GUIDANCE NOTES
Important: please read these guidance notes very carefully before completing the form.

If you still require clarification before submitting your application form please contact funding@kcl.ac.uk or telephone 020 7848 4363/2.

What is the Perseverance Trust Hardship Bursary?
The Perseverance Trust Hardship Bursary provides discretionary financial assistance for full-time, home, undergraduate, nursing and midwifery degree and PGDip Nursing students to help them access and remain in higher education – particularly those students who need financial help to meet extra costs that cannot be met from other sources of support. The Fund can help to alleviate unexpected financial hardship. Students who may be considering leaving higher education because of financial problems are particularly encouraged to apply. You can apply to the fund at any point throughout the academic year, whilst you are in attendance, and whilst funds permit.

How will my application be assessed?
Applications will be assessed under an ‘additional need’ method that looks at the difference between accepted reasonable expenditure and expected income for your full academic year. The limitations imposed on what income/expenditure can and cannot be taken into account are fixed. Your expenditure will be offset against your income for your full academic year and where there is a shortfall (additional need) for the year, an award will be considered from the fund. Funds will rarely be able to meet full additional need, and will be in the range of £100 - £500.

Awards can help to meet general costs associated with being a full time student such as living costs e.g. rent, mortgage payments, food, utility bills etc. In addition, assistance with course-related costs such as childcare, travel and books is available.

How to complete the application form
It is important that supporting documentation is enclosed with your application form. The Student Funding Office asks that you supply legible SCANNED copies. In certain circumstances you may be contacted separately by the Perseverance Trust Hardship Bursary administrator by e-mail and asked to supply additional relevant documents. Applications that do not have supporting documents are incomplete and cannot be processed, which will delay your application.

Answer all questions on the application form by printing clearly in ink or by ticking the appropriate boxes.

If you have not applied to Student Finance to be assessed for the means tested part of the student loan, you should provide a valid reason for this. If your parental income is such that you are likely to receive any of the means tested loan, you will be expected to apply for the full assessment and your means tested part of the student loan prior to receiving any assistance from this fund. The same applies for NHS Bursary funding.

Student Loan for Maintenance
Please put in the full amount of loan you are eligible to receive. If eligible you must have taken out a student loan before receiving help from this fund. In the case of students applying for loans through Student Finance you must have applied for your full assessed entitlement.

Details of information required
Below is a list of documents you will need to submit with your completed application form. If any evidence is missing no assessment will be made. In addition to this, you may need to send in further (photocopies of) documents specific to your situation. For example, if you have to travel back to your parental home to care for an ill relative you could supply evidence of coach/rail tickets. If you have any questions on what documents you need to include, please contact funding@kcl.ac.uk or telephone 020 7848 4204

What should I do with my completed application?
Perseverance Trust Hardship Bursary 2017-18

Ensure you have completed the form carefully, ensuring you have completed all relevant sections, and that you have enclosed scanned copies of all the relevant supporting documentation that has been requested. If you do not provide all the required documentation and answer all the pertinent questions, your application will not be considered. Completed applications should be handed in or sent to:

Student Funding Office, King’s College London, 7th Floor James Clark Maxwell Building, 57 Waterloo Road, London SE1 8WA

You may also email supporting documents to funding@kcl.ac.uk

When will I know the outcome of my application?

Provided your application form has been accurately completed and the appropriate documentary evidence supplied, an assessment and decision should be made within 3 working weeks of submission. You will be contacted by email about the outcome of your application.

Applicants are advised that payments from the fund may have implications for their entitlement to Social Security benefits. Students who receive help from the Fund may request a document to present to their local JobCentre Plus / Housing Benefit office to help them in claiming benefits. You should also remember that the fund is unlikely to meet your full additional need. The fund can provide only limited assistance. Payment will be made by BACS direct to the bank account of your choice - if you are successful you will be contacted via email with full information about how the award will be paid.

Student Checklist

Scanned copies of documents must be provided:

- Student Finance Breakdown Letter
- NHS Bursary Letter
- PCDL letter
- Child Benefit notification letter and children's birth certificates
- Tax Credits Letter
- Evidence of Parental / Partner Contribution
- Evidence of childcare costs (i.e. letter and/or receipts from childcare provider)
- 3 months Bank / Building Society statements
- 3 months Credit Card statements
- Evidence of rent / mortgage
- Evidence of benefits claimed
- Evidence of partner's income

Please submit legible photocopies only, as originals will not be returned.

Please detach and retain pages 1 – 4 for reference, before submitting your application.

Completed applications should be handed in or sent to:

Student Funding Office,
King’s College London,
G. 31 James Clerk Maxwell Building
57 Waterloo Road
London, SE1 8WA
E-mail: funding@kcl.ac.uk
Tel: 020 7848 4204
Part 1: Your Personal Details

KCL Student Number

Forenames (in full)

Surname

Fee Status

Home / EU / International

Personal Status / Accommodation Details

Do you live:

alone

with Partner/Spouse

in a Hall of Residence

with Parents/Guardian

in shared accommodation

How many other adults live at this address?

Do you pay your own rent, and if so, how much is this?

No

Yes £

Do you share all household bills?

No

Yes

Part 2: Course Details

Full Course Title

Qualification (BSc, etc)

Are you studying

Full-time

Part-time

Start Date of Course (dd/mm/yyyy)

Year of Course

1

2

3

4

5

6

Is this a Repeat Year?

No

Yes

Is this your Final Year?

No

Yes

Is this a Placement Year?

No

Yes

Is it:

Paid

Unpaid

Part 3: Your Dependants

Do you have any children who are financially dependent on you?

Yes

Give details

Full Name

Date of Birth

Age

No

If you need to, continue on a separate sheet and attach it to this form.
Perseverance Trust Hardship Bursary 2017-18

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

Full Name  Date of Birth  Age  

If you need to, continue on a separate sheet and attach it to this form.

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  

If you need to, continue on a separate sheet and attach it to this form.

Part 5: Financial Details

How much are your tuition fees for this academic year?  £  
If you have fees outstanding for this academic year, what amount?  £  

Please indicate below how your fees are being paid, and in what proportion:

☐ Self  ➔ £  ☐ Parents/Guardian  ➔ £  
☐ Student Finance  ➔ £  ☐ Partner/Spouse  ➔ £  
☐ NHS Bursary  ➔ £  ☐ Student Loan for Fees  ➔ £  
☐ Other  Please Specify  

Did you apply for the full means tested part of the Student Loan for maintenance?  
☐ Yes  ☐ No  (Undergraduates only)  

If not, please explain why:  

Have you applied for a PCDL? If so, how much will you be receiving?  £  

4
### Part 6a: Partner’s Annual Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Earnings</td>
<td>£</td>
</tr>
<tr>
<td>Other Income (please specify)</td>
<td>£</td>
</tr>
<tr>
<td><strong>Total Partner’s Income</strong></td>
<td>£</td>
</tr>
</tbody>
</table>

### Part 6b: Student’s Annual Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Loan for maintenance</td>
<td>£</td>
</tr>
<tr>
<td>Other Bursaries, Scholarships, Grants, PCDL etc</td>
<td>£</td>
</tr>
<tr>
<td>NHS Bursary</td>
<td>£</td>
</tr>
<tr>
<td>Other Sponsor (please specify)</td>
<td>£</td>
</tr>
<tr>
<td>Parents Learning Allowance</td>
<td>£</td>
</tr>
<tr>
<td>Adult Dependants’ Grant</td>
<td>£</td>
</tr>
<tr>
<td>Childcare Grant</td>
<td>£</td>
</tr>
<tr>
<td>Disabled Students’ Allowance (DSA)</td>
<td>£</td>
</tr>
<tr>
<td>Other Income (e.g. savings - please specify)</td>
<td>£</td>
</tr>
<tr>
<td><strong>Total Student’s Annual Income</strong></td>
<td>£</td>
</tr>
</tbody>
</table>

### Part 6c: Student’s Monthly Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Earnings from work</td>
<td>£</td>
</tr>
<tr>
<td>Parental / Partner Contribution</td>
<td>£</td>
</tr>
<tr>
<td>Child Tax Credit</td>
<td>£</td>
</tr>
<tr>
<td>Working Tax Credit</td>
<td>£</td>
</tr>
<tr>
<td>Child Benefit</td>
<td>£</td>
</tr>
<tr>
<td>Council Tax Benefit</td>
<td>£</td>
</tr>
<tr>
<td>Housing Benefit</td>
<td>£</td>
</tr>
<tr>
<td>Income Support</td>
<td>£</td>
</tr>
<tr>
<td>Jobseekers’ Allowance</td>
<td>£</td>
</tr>
<tr>
<td>Disability Benefits (please specify)</td>
<td>£</td>
</tr>
<tr>
<td><strong>Total Student’s Monthly Income</strong></td>
<td>£</td>
</tr>
</tbody>
</table>
## Part 6d: Student and Partner’s Expenditure

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Student</th>
<th>Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food / Household / Laundry</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Gas / Electricity / Water</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>TV Licence</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Contents Insurance</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Council Tax</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Credit Cards</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Rent / Mortgage</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Travel Costs</strong> (permanent home to college)</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Travel Costs</strong> (to/from College during term)</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Childcare Costs</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Private Vehicle Costs (road tax, fuel, insurance, etc)</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Books, Equipment &amp; Other Course Costs</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Disability Costs not covered by DSA</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Insurance (excluding car / contents insurance)</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Other Costs (please specify)</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Total Student and Partner's Expenditure</strong></td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>
Part 7: Supporting Statement

Please state what has caused your financial difficulty, and why you believe your situation to be merit additional support.

If you need to, continue on a separate sheet and attach it to this form.
### Part 8: Bank / Building Society Details

You must declare all of your bank / building society accounts below.

You **must** supply copies of your last three months of bank statements and/or savings book relating to each of the below accounts. These statements must show your name, address and bank details – **mini statements are not acceptable**. Please submit photocopies only, as originals will be kept. **Please explain any debits or credits over £100 that appear on your statements by annotation.**

<table>
<thead>
<tr>
<th>(a) Name of Bank / Building Society</th>
<th>Overdraft Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
</tr>
</tbody>
</table>

Type of Account (e.g. Student, Savings, Current) Current Balance

| £               |

<table>
<thead>
<tr>
<th>(b) Name of Bank / Building Society</th>
<th>Overdraft Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
</tr>
</tbody>
</table>

Type of Account (e.g. Student, Savings, Current) Current Balance

| £               |

<table>
<thead>
<tr>
<th>(c) Name of Bank / Building Society</th>
<th>Overdraft Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
</tr>
</tbody>
</table>

Type of Account (e.g. Student, Savings, Current) Current Balance

| £               |

If you need to, continue on a separate sheet and attach it to this form.

### Confidentiality

Applications are seen only by the Committee and Student Funding Office staff. It may be necessary for additional supporting information to be sought from other university staff in order for the Committee to reach a decision.

### Data Protection Act 1998

*King’s College London* is a data controller in terms of the 1998 legislation. The Student Funding Office department follows University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Funding Office Manager.
Part 9: Declarations

I certify that to the best of my knowledge, I fulfil the following criteria:
(please tick the relevant boxes)

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

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 as a result.

Your Name (in capitals)     Your Signature     Date