

# Application Form for Short-term Hardship Loans

Application Date

University ID Number

Name (In Full)

Telephone

Email

Enrolment Status (Staff use only)

Residency Check (Staff use only)

Bank Funds available (enter amount of funds available in bank)

How many adults and/or children are financially dependent on you?

Course Title

Year of Study

Mode of Study

What funding have you applied for? (Please select all that apply)

Maintenance from Student Finance  
NHS or Social Work Bursary  
Postgraduate Loan  
None

Other funding (Please specify)

Have you received your 1st instalment of student funding? (Leave blank if not received)

Yes

If No, please provide details. e.g. what is causing the delay, what have you done to resolve this

Have you exhausted all other avenues of emergency financial support? e.g. overdraft/ parental support etc (Leave blank if No)	Yes
Are you currently in part time employment? (Leave blank if No)	Yes
Have you applied to the Access to Learning Fund (ALF)? (Leave blank if No)	Yes
If No has ALF been recommended? (Leave blank if No)	Yes
Have you set up a Budget? (Leave blank if No)	Yes
Would you like to receive further information about budgeting? (Leave blank if Yes)	No
Have you applied for any other bursaries?	UCLan Bursary Harris Bursary Other
How has your last instalment of funding been spent? (enter N/A if not yet received)	
How do you intend to repay this loan?	
How many weeks does this loan need to cover?	
What are your weekly living costs (Max £25 per week single student + £15 per dependent (enter 0 if not applicable)	
What are your weekly travel costs?	
Please state where you are travelling from and to and by what mode of transport	
What are your weekly bill costs (metered costs only)	
Please provide further information about what these costs include	
Other essential costs	

Please provide details of any additional costs/  
issues you wish to be considered

Total Loan amount requested

Recommended By (Staff use only)

Type of Loan (Staff use only)

How do you request this loan is paid to you?

Have you included a copy of your ID?

Do you feel you may also benefit from a referral  
to another service?

Other Support & Wellbeing  
Students' Union Advice Centre

Please provide details of why you feel you may  
need a referral

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### **Bank Details Required for Faster/BACS/CHAPS Payments**

Bank Name

Sort Code (enter as 00-00-00)

Account Number

Payee Name (If payment required to a 3rd  
party)

Payee reference (if a reference is required on  
the payment)

### **Declaration**

I confirm that the details entered on this application are true and correct. I have been ordinarily resident for 3 years in the UK prior to starting my course. I understand that the loan must be paid in full to the Cashiers Office, Adelphi Building on or before the date agreed with the administrator. I understand if any of the loan is outstanding after the agreed date this will result in Financial Services invoking the University Debt Recovery Procedure. I understand that if I am awarded a payment from the Access to Learning Fund and / or the UCLan Bursary I hereby agree that my outstanding loan(s) can be deducted from any award payable. I understand that food vouchers cannot be redeemed against alcohol or tobacco products. I confirm that the above bank details are correct. If I am unable to repay this amount in full by the agreed date I will contact the Student Financial Support Team on 01772 892583 to discuss my situation.

PRINT NAME

Signature