30 days of you submitting your form and all the required evidence*:

You will receive notification of the outcome of your application by email to your University of Bath email address from studentmoneyadvice@bath.ac.uk

15.1 Where an award has been granted the email notification will include:

- The specific amount in British pound sterling (£) that you have been awarded
- The basis upon which the award has been granted, and the costs that the award has been granted to assist towards.
- Any additional actions you must take, or conditions that you must meet to release payment of the award such as engaging in budgeting advice, or gambling awareness support
- Details of any payments to be made to a third party/third parties as a condition of the award, and any actions related to this that you must take to release payment of the award.
- The date or dates that you will receive payment of the award into your nominated bank account. Where conditions have been attached to an award, no payment date/s will be confirmed until the Fund Administrators are satisfied that these conditions have been met.
- Any additional guidance and links to internal/external support that has been deemed relevant to your application.
- A link to the full terms and conditions.
- The grounds upon which you can appeal the outcome of your application and the process for appealing.

15.2 Where an award has not been granted the email notification will include:

- The basis upon which [no-award](#) has been granted.
- Any additional guidance and links to internal/external support that has been deemed relevant to your application.
- A Link to the full terms and conditions

- The grounds upon which you can appeal the outcome of your application and the process for appealing.

15.3 Where an application has been closed:

- In the case that your application is closed, and will not be considered for an award, an email will be sent to your University of Bath email address confirming this.

This may be because:

- Mandatory supporting evidence is not submitted within 14 days of application, and/or supplementary evidence is not submitted within 14 days of being requested.
- You are deemed not to meet the [general eligibility criteria](#)

*See [Application and General Guidance](#), for additional notes on application timescales.

16. Payment of awards

Where your [notification of award](#) email confirms an award amount, payment date/s, and includes no additional conditions or third-party payments, then payment will usually be made to the bank account nominated on your application form, within seven days of the award notification email being sent. The Hardship Fund Panel retain the right to pay any Hardship Fund award in instalments, either directly to the applicant or a third party.

Where additional conditions, actions, and/or third party payments are outlined in your [notification of award email](#), University of Bath reserves the right to withhold payment of your award until the Fund Administrators, and/or the Director of Student Support and Safeguarding, or their nominee for this purpose, are satisfied that any additional conditions outlined in this email have been met.

If at any time between submitting your application and receiving your [notification of award](#) email you decide that you would like to amend your nominated bank account details, you can request this by emailing studentmoneyadvice@bath.ac.uk. In cases where a payment has already been requested by the Fund Administrators into the nominated bank account on your application form, it will not be possible to amend the account details.

Where you provide invalid or incomplete bank details on your application form, this may delay the payment of any award.

Where you do not receive payment of your award because of the payment being made into an incorrect account:

- there will be no automatic replacement award/payment where it is deemed that this occurred because of human error when you completed your application form.
- A replacement award/payment may be granted at the discretion of the Director of Student Support and Safeguarding, or their nominee for this purpose, where it is deemed that this occurred because of human error on the part of the Fund Administrators and/or other University of Bath staff involved in processing the payment of your award.

16.1 Award suspension and re-assessment

If your circumstances materially change, or information/evidence comes to light which demonstrates your circumstances were mis-represented or mis-interpreted during our assessment of your financial need, University of Bath reserves the right to suspend any award.

In this event, no further scheduled payments will be made, and you will be re-assessed to determine whether you are eligible for an award.

If your finances or evidence have been verifiably mis-represented, University of Bath reserves the right to recover funds for any award made under these circumstances.

Where it is deemed likely that a criminal offence has been committed, the case will be referred to the police.

16.2 Withdrawal of an award:

If you withdraw from your studies, or are required to withdraw, no further scheduled Hardship Fund payments will be made. Any agreed award will be withdrawn if you cease to be registered as a student with the University, or for good cause at the discretion of the Director of Student Support and Safeguarding, or their nominee for this purpose.

