

## **Hardship Fund - Documentation Checklist** **Students Without Child Dependents 2023-24**

You will need to upload all the documents that are applicable to you from the list below (or that have been requested of you following your triage appointment) with your Hardship Application. These documents should all pertain to the 2023-24 academic year.

Please note, failure to provide all your required documentation within your application will result in a delay in you being offered a Hardship Fund appointment.

### **Mandatory documents for all students**

- A copy/ photo of your Warwick ID card (this must be in date).
- A copy of your rent contract (not required if you reside in university accommodation) / mortgage statement.
  - This evidence must clearly show your full name, the amount payable and your payment dates.
  - If you have a mortgage, please also provide a copy of your most recent buildings insurance document.
- 3 months of bank statements for all accounts held (up to the date prior to submission of this application) including any international bank accounts or joint accounts.
  - Please ensure to submit any/all account types including savings accounts, ISA's, trading/cryptocurrency accounts etc, even if these accounts have £0 or no transactions within the last 3 months.

### **Applicable 2023-24 income**

- All pages of your Student Finance Notification (which should include details of any of the following you may receive)
  - Maintenance Loan/Grant
  - Maintenance Loan Overpayment Information
  - Special Support Element/Grant
  - Adult Dependants' Grant
- Scholarships / Bursaries:
  - Not including the Warwick Undergraduate Bursary / Multicultural Scholars Programme / Warwick Scholars / Lloyds.
- Government Benefits:
  - Housing Benefit
  - Job-seekers Allowance
  - Income Support
  - Universal Credit (breakdown of your monthly payments)
  - Employment and Support Allowance
  - Other benefits (not including PIP or DLA)
  - Tax Credit Award Notice (s) from the start of the academic year
- Payslips from the start of the academic year showing net earnings:
  - NOT Undergraduates, MBChB or PGCE.
- Income from any other source:
  - For example, parental contribution, pensions, savings, tenants, sponsors, other loans, investments etc.

## **Hardship Fund - Documentation Checklist** **Students Without Child Dependents (continued)**

### **Postgraduate students must also supply evidence of 2023-2024 income:**

- Masters or Doctoral Loan Notification
- NHS Bursary Notification and payment breakdown
- Initial Teacher Training Bursary Notification
- Research Funding Council Award Notification

### **Applicable expenditure:**

- A copy of your most recent credit card(s)/store card (s)/loan statement(s).
- A copy of any utility arrears (including council tax).
- Evidence of any rent/mortgage arrears.
- If you have received debt advice or debt counselling, please provide evidence of your Debt Management Plan.
- Your council tax notification letter (if not exempt).
- Evidence of any additional costs you have outlined in your application.

### **Students living with a partner must also supply:**

- A completed [Partner Information Form](#), including all the requested documents outlined on the Partner Information Form.

### **Students applying to the Hardship Fund for diagnostic re-imbursement must also supply:**

- An invoice on headed paper from your test centre which includes details such as your name in full, date of assessment, cost of assessment and evidence of payment.

### **Students applying to the Hardship Fund for assistance with payment of their £200**

#### **Disabled Students' Allowance (DSA) Equipment Contribution must also supply:**

- A copy of your DSA2 letter outlining your entitlement and requirement to pay £200 to your equipment supplier.
- If you have already paid the £200 contribution and are applying to the Hardship Fund for re-imbursement of this, we will require a formal receipt/invoice from your supplier. This must outline your name and confirmation that the supplier has received your payment.

If you are having trouble downloading bank statements, please see our helpful guide [here](#).

If you have any queries, please email us at [studentfunding@warwick.ac.uk](mailto:studentfunding@warwick.ac.uk)