THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

INS

Financial Support Office

In-Course Financial Support

Application form and guidance notes

Before completing this application form, please read the Guidance Notes at the back of this booklet.

PART 1 I PERSONAL INFORMATION

Student ID number

☐ Undergraduate ☐ Postgraduate (Taught) ☐ Postgraduate (Research)

Family Name (in block capitals)

First Name

Title Mr/Ms/Mrs/Miss

Nationality

Date of birth

Fee status ☐ Home ☐ Overseas

Contact address

Telephone number

Email address

How much are you requesting £

Have you applied for, or received funds from, the Student Union Hardship Funds? Yes ☐ No ☐

Please return your completed form to the Student Services Centre Drop Box, or to the postal address at the back of this form.

PART 2 | PROGRAMME DETAILS

Degree programme title

Department

Tutor/Supervisor

Full-time ☐ Part-time ☐

Start date of programme

Year of programme ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ Other

Is this a repeat year? ☐ Yes ☐ No

Is this your final year? ☐ Yes ☐ No

Period of attendance in current academic year

9 months ☐ all undergraduate students are normally assessed over nine months; taught masters students on a nine month programme; taught masters students who intend to return home after the exams

10 months ☐ taught masters students on a ten month programme

12 months ☐ taught masters and MRes, MPhil/PhD students attending LSE for the full twelve month academic year

Other (please state) PhD students who are not in attendance for the full twelve month academic year (eg, interruption, PhD submission)

PART 3 | YOUR LIVING ARRANGEMENTS

Do you live: ☐ Alone? ☐ In a hall of residence?

☐ With your partner or spouse? ☐ With your parents or guardian?

☐ In shared accommodation?

How many other adults live at this address?

Do you share all household expenses? ☐ Yes ☐ No

Do you have any children who are financially dependent on you? ☐ Yes ☐ No

Please give details of dependent children (If you need to, continue on a separate sheet and attach it to this form)

Full name	Date of birth	Relationship to you

Do you have any adults who are financially dependent on you? ☐ Yes ☐ No

Please give details of any dependent adults (If you need to, continue on a separate sheet and attach it to this form)

Full name	Date of birth	Relationship to you

PART 4 | DISABILITY/SPECIAL MEDICAL NEEDS

Do you have a disability or chronic medical condition? ☐ Yes ☐ No

Have you applied for Disabled Students' Allowance (DSA)? ☐ Yes ☐ No

Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA or for assistance towards the cost of a diagnostic test? (Dyslexic students) ☐ Yes ☐ No

Please give details, including the date of first diagnosis and copy of your inclusion plan (If you need to, continue on a separate sheet and attach it to this form)

PART 5 | INCOME FOR THE CURRENT ACADEMIC SESSION

Income 20 /	**Total amount you were expecting from each source at beginning of the academic year**	**RECEIVED TO DATE – number of months from October to date of making application** Enter number of months	**EXPECTED – number of months from date of making application to end of the academic year** Enter number of months
	£	**£**	**£**
1 Special Support Grant			
2 LSE Bursary			
3 Parents Learning Allowance/ Lone Parents' Grant			
4 Adult Dependants' Grant			
5 Care Leaver's Grant			
6 Childcare Grant			
7 Disabled Students' Allowance			
8 Loan for tuition fees (source of loan: Student Finance, bank, family, etc.)			
9 Loan for living costs (source of loan: Student Finance, bank, family, etc.)			
10 LSE Scholarship			
11 Parent/family contribution towards fees			
12 Parent/family contribution towards living costs			
13 Sponsor contribution towards fees			
14 Sponsor contribution towards living costs			
15 Earnings from employment			
16 Savings (amount available)			
17 Child maintenance			
18 Government benefits/credits			
19 Partner's earnings (if relevant)			
20 Other income of partner (if relevant)			
21 Other – please give details			
	Total SECURED FUNDING	**Total RECEIVED TO DATE**	**Total EXPECTED**
TOTAL			
Overdraft facility (at 1st October of this year)		**Total INCOME (Received + Expected + Overdraft facility)**	

PART 6 | EXPENDITURE FOR THE CURRENT ACADEMIC SESSION

20 /

Guidance notes for completing expenditure
Please state your essential monthly expenditure.
Expenditure may be capped in line with LSE guidelines

