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##### Faculty of Humanities, Arts and Social Sciences

**Postgraduate Research Student Hardship Scheme**

**Guidance Notes and Application Form**

# Guidance Notes for Applicants

## **Purpose of the fund**

The Postgraduate Research Student Hardship Scheme is used to make payments to relieve financial hardship of eligible students undertaking an MA by Research, MPhil, PhD, or EdD programme.

A student is regarded as suffering financial hardship if they are in such serious financial difficulties that access to that course, or continued attendance on that course, may be at risk. There is no automatic entitlement to funding, and the maximum will only be paid in exceptional circumstances and where an unexpected change in circumstances has had an effect on finances.

## **Eligible students**

The scheme is available to all MA by Research, MPhil, PhD and EdD students registered in the Faculty of Humanities, Arts and Social Sciences.

## **Making an application**

* You should complete this form **fully** and return it to your PGR Support team at:

[hass-exeter-pgrsupport@exeter.ac.uk](mailto:hass-exeter-pgrsupport@exeter.ac.uk) or [Cornwall-pgr@exeter.ac.uk](mailto:Cornwall-pgr@exeter.ac.uk). Remember to attach the appropriate evidence to verify your claim; failure to do so will delay the application process.

* Please include a brief reference/covering letter from your supervisor to support your claim. This should outline your academic progress to date, and indicate the impact that financial problems are having/are likely to have on your studies. You do not need to discuss your financial circumstances in detail with your supervisors.
* Your application will be considered by a Panel comprising representatives from the Faculty PGR Support Team and the Faculty Director of Postgraduate Research.
* There is no deadline for applications. On receipt of an application a date will be arranged for the Panel to meet to consider the request.
* The University has a Success for All Hardship fund available for students and we require you to make an application to this fund in the first instance before applying to the HASS Hardship Fund. Further details about the Success for All scheme are available at: <https://www.exeter.ac.uk/students/financialhelp/>

The University has a duty to ensure that the scheme is used for its intended purpose and that, in each case, genuine need is established. This will require the disclosure of your personal circumstances. All such information will be confidential and restricted to Panel members. On request, any original documents submitted can be returned after the case has been considered.

## **Criteria**

You will need to show how your situation warrants support from the scheme. The following factors will be applied in considering grants.

* Approximate current income from all sources, including grants, studentships, salaries and savings (including that of partners if applicable).
* Approximate current annual fixed expenditure, including commitments for dependants.

Reference to any unexpected and unplanned additional expenditure will be taken as a something which strengthens the application.

The panel’s decisions will be taken in line with the university’s commitment to equality, diversity and inclusivity.

The decision of the Panel is final.

# Postgraduate Research Student Hardship Scheme Application Form

Name (in full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject/Title of thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year on the programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full time / Part time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, date of birth and relationship to you of any dependants:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | |  | |  | **Office use only** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Income**  CALCULATED OVER A YEAR (52 WEEKS) | | **Total for year** | |  | **Evidence Supplied** | | |
| Government Scholarship or loan | |  | |  | | |
| Parental Contribution | |  | |  | | |
| Earnings | |  | |  | | |
| Child Benefit | |  | |  | | |
| Maintenance Payments | |  | |  | | |
| Income Support | |  | |  | | |
| Housing Benefit | |  | |  | | |
| Other Benefits | |  | |  | | |
| Income of Partner | |  | |  | | |
| Loans (inc Career Development) | |  | |  | | |
| Loans (Bank)-please list (NOT OVERDRAFT) | |  | |  | | |
| Other, incl. savings, property or other capital assets. | |  | |
| **Total for academic year £** | |  | |  | | |
|  | |  | |  | | |
| **Office use only** | | |
| **Expenditure**  CALCULATED OVER A YEAR (52 WEEKS) | | | **Total for**  **year** |  | **Evidence Supplied** | | |
| Mortgage/rent | | |  |  | | |
| Council Tax | | |  |  | | |
| Gas | | |  |  | | |
| Electricity | | |  |  | | |
| Water | | |  |  | | |
| Telephone | | |  |  | | |
| Insurance | | |  |  | | |
| Food and household goods | | |  |  | | |
| Clothing:- Own | | |  |  | | |
| Clothing:- Dependants | | |  |  | | |
| Study related expenses (resources, photocopying, IT Consumables) | | |  |  | | |
| Transport costs  \*Provide breakdown of costs if claim exceeds £750 (mileage, MOT, tax etc.) | Public | |  |  |  | |
| \*Car | |  |  |  | |
| Childcare eg. Family Centre, Childminder, nappies etc | | |  |  | | |
| Disability- related costs:- indicate disability and refer to in personal statement. Health care costs e.g. opticians, dentist | | |  |  | | |
| University related- extra-curricular costs eg sport, CU, Drama, Community Action, etc | | |  |  |  |  | |
| Social | | |  |  |  | |
| Loan Repayments (Personal) – please provide details | | |  |  |  | |
| Credit Card Repayments - allow the minimum monthly repayment NOT the balance in full. Give a detailed breakdown on a separate sheet. | | |  |  |  |  | |
| Other (please specify) | | |  |  | | | |
| Total for academic year £ | | |  |  | | | |
|  | | |  |
| (Deficit) / Surplus for academic year £ | | |  |

IMPORTANT NOTE: Before submitting this application, please ensure that you have attached copies of any Scholarship income you may have and supplied three months bank statements on ALL accounts. Failure to do so may result in a delay to consideration of the application.

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| **delays.** | |
| **Please tick below to indicate what documentation has been supplied:** | |
|  | |
| Bank statements (for the 3 months up to the date of application) on **all** accounts |  |
| Wages/Salary slips |  |
| Benefit payments eg Income Support, Housing Benefit |  |
| Mortgage/rent payments |  |
| Council tax payments |  |
| Child care costs |  |

Please answer the following questions:

1. How much money are you requesting from the Hardship Fund?: \_\_\_\_\_\_\_\_\_\_
2. Have you applied anywhere else for support? If Yes, where? Please provide details about the support you received if your application was successful: \_\_\_\_\_\_\_\_\_\_\_\_
3. You must have submitted an application to the University’s Success for All Fund before applying to the HASS PGR Hardship Fund:
4. Have you done so?: YES/NO (please delete as appropriate)
5. Was your application successful?: YES/NO (please delete as appropriate)
6. If Yes, how much were you awarded?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Have you applied to the HASS or SSIS PGR Hardship Fund before? YES/NO (please delete as appropriate)
8. If Yes, was your application successful and how much did you receive?
9. Please provide a personal statement in support of your application either below or attached as a separate document:

Please bring to the attention of the Panel any specific circumstances that need to be taken into account.

Declaration by applicant:

If any part of the declaration is deleted, the application will be invalid.

1. I confirm that all the details set out in this application form are correct.
2. I agree to the University making enquiries for verification of relevant information by my Bank and by my landlord.
3. I am willing to be interviewed concerning the details of the application, if required.
4. I am aware that under Section 16 of the theft Act (1968) it is a criminal offence to provide false information with a view to obtaining pecuniary benefit thereby.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_