University of Bath reserves the right to recover funds where a Hardship Fund payment has been awarded under false pretences.

16.3 Gambling and financial coercion.

16.3a Gambling:

Where an application or evidence indicates that a student may have a problem with gambling, University of Bath reserves the right to withhold any award if it is deemed there is a risk that the Hardship funds could be used for gambling.

In these circumstances, the student will be referred to the University of Bath [Wellbeing Service](#) for support with their gambling, as well as [external support](#).

Limited financial support may be provided to the student for immediate essential costs such as food, travel, and accommodation, and where possible, will be paid directly to third parties, or in the form of vouchers. This support will be agreed at the discretion of the fund administrators, the Director of Student Support and Safeguarding, or their nominee for this purpose.

16.3b Financial coercion:

Where an application or evidence indicates that a student may be subject to financial coercion University of Bath reserves the right to withhold any award if it is deemed there is a risk that the award may be misappropriated, or that there may be a risk to the student as a result of granting an award.

In these circumstances, the student will be referred to the University of Bath [Wellbeing Service](#) for support, as well as [external support](#).

Limited financial support may be provided to the student for immediate essential costs such as food,

travel, and accommodation, and where possible, will be paid directly to third parties, or in the form of vouchers. This support will be agreed at the discretion of the fund administrators, the Director of Student Support and Safeguarding, or their nominee for this purpose.

17. Appeals:

You may appeal the outcome of your Hardship Fund application.

You can only appeal on one of the following grounds:

- the approved procedures for the allocation of the hardship fund were not followed
- new evidence has emerged that that was not part of the original application
- you feel that their financial hardship is greater than the panel/assessment determined

You should send a written statement outlining your appeal and any relevant supporting evidence to studentmoneyadvice@bath.ac.uk.

Your appeal must be received within 28 days of the date of the email notifying you of the outcome of your Hardship Fund application.

Your appeal will be reviewed by the Director of Student Support and Safeguarding, who will consider your grounds for appeal against these terms and conditions, and decide whether to uphold the original decision, or to refer your case for re-assessment. You will receive a decision in relation to this by email, to your University of Bath email account.

18. Hardship Fund Protocols

The Hardship Fund Protocols are -a list of amendments to the terms of the Hardship Fund, as agreed by the [Hardship Fund panel](#). The Protocols seek to standardise elements of the assessment process in the face of a wide range of situations & circumstances presented to the Hardship Fund Panel. This list is subject to change as further additions to the terms are agreed, and/or previous amendments revised. Protocols, and amendments to the protocols, are agreed at the discretion of the Hardship Fund Panel, the administrators of the Hardship Fund, and the Director of Student Support and Safeguarding, or their nominee for this purpose.

Protocol	Date introduced
Panel agreed that if no calculation had been made due to lack of supporting evidence then this can be signed off by one other panel member rather than make the student wait 4 weeks.	April 14
Panel agreed that if a calculation had been made but the student still needed to submit supporting evidence e.g. bank statement then this can be processed once the required evidence has been submitted.	April 14
Agreed to disregard the first £500 of any student savings and a further £500 per dependant.	April 14