1	Food	£	
2	Household essentials	£	
3	Laundry	£	
4	Gas	£	For any bills paid quarterly please give figures for one month only
5	Electricity	£	
6	Water	£	
7	Telephone	£	
8	TV licence	£	
9	Council Tax	£	
10	Clothing	£	
11	Entertainment	£	
12	Contents insurance	£	
13	Accommodation (please give details)	£	Please state whether your accommodation costs include meals (eg, catered halls) or any bills
14	Childcare costs	£	The costs of informal childcare can only be met where this falls within the definition in the Children's Act 1989 as amended by the Care Standards Act 2000. Students using informal childcare must provide details of the costs incurred
15	Travel costs (daily travel during term time)	£	
16	Private vehicle costs	£	
17	Books/course costs, including photocopying	£	
18	Disability costs (not covered by Disabled Students' Allowance, please give details)	£	
19	Special financial commitments (please give details)	£	Special financial commitments can include any payments you are obliged to make eg, prescriptions, credit card repayments (you should include only the minimum monthly payment)
20	Insurance (excluding car/contents, please give details)	£	
	Total per month	£	

ADDITIONAL EXPENDITURE

1	Travel costs (Permanent home to institution)	Spent	£	Travel costs refers to travel from your permanent residence to London eg, first travel to London for (re)registration, travel home for holidays, and at the end of your programme
		Anticipated	£	
2	Tuition fees		£	

PART 7 | FURTHER INFORMATION

(1) When did you first encounter financial difficulties?

(2) Why are you encountering financial difficulties?

(3) What steps have you taken to resolve them?

(4) Can anyone in your family help you?

(5) Please add any other information which you think might be relevant. (Please continue on a separate sheet if necessary).

PART 8 | SUPPORTING DOCUMENTATION CHECKLIST

Please refer to Guidance Notes, Part 5

- [ ] Student Finance Support Notification form (undergraduate students with Home Fee status only)
- [ ] Student Finance Payment Schedule Letter (undergraduate students with Home Fee status only)
- [ ] Evidence of benefits/tax credits claimed or received, including Child Benefit
- [ ] The most recent bank/building society statement for all accounts you hold. A printout of an online statement is acceptable showing one full month of transactions
- [ ] Evidence of rent/mortgage. If you have an informal living arrangement and cannot provide a tenancy agreement, please provide a signed letter/email from the main resident/parents/friend confirming your arrangements
- [ ] Evidence of Student Finance Master's or Doctoral loan (postgraduate students only)
- [ ] Any other relevant supporting documentation
  Please give details

PART 9 | DECLARATION

I declare that the information that I have given in this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application, it may also lead to disciplinary procedures resulting in possible expulsion from the School, and require me to repay any grants obtained by me as a result.

Your name (CAPITALS)

Your Signature

Date

In-Course Financial Support

Application form and guidance notes

1 Eligibility

1.1 You must be a fully registered student of the School to apply for financial assistance. Students on the MSc in Health Policy, Planning and Financing are not eligible. This is because tuition fees are paid to LSHTM instead of LSE. Students on executive programmes are not eligible.

1.2 If you have reached the end of your degree programme, including submission of a PhD thesis, you are ineligible to apply.

1.3 If as a PhD student you apply and are made an award, the School reserves the right to withdraw any part of the award yet to be dispensed, if you submit your PhD thesis. Awards are made to support PhD students only to the point of submission.

1.4 Full and part time students are eligible to apply.

1.5 Home UK, Home EU and Overseas students are eligible to apply.

1.6 You may apply more than once during an academic year but normally only if your circumstances change.

1.7 The normal maximum award available is £4,000. Larger awards may be made in very exceptional cases. If the amount you require to complete the academic year is higher than £4,000, we will need evidence of how you propose to close the gap from other sources before we can process your application. If you require a significant amount of support beyond £4,000, it may be advisable to consider interrupting your programme of study to address your financial difficulties.

1.8 There are two central hardship funds:

LSE Access Fund

For Home UK undergraduate students requiring assistance with general living costs.

Student Support Fund

For students experiencing financial difficulties which could not have been foreseen before registration.

These funds provide assistance to support the following groups of students:

1.8.1 Students who have registered with sufficient funds for the duration of their programme of study where something unexpected has subsequently occurred to disrupt these arrangements or to cause additional expenditure. The unexpected circumstances must have occurred after the date of first registration at the School. The School cannot assist students who have knowingly registered without sufficient funds for their fees and living costs;

1.8.2 Students who require assistance with an emergency, one off cost (eg, a plane ticket home). Please note that there is a separate application form for emergency, one off costs. Please email the Financial Support Office for more information. Pregnancy is not generally considered to be an unexpected event but each case will be considered on its own merits;

1.8.3 **Home UK undergraduates** who require assistance with general living costs (eg, rent, mortgage payments, food, utility bills, travel, childcare, etc). Priority groups are: final year students, students with children (especially lone parents), mature students, students from low income families, students who have entered higher education from care, and students from Foyers or who have been homeless. This does not exclude Home UK undergraduates outside these priority groups from applying for assistance;

1.8.4 **Home fee status undergraduates** are expected to have taken out the maximum support from Student Finance and the LSE Bursary if eligible, before making an application;

1.8.5 **Home UK students with a disability**, where disability related costs are not being met by the student's Disabled Student's Allowance.

