

## Your details

### Customer Reference Number













### First name

### Surname

### Date of birth (DDMMYYYY)











### What type of course are you on?

 Undergraduate
  Postgraduate

### Contact Details

#### Email

#### Preferred

#### Mobile



#### Contact Address



Tick the box to let us know the best way to get in touch with you. This preference will only be used for the purposes of assessing this form.

If you have a grant/loan overpayment that is deferred, and you continue to study your course after the current academic year, any remaining overpayment balance(s) will be recovered from your future funding. Should you be entitled to both loan and grant and demonstrate you can only afford to have a certain amount of your overpayment(s) recovered; we will initially prioritise recovering your loan overpayment from your loan entitlement, so that you pay less interest.

If you would like us to consider other options please detail these in the additional notes section. We may contact you to discuss this when we review your application.

# Declaration

I confirm that to the best of my knowledge and belief, the information I am providing is true and complete.

**Your full name** (in BLOCK CAPITALS)

**Your signature** (in ink)

X

**Today's date** (DDMMYYYY)

 /  / 

# Consent to Share

If you'd like another person or organisation (such as your university or college) to be able to contact us on your behalf, you can use this section to set up Consent to Share for them. This allows us to provide your account information (but not your bank details) to the person or organisation you nominate. If you nominate a person you must tell them that you've given us their details.

This Consent to Share will apply to all aspects of your student finance account, including applications for Grants for Dependents and Disabled Students' Allowances, which may include sensitive personal information about disabilities or medical conditions.

This Consent to Share will only apply from the "Active from date" to the "Active to date" that you provide.

# What you need to do

Give us the details of the person or organisation you want to set up Consent to Share for, then sign and date the declaration on page 3.

You need to provide all the information requested. If you leave anything out, we can't set up Consent to Share.

The person or organisation you nominate will have to confirm your full name and the details listed below, with the exception of duration, whenever they call us.

## Consent to Share for an individual

**First name**

**Surname**

**Date of birth** (DDMMYYYY)

 /  / 

**Relationship to you**

**Password**

## Contact Address

**Postcode**

**Active from date** (DDMMYYYY)

 /  / 

**Active to date** (DDMMYYYY)

 /  /

## Consent to Share - continued

**Consent to Share for an organisation  
Company, university or college name**

**Relationship to you**

**Password**

**Active from date (DDMMYYYY)**

 /  / 

**Active to date (DDMMYYYY)**

 /  / 

## Declaration

I agree that Student Finance England can exchange information about my student finance account with the person or organisation named previously, where this is necessary to assess my application for student finance.

I confirm where I have provided any personal information in relation to a third party, I have informed them of this.

**Your full name (in BLOCK CAPITALS)**

**Your signature (in ink)**

 X

**Today's date (DDMMYYYY)**

 /  /

# Supporting Information

## What you need to do

Use this section to tell us about your current circumstances, including anything you've done to help you get out of financial hardship. If you need more space, use the additional notes at the back of this form.

# Sending your bank statement

You need to send photocopies of your bank statements for all accounts you have covering the three months up to the date you're sending this form (or as close as possible). All of the transactions relating to the information you're providing must be circled. You can send a printout if you use online banking.

Your statements must show:

- the last 4 digits of your account number
- your full name
- your current home address
- starting balance
- closing balance **and**
- any other named account holders.