If a student's paid placement has fallen through & they are unable to secure another paid placement, then panel will consider associated one-off costs in setting up the original placement e.g. travel & deposit	May 14
Non-Standard applications to be calculated from the date of the next available panel meeting until the end of term for non-final year students and until the next loan instalment for the final year students	May 14
Discussed procedures for translating documentary evidence from International students. Panel agreed to decide on a case-by-case basis depending on level of potential award and evidence required. If translation is required student will need to provide one and reclaim cost via award	June 14
Non priority students who are not working will be eligible for support from the fund for a 4 week period only. This allows time for students to find and secure a part time job. Panel will assess students unable to work due to disability/health or mitigating circumstances. Priority students who are not working will be eligible for 4 weeks CLC plus 1 month's rent.	July 14
Postgraduate Home and Overseas students to meet the NPI figures in order to be eligible for award unless there are mitigating circumstances. These are set at £170p/w for students with no dependants and £137p/w for students with dependants	July 14
For students in receipt of higher rate mobility DLA we need to verify with the students what travel costs are covered by the benefit so we avoid double funding. e.g. car tax	Sept 14
To award any student with dependants the full 100% payment, as this makes it easier to budget and protects any benefit payments	Oct 14
Students who pay for a diagnostic assessment upfront and then apply for a refund of the cost via the Diagnostic Assessment Fee Support application form can do so. They will need to provide the receipt for the diagnostic assessment as well as other relevant documentation.	Oct 14
Non priority students who are working will be eligible for support from the fund until they receive their next loan instalment. Non-standard assessment pro-rata'd for the number of relevant weeks.	Oct 14
Lone parents and students with dependants to be awarded an interim payment of £500 if they are waiting for Student Finance to fully assess their funding application	Nov 14
If a standard award to a student is calculated to be £500 or less the panel agreed to pay the full award rather than 50%	Nov 14
For PhD students who are writing up or have corrections that need to be made to their viva's panel agreed to cover 4 weeks living costs to allow the students time to source other income or apply for benefits	Nov 14
If Student Finance have overpaid a loan or grant and have then clawed it back from the current year's funding entitlement, the student has the option to appeal to SF to re-instate the current year's funding and to repay the debt once they complete their course. The panel agreed that the student should pursue this option first before being considered for an award, if SF decline then student can be considered for an award.	Nov 14
Changed cap limit on rent from £350 to £400 to reflect actual rent costs	Nov 14

If member of staff approaches the funding team about their Hardship Fund application, verify that they have the student's permission	Nov 14
For students engaged in full time non-paid placements the panel would not have the expectation that they should also be undertaking additional part time work if in hardship	Jan 15
For students on placement, rent cap to be increased to £550 per month (same rate as single mature student), regardless of where their placement is located either in the UK or Overseas.	
Students who have to move out of accommodation for health reasons (mental or physical) and become liable for two sets of rent will have to provide documentary evidence (such as GP/Dr's letter, Counsellor's letter) confirming this.	
Students on placement will have to have core living costs covered before being considered for an award. This will be calculated as annual CLC figure plus annual rent, pro-rata'd over the duration of the placement.	TBC
Panel agreed to cover travel costs for medical treatments capped at £500 but not to cover the costs of medical treatment itself.	May 16
Panel agreed to consider on a case by case basis any applications to assist with the costs of moving possessions back home. Typically a student will have to demonstrate exceptional circumstances to qualify for assistance for this particular cost.	May 16
Ill friends based overseas and student needs to visit and incurring additional travel costs – ask for evidence of illness such as conversational threads re: illness. If not able to provide this, then ask for medical evidence.	October 2017
PGT and PGR students should work a minimum of 8 hrs per week whilst they are studying.	December 2017
PGT and PGR who are core-underfunded to receive CLC x 4 plus 4 weeks rent up to the capped level.	December 2017
Fraud cases/Phishing Scams that are conducted under the guise of 'University of Bath' or through one of our Departments, cases will be assessed on an individual basis to refund monies lost by the student.	February 2018
PGR students who are on a stipend should not have their stipend matched, we should look at using CLC for their living costs for the relevant period.	October 2018
For every PGR application that has a shortfall, we should approach the Department for 50% of their shortfall in the first instance. If the Dept are not able to contribute, then we should approach the Doctoral College for 50% of the shortfall.	October 2018
For all International students please check the expiry dates of their visa	November 2018
Muslim students who do not take the student loan due to sharia law. Match fund the ML amount they would have been eligible for and assess student on that basis. This is similar to EU student assessments.	February 2019

UG Students on year-long placements will have their UHF applications assessed for 30 weeks from the start of their placement. 30 weeks is the minimum requirement for completing a year-long placement.	April 2019.
If UG student is on year-long paid placement, research CLC for their placement city and x by 30 weeks. Then calculate their earnings for 30 weeks and address the difference between the two.	
Students on placements who have been made redundant, lost job through company bankruptcy, administration, liquidation etc. Look at CLC + actual travel costs + rent up to placement capped level for 4 weeks.	May 2019
Student on placement and has completed the prerequisite 30 weeks. Look at interim costs for 4 weeks. CLC + actual travel costs + rent up to placement capped level for 4 weeks.	May 2019
Student on placement who had had disciplinary and been told to leave their job/job has been terminated. Require more information before deciding on approach. Case by case basis.	May 2019
All care leavers who apply to UHF and have savings will have all their savings disregarded from their applications.	Oct 2019
Students who have applied for the Diagnostic Fee Support (Ed Psych Reports) and have been unsuccessful, then have applied to UHF for additional financial support will have their savings taken into account. If their savings are £5,000 or over (this does not include the usual £500 deduction for savings), then they will be required to pay for their own Diagnostic Assessments.	Nov 2020
Students who are either migrant workers or are the child of a migrant worker and lose migrant worker status, will only be supported by the Hardship Fund to reach either the end of Semester 1 or the end of Semester 2, depending on which Semester they are applying in.	Nov 2020
<p>The Hardship Fund Panel signed off on 6 non-standard scenarios that can be assessed as standard without the need to consult the Panel.</p> <ul style="list-style-type: none"> • Household conflict <ul style="list-style-type: none"> ➤ Pay second rent up to our rent cap ➤ Must have liaised with Wellbeing/Accommodation ➤ Evidence of new/old rent ➤ Bank statements • Drop in Parental Contribution (PC)- especially for international students <ul style="list-style-type: none"> ➤ Was the student originally core funded? ➤ Was the PC drop beyond parents' control? ➤ Length of course – if final year fund until end of course; if other year then fund to end of that year ➤ Will there be a likely improvement in parents' situation? ➤ If award over £2,000 bring to panel for discussion- possibly? • Vulnerable cohorts- estranged, care leavers, young adult carers etc. 	Jul 2022

<ul style="list-style-type: none">➤ If no Standard Award, then assess on actual cost -e.g. travel for Young Adult Carer➤ If award over £2,000 bring to panel for discussion-possibly? • Masters PGT students within final 6 months of their course i.e. from 31/03 onwards<ul style="list-style-type: none">➤ Was the student originally core funded?➤ Verify their actual end date & academic progress➤ Will there be a likely improvement in their financial situation?➤ If award over £2,000 bring to panel for discussion- possibly? • Death of a parent<ul style="list-style-type: none">➤ Bank statements➤ Evidence of engagement with well-being/academic staff➤ If award over £2,000 bring to panel for discussion- possibly?	
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Appendix A

Hardship Fund Assessment capped rates 23/24

PW = per week/PCM = per calendar month /PAY = per academic year/PA = per 52-week year

	New Rates (23/24)
CLCs	
Single/lone parent	£102 PW
With partner	£157 PW
First child	£120 PW
Each additional child	£91 PW
Assumed income (continuing)	£2168 PAY
Assumed income (final year)	£724 PAY
PG MRP	£207 pw (£10,764pa)
PG MRP DISABILITY	£166 pw (£8,632 pa)
Rent Cap	£562 StudentPad average- 7% increase
Rent cap Mature student/placement own flat	£722 PCM
Rent Cap student with partner/lone parent family	£1043 PCM
Travel at Uni (UG)	£430 PAY
<i>Further afield</i>	£485 PAY
Travel at uni (PG)	£672.80 PA
<i>Further afield</i>	£840 PA
Travel Home	£350 PAY
Course costs UG	£350 PAY
Course Costs PG	£468 PAY
SW placement travel	£1000 PA
Laptop	£809
# Petrol Costs	
# Petrol Costs – Single Student	
# Car Finance	
# Car Repairs	
# Car Insurance, MOT, Road Tax	
Prescriptions (NHS)	£111.60 PA
Dentistry (NHS BAND 3)	£306.80

*NASMA have produced a standard 'non adjusted' set of figures, which are essentially the 21/22 figures increased by 2.3% for 22/23 and 2.8% for 23/24. As a result, these figures are lower than the uplifted figures we are already using as of 22/23.