NB Overseas students are expected to ensure they have additional funds to cover disability related costs before beginning their programme;

1.8.6 **PhD students** who are in the final phase of writing up and who intend to submit their thesis within the current academic year. A supporting statement will be required from your supervisor, we will contact your supervisor directly for this. There is a separate Final year PhD Fund application form.

If you do not fall into any of these categories (eg, you are an Overseas student experiencing financial difficulties which may have been foreseen), you are unlikely to be eligible for support.

1.9 There are no loans offered or available from LSE.

1.10 You are expected to have explored all other forms of potential support available to you before making an application. This might include:

1.10.1 An overdraft facility;

1.10.2 A loan: this would include the maximum Student Loan available to you;

1.10.3 Part time work: School guidelines allow students to work up to 15 hours per week;

1.10.4 Additional family support.

1.11 We know it can be challenging to make ends meet when you are a student. We strongly urge you to seek advice on managing your resources. If you feel overwhelmed, please seek help and advice before the problems become too serious. You can **book an appointment with the Student Services team** to discuss your wellbeing.

2 Confidentiality

2.1 All information submitted to us is treated with the strictest confidence. The data we request from you is covered by the notification provided by the School under the Data Protection Act (1998). The data will not be passed to any other party without your consent, except when the School is required to do so by law. Your application for financial assistance has no bearing on, or connection to, academic related matters.

3 How Your Application Will Be Assessed

3.1 We will assess your application under a method that looks at the difference between your income and accepted reasonable expenditure

3.2 An award can only be made if the calculated income is less than the calculated expenditure, unless the financial difficulties relate to a specific cash flow problem.

3.3 If you are a full time Home UK undergraduate student applying for help with general living costs (as opposed to assistance with a set of unexpected circumstances), we would normally expect you to have a certain level of income via sources such as part time work, additional support from parents/partner, bank overdraft, savings etc). For full time undergraduates, an "assumed income" level will be applied. Actual earnings from part time work will be disregarded to allow you to earn larger sums without your application being affected. This "assumed income" level may be adjusted according to your individual circumstances.

4 Completing The Form

4.1 If you have any problems completing the application form, please attend a Financial Support Office drop in session.

You should try to ensure that you have made a start on your application form before attending a drop in session.

4.2 Please answer all relevant questions on the application form by printing clearly in ink or by ticking the appropriate boxes.

4.3 **Part 1: Personal information**

It is important that you complete this information accurately. In particular, please ensure you provide an up to date correspondence address since this is the address that our response will be sent to.

If we need to contact you about your application whilst it is being processed, we will email you. We will use your LSE email account, unless you specify otherwise.

4.4 **Part 2: Programme details**

Please provide details of your current LSE studies. We will cross check this information with your central School record.

4.5 **Part 3: Your living arrangements**

Please provide details of your current living arrangements. If you have dependants, please give details. We are able to factor the costs of supporting dependant children up to the age of 18 (where they remain in full time education).

4.6 **Part 4: Disability/Special medical needs**

If you are an Overseas student with disability related expenses, you are expected to have secured sufficient funds to cover these before registering.

Home UK students may apply for help with costs not covered by their Disabled Student's Allowance.

The School has a designated Disability and Well-being Service for students with disabilities.

If you have an Inclusion Plan with the Disability and Wellbeing Service, you may wish to submit a copy of this.

4.7 **Part 5: Income**

On this page, you need to include all sources of income available to you for the current academic year. It is vital that you complete this section as accurately as possible.

There are three columns for your income information. The first column "Total amount expected from each source at the beginning of the academic year" requires you to state how much money you were expecting from each of your sources of finance at the beginning of the academic year, regardless of whether you have to date received the amount you expected.

The second column requires you to state how much you have received to date (ie, at the time of completing the form) from each income source. The third column requires you to state how much you are expecting to receive until the end of your academic year. It will be necessary to return estimates in this column.

