



## **FINAN-07-STUDENT FINANCIAL HARDSHIP FUND**

### **1 INTRODUCTION**

- 1.1 Heart of England School (“the Trust”) often receives requests for financial support in respect to, for example; trips, music tuition, school uniform, books. Although not obliged to do so, the Trust provides an amount of money each year to help families who may be in financial difficulty. The aim of this fund is to help the most vulnerable access the educational opportunities available.
- 1.2 The aim of this policy is to set out fair and objective criteria for assessing such applications.

### **2 ROLE OF TRUST BOARD AND COMMITTEES**

- 2.1 The Finance and Environment Committee is responsible for this policy on behalf of the Trust Board.

### **3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM**

- 3.1 The Vice Principal Behaviour and Wellbeing and Chief Financial Officer are responsible for reviewing applications received under this policy and, via liaison with relevant members of staff, form the ‘Consideration Panel’ that assesses applications and grants payments.

### **4 CONDITIONS**

- 4.1 The policy will be applied to all students equitably.
- 4.2 Requests for financial assistance are limited to:
  - students only
  - the student being on roll at the time of incurring the benefit and payment
  - an identified academic or pastoral need
  - funds being available.
- 4.3 The following conditions apply:
  - all reasonable endeavours to obtain funding from other sources have been explored
  - parents/carers are not in debt to the Trust
  - certain non-educational trips or activities may not be eligible.
- 4.4 All awards of financial support are only valid for the academic year of approval and do not constitute an ongoing commitment by the Trust. Applications for subsequent academic years can be made.
- 4.5 Parents/carers should apply directly to the Trust for funding using the application form in Annex A. Applications will be individually assessed by the Consideration Panel. Before payments can be made, documentary evidence will be required to support each application.
- 4.6 All application and any supporting documentation will be held securely and treated in the strictest confidence. Any financial information relating to this claim will only be accessible by the Consideration Panel.
- 4.7 In exceptional circumstances an appeal against a decision regarding a claim for financial support can be made using the Trust’s Complaints Policy and procedures.



## 5 AUTHOR

- 5.1 The author of this policy is the Chief Financial Officer. They should be contacted for any points of clarification or suggested future amendments.

## 6 VERSION CONTROL

<b>Policy Number</b>	FINAN-07
<b>Policy Name</b>	Student financial hardship fund
<b>Version Number</b>	00
<b>Publication Method</b>	External  A copy must be made available in U:\Staff Information\Policies\FINANCE Policies
<b>Approved by</b>	Finance & Environment Committee
<b>Date of Approval</b>	May 2022
<b>Key changes since previous version</b>	<ol style="list-style-type: none"><li>1. Reformatted to current standards</li><li>2. Adjusted for changes in personnel</li><li>3. Removed CTC limit in Annex A as subject to change</li></ol>
<b>Next Review Date</b>	May 2025



**Annex A**

## Application to Student Financial Hardship Fund

**Part A – Personal details**

Student Name		Form	
Parent/Carer Name			
Address			
Home phone number			
Mobile phone number			
Email address			
Activity for which funding is requested			
Cost of activity			
Amount of funding requested.	£		

**Part B – Home financial circumstances**

Your household income is an important factor when assessing whether you are eligible for any support from the hardship fund.

Please confirm if you are in receipt of any of the following benefits:

- Income support Yes/No
- Income-based Jobseeker's Allowance Yes/No
- Income-related Employment and Support Allowance Yes/No
- Support under part VI of the Immigrations and Asylum Act 1999 Yes/No
- The guarantee element of State Pensions Credit Yes/No
- Child Tax Credit (but not Working Tax Credit) Yes/No
- Working Tax Credit during the four-week period immediately after your employment finished or after you start to work less than 16 hours per week Yes/No
- Universal credit Yes/No



Please provide as much relevant information as possible to support your application (please provide copies of documents if necessary) Please use a separate page if required.

### **Part C – Declaration**

Any award from this fund will only be made for a maximum period of one academic year.

I understand that any award will be subject to the student attending all lessons (apart from authorised absences).

We reserve the right to withdraw the financial assistance for any student whose attitude/behaviour in School gives us serious cause for concern.

I confirm that all of the information provided on this application is accurate and no information has been withheld that would be relevant to my request for financial assistance.

I agree to immediately notify the Trust if my financial circumstances change.

Parent/carer signature \_\_\_\_\_ Date \_\_\_\_\_

Examples of organisations who may also provide assistance are listed below:

Lions Clubs. Clubs are located throughout our student residential areas e.g. Balsall Common, Leofric Lions, Lions Club of Coventry Godiva, Knowle & Dorridge Lions.

More information can be obtained from <http://lionsclubs.co/Public/>

Rotary Clubs. Clubs are located throughout our student residential areas. More information can be obtained from <https://www.rotarygbi.org/>

Round Table. Clubs are located throughout our student residential areas. More information can be obtained from <https://www.roundtable.co.uk/>

### **Part D - submission**

Please return to the school in a sealed envelope marked “private and confidential” for the attention of the Chief Financial Officer. You will receive a response in writing within two weeks of submitting your application.