Where a car is deemed essential for the student

Appendix B

Confidentiality, Use of Data & Complaints Procedure

Confidentiality:

We are committed to your privacy & safety and want all students interacting with Student Support & Safeguarding to understand how your data is used: www.bath.ac.uk/corporate-information/student-support-and-safeguarding-confidentiality-policy/

An application may be subject to an audit and that we may need to contact a third party in order to discuss a specific case case.

An application which includes costs relating to a laptop or IT/technology, Student Money Advice may have to contact the relevant department, as well as Digital, Data & Technology (DDAT) to verify IT requirements and costs.

In the case of undergraduate and postgraduate taught students, Student Money Advice may have to contact the relevant department to confirm course progression.

In the case of PHD students, Student Money Advice may have to contact the Doctoral College to confirm course progression and expected timeline of an applicant's studies.

Use of Data

The University may use the data/information you share with us to provide information and advice about the University. The University may also use the data to inform our strategies for supporting you as a student, to inform you about provision that you may be able to access, to monitor student success and for other legitimate reasons. Refer to our web pages for details about our undergraduate [privacy notice](#).

We may also use your data in the allocation of other bursaries, scholarships and other financial support on offer in partnership with corporate donors or other University awards, where funding may be allocated based on the widening participation factors as defined in these guidelines.

Complaints Procedure

We aim to provide you with a high level of service. However, if you should have any complaints about confidentiality, data protection, or any other aspect of our service please follow the Student Complaints Policy and Procedure: www.bath.ac.uk/guides/student-complaints-policy-and-procedure

Please note, before considering a complaint you can appeal a Hardship Fund Panel decision. For more information about this please see **Section 17** on **Appeals**.

Appendix C:

Full Student Declaration

Read the following carefully before submitting this application.

If you deliberately provide false information, or do not disclose relevant facts, you may be in breach of University Regulations and you could, in some cases, be committing a criminal offence.

By submitting this form, I confirm that:

- I am registered and in attendance on the course
- I have uploaded my supporting evidence here, and will submit any additional evidence not submitted here by email to studentmoneyadvice@bath.ac.uk
- I understand that the Hardship Fund panel reserve the right to request additional evidence that they deem necessary to accurately assess my application.
- I have applied for the maximum entitlement of Student Loans and Grants that I am eligible for this academic year
- The information that I have given on this form is correct and complete to the best of my knowledge
- I will inform the Student Money Advice of any change to my financial circumstances which may affect this application, or if I withdraw from the course before a decision is made
- I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the university. I further undertake to repay any grants obtained by me as a result
- I understand my application may be subject to an audit and I agree that you may contact a third party in order to discuss my case and I give my consent for this to happen
- I understand that the University of Bath Hardship Fund should not be relied upon as a guaranteed source of income and I cannot normally expect to receive repeat funding for the

same issue in any future applications

- In the event that my application includes costs relating to a laptop or IT/technology, I give consent for Student Money Advice to contact my Department, as well as Digital, Data & Technology (DDAT) to verify my IT requirements and costs.
- I agree for the University of Bath to pay any award via BACs to my nominated account

In the case of undergraduate and postgraduate taught students:

- I agree that you may contact my department to confirm information about my studies, and my progress on course.

In the case of PHD students:

- I agree that you will contact the Doctoral College to confirm my progress on course, and the expected timeline of my studies.