The proportion of your income in either the "Received To Date" or "Expected" column will depend on when during the academic year you are making your application. For example, if you are an undergraduate student studying over 9 months and making your application at the end of November, you would complete the "Received To Date" column with two month's information (October and November) and the "Expected" column with seven month's information (December – June).

You should total your received income and your expected income, plus any overdraft facility available to you, to give a total income for the academic year.

If you have a partner **who is living with you**, please indicate any income they have if you are sharing your expenditure costs. See part 6 of the form.

4.8 **Part 6: Expenditure**

On this page, you need to include all your expenditure for the academic year.

You may include expenditure relating to a partner, provided their income has been given in Part 5, and dependant children up to the age of 18, as long as they are in full time education.

Where you are living in any other form of shared accommodation, you should include only your personal contribution.

4.9 **Part 7: Further information**

This section is an opportunity for you to explain why you are experiencing financial difficulty. If you prefer, you may answer the questions on a separate sheet of paper. You are also advised to explain any unusual or exceptional costs appearing under your expenditure. If you are not undertaking any part time work, you should also explain why (eg, a disability).

4.10 **Part 8: Supporting documentation checklist**

This section is intended to ensure you have submitted all relevant supporting documentation with your application. Applications submitted without all the necessary supporting documentation take longer to process.

4.11 **Part 9: Declaration**

You need to sign and date your form to confirm that the information you have given is true and accurate.

5 Supporting documentation

5.1 Supporting documentation is required in all cases. The documentation required will vary depending on the circumstances of your case.

5.2 Photocopies of supporting documentation are acceptable. Do not submit originals if you need them as they are not routinely returned. You may be contacted separately and asked to supply relevant original documents.

5.3 **ALL** students must submit:

- One full, recent bank statement showing one month of transactions. Ideally this will be the most recent statement you have available, but you do not need to wait for your latest statement to arrive in the post. Please submit the most recent statement you have available. Online statements are acceptable, but not mini statements or just a statement of balance.
- Evidence of rent/mortgage (eg, copy of a tenancy agreement).

If you are living with parents or relatives, or have an informal living arrangement and cannot provide a tenancy agreement, please provide a signed letter/email from the main resident/parent/friend confirming your arrangements.

5.4 If you are in receipt of statutory support from the UK government, you must submit your a copy of Student Finance Breakdown which sets out your entitlement from Student Finance. You can download this from your online Student Finance account. Students in receipt of a Dependants' Grant should also provide evidence of this.

5.5 If you are in receipt of any UK benefits or tax credits, including Child Benefit, evidence should be supplied.

5.6 If you are a UK student requesting funding for a dyslexia assessment, you should submit appropriate evidence.

5.7 You should provide evidence of any exceptional costs, eg, if you have to travel back to your parental home to care for an ill relative you should supply evidence of tickets.

5.8 If you are applying for assistance with unexpected financial difficulties, you must provide relevant evidence relating to the nature of the problem. This will depend upon individual circumstances but some examples are:

- Medical certificates, if the financial difficulties relate to illness;
- A death certificate;
- Original scholarship/sponsorship letter and evidence of non-continuation;
- A letter from your parents if they are no longer able to provide funding. This must cover how much they were originally going to provide, how much they are now able to give you, and the reason for the change;
- An employer's redundancy letter, if you or a member of your family has been made redundant.

5.9 All supporting documentation should be in English or a translated copy provided with the original. Where you are likely to incur high costs in getting a translated copy you should make your own translated copy and ask the LSE Language Centre to confirm by email that the translation is accurate; they can only do this for specific languages covered. They will not charge a fee for this since a full translation is not necessary.

6 Outcome and notification

6.1 You will receive an email to acknowledge receipt of your application.

6.2 You should expect a decision to be made on your application within 10 working days. If your application is not complete, or further information or documents are needed, you will be contacted by email within 5 working days. This may extend the time taken to make a decision on your application.

6.3 We will email you with the outcome of your application. If you are made an award, we will provide full details on how you will receive it.

6.4 Assistance for students with unexpected financial difficulties will be made in the form of a grant which does not have to be repaid.

6.5 If your application is declined, the reason or reasons will be provided. You are able to appeal an unsuccessful application. We will provide details of how to make an appeal in your decision letter. Any appeal needs to address the reason(s) for the decline.

6.6 If you are made an award, LSE's Philanthropic and Global Engagement team (PAGE) may get in touch by email during the academic year to request feedback on the impact of your award.

7 Contact details

Financial Support Office
LSE
Houghton Street
London
WC2A 2AE

Email: **financial-support@lse.ac.uk**
Website: **www.lse.ac.uk/financialSupport**