## An example of how your bank statement should look when it's ready to send

Account name: Miss S Finance Account number: 12345678		Page number 4 of 5		Statement number: 02/2016 Sort Code: 12-34-56	
Date		Description	Money in	Money out	£ Balance
1st Feb	ATM	CASH WITHDRAWAL AT NOTE MACHINE ATM THE MALL – WOOD, LONDON, 30.00 GBP, ON 01-02-2016		30.00	-1,244.34
1st Feb	ATM	CASH WITHDRAWAL AT SAINSBURYS ATM WOOD GREEN LONDON, 20.00 GBP, ON 01-02-2016		20.00	-1,264.34
2nd Feb		INTEREST PAID AFTER TAX 0.00 DEDUCTED	0.01		-1,264.33
2nd Feb	DEBIT	CARD PAYMENT TO WWW.ACEPARKINGGATWICK., 78.99 GBP, RATE 1.00/GBP, ON 29-01-2016		78.99	-1,343.32
2nd Feb	DEBIT	CARD PAYMENT TO PHO BRIGHTON, 11.75 GBP, RATE 1.00/GBP, ON 29-01-2016		11.75	-1,355.07
2nd Feb	DEBIT	CARD PAYMENT TO PRIMARK, 15.00 GBP, RATE 1.00/GBP, ON 29-01-2016		15.00	-1,370.07
2nd Feb		CASH PAID IN AT WOOD GREEN28 HR	700.00		-670.07
2nd Feb		BILL PAYMENT VIA FASTER PAYMENT TO		435.00	-1,105.07
2nd Feb	ATM	CASH WITHDRAWAL AT NATIONWIDE BUILDING SOCIETY AT WEST STREET, BRIGHTON, 10.00 GBP, ON 02-02-2016		10.00	-1,115.07
3rd Feb	DEBIT	CARD PAYMENT TO WILKO RETAIL LIMIT, 1.50 GBP, RATE 1.00/GBP, ON 01-02-2016		1.50	-1,116.57
3rd Feb	DEBIT	CARD PAYMENT TO ASDA PETROL 5118, 24.15 GBP, RATE 1.00/GBP, ON 01-02-2016		24.15	-1,140.72
3rd Feb	DEBIT	CARD PAYMENT TO SELECT, 16.97 GBP, RATE 1.00/GBP, ON 01-02-2016		16.97	-1,157.69
3rd Feb	DEBIT	CARD PAYMENT TO SPOUTERS CORNER. 5.89 GBP, RATE 1.00/GBP, ON 01-02-2016		5.89	-1,163.58
4th Feb	DEBIT	CARD PAYMENT TO PASHA CLINIC. 50.00 GBP, RATE 1.00/GBP, ON 01-02-2016		50.00	-1,213.58
4th Feb	DEBIT	CARD PAYMENT TO WWW.SMARTBUSES.CO.UK, 3.00 GBP, RATE 1.00/GBP, ON 02-02-2016		3.00	-1,216.58
5th Feb	DEBIT	CARD PAYMENT TO SAI D PAYMENT TO ASDA SUPERSTORE, 6.62 GBP, RATE 1.00/GBP, ON 04-02-2016		6.62	-1,289.10
6th Feb	DEBIT	CARD PAYMENT TO Amazon Svcs Europe, 7.99 GBP, RATE 1.00/GBP, ON 04-02-2016		7.99	-1,297.09
6th Feb	DEBIT	CARD PAYMENT TO ASDA SUPERSTORE, 17.15 GBP, RATE 1.00/GBP, ON 04-02-2016		17.15	-1,314.24
6th Feb		FASTER PAYMENTS RECEIPT	440.00		-874.24
8th Feb	DEBIT	CARD PAYMENT TO FALMER BAR, 7.65 GBP, RATE 1.00/GBP, ON 04-02-2016		7.65	-881.89
8th Feb	DEBIT	CARD PAYMENT TO ASDA PETROL 5118, 24.38 GBP, RATE 1.00/GBP, ON 05-02-2016		24.38	-906.27
9th Feb	DEBIT	CARD PAYMENT TO SAINSBURYS S/MKTS, 2.75 GBP, RATE 1.00/GBP, ON 06-02-2016		2.75	-909.02
9th Feb	DEBIT	CARD PAYMENT TO SAINSBURYS S/MKTS, 1.55 GBP, RATE 1.00/GBP, ON 07-02-2016		1.55	-910.57
9th Feb	DEBIT	CARD PAYMENT TO ITUNES.COM/BILL, 0.79 GBP, RATE 1.00/GBP, ON 06-02-2016		0.79	-911.36
11th Feb		BILL PAYMENT VIA FASTER PAYMENT TO		30.00	-941.36
12th Feb		CASH PAID IN AT BRADFORD DS	800.00		-141.36
12th Feb		FASTER PAYMENTS RECEIPT	20.00		-121.36
12th Feb		BILL PAYMENTFROM	20.00		-101.36
13th Feb	DEBIT	CARD PAYMENT TO EE & t-MOBILE, 50.72 GBP, RATE 1.00/GBP, ON 11-02-2016		50.72	-152.08
13th Feb		BILL PAYMENTFROM	10.00		-142.08
13th Feb		CASH PAID IN AT BRIGHTON 206 WR	1,000.00		857.92
13th Feb		WITHDRAWAL 2,200.00 CASH AT BRIGHTON		2,200.00	-1,342.08
13th Feb		FASTER PAYMENTS RECEIPT	10.00		-1,332.08

Income from part-time job

Bill payment - Rent

Money in - please clarify source of income - evidence required

Utility bill

Money in - please clarify source of income - evidence required

Utility bill

Money in - please clarify source of income - evidence required

Large withdrawal - evidence required

# Your monthly income

## What you need to do

Tell us about your regular monthly income. If you have no income for any of the income types tick 'N/A'.  
**We can't accept your form if any income types are left blank.**

**Where you tell us an amount, you must circle the relevant transaction on your bank statement. If you can't do this please send alternative evidence.**

If you have a partner and they contribute to your outgoing expenses, utility bills etc, these should be circled on your bank statements and recorded under the 'Support from family or friends' section.

If you are paid weekly multiply your weekly wage by 52, then divide it by 12. If you are paid fortnightly multiply your fortnightly wage by 26, then divide it by 12.

## Your income

		N/A
Wages / salary	<input type="text" value="£"/>	<input type="checkbox"/>
Self-employment	<input type="text" value="£"/>	<input type="checkbox"/>
Child Benefit	<input type="text" value="£"/>	<input type="checkbox"/>
Child Tax Credits	<input type="text" value="£"/>	<input type="checkbox"/>
Tax Credit / Universal Credit	<input type="text" value="£"/>	<input type="checkbox"/>
Housing Benefit	<input type="text" value="£"/>	<input type="checkbox"/>
Carer's Allowance	<input type="text" value="£"/>	<input type="checkbox"/>
Disability Living Allowance / Personal Independence Payment	<input type="text" value="£"/>	<input type="checkbox"/>
Income Support	<input type="text" value="£"/>	<input type="checkbox"/>
Child Maintenance payments	<input type="text" value="£"/>	<input type="checkbox"/>
Support from family or friends	<input type="text" value="£"/>	<input type="checkbox"/>
Financial support from university	<input type="text" value="£"/>	<input type="checkbox"/>

# Your regular expenses

## What you need to do

Tell us about your regular monthly expenses. If any of the expense types don't apply to you, tick 'N/A'.  
**We can't accept your form if any expense types are left blank.**

**Where you tell us an amount, you must