

**Department of Computing**

**Hardship Fund**

APPLICATION FORM

***Office use only***

 Stamp

**Account number** **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**CID** 00 \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

**Award decision** £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Section A: Personal Details

 **CID Number:** 00

|  |  |
| --- | --- |
|  Full Names  |       |

We will use the contact details (addresses, telephone numbers and email address) you provided us through student e-service. It is important you ensure these details are kept up to date so that we can make contact with you.

Section B: Financial Information

 Who pays your tuition fees?

Yourself [ ]  Family [ ]  Sponsor [ ]  Other (please specify)

Please provide a document that shows your income for tuition fees, e.g. a sponsor letter, your bank account if you are paying with savings, loan document, etc. If you cannot provide such information, please explain why:

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 Please draw up an estimated budget for the whole academic year regardless of when you submit

 your application.

|  |  |  |
| --- | --- | --- |
| **Income** | **Weekly** | **Annual** |
| Grants  |       |       |
| Bursary / stipend  |       |       |
| Scholarships |       |       |
| Loans |       |       |
| Parental Contribution |       |       |
| Savings |       |       |
| Part-time work |       |       |
| Partner’s income |       |       |
| Other (specify) |       |       |
|  |       |       |
| **Total** |  |  |
| **Expenditure** | **Weekly** | **Annual** |
| Accommodation  |       |       |
| Utility Bills (gas, electricity, water) |       |       |
| Food, household, laundry, clothing |       |       |
| Telephone  |       |       |
| Childcare  |       |       |
| Study related travel  |       |       |
| Books / equipment etc |       |       |
| Other course-related expenses |       |       |
| Outstanding debts / repayments |       |       |
| Other costs (specify) |       |       |
|  |       |       |
|  |       |       |
| **Total** |  |  |
| **DEFICIT** |  |  |

Section C: Bank/Building Society accounts

Please supply details of your assets including savings, shares, vehicles etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Bank or Building Society** |  | **Type of Account (e.g. Student, Savings, Current)** |  |  **Overdraft limit** |  |  **Balance at**  **start of**  **academic year** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Section D: Personal Statement

Please explain why and how you have come into unforeseen circumstances and how the Hardship fund would be of benefit to you.

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Section E: Support of Application

## Your supervisor/tutor must endorse your request for financial assistance. Please ask them to send a

## brief email confirming your satisfactory attendance and progress on the course directly to

## doc-industrial-liaison@imperial.ac.uk We may also contact them for additional information.

 Please complete your supervisor/tutor’s details below;

|  |
| --- |
| Name: ­­­­­­­­­      |
| Position:       |
| Email:       |

Section F: Documentation Required

No documentation is required upon application, but if you are selected for the Award you will need to give evidence to support the information you have given above.

Section G: Data Protection and Declaration

### Data Protection

Please be aware that, for the purpose of record keeping and audit requirements, we will keep your application form and supporting documents for up to seven years. Thereafter, they will be destroyed. The information you provide in your application will only be used for assessment and audit purposes and will not be disclosed to any third parties. Grant details are stored on a database held by the Industrial Liaison Manager.

### Declaration

By submitting this application to the Department of Computing, I declare that the information given on this form is correct and complete to the best of my knowledge. I undertake to provide any additional information that may reasonably be required in the assessment of this application. I shall inform the Industrial Liaison Manager of any changes to the information I have provided. I understand this award is awarded to facilitate the study of my degree. If the funds are used for items that do not facilitate study or if an inaccurate description of financial circumstances is discovered after the award has been awarded then I understand that I will be liable to repay the award in full.

Signature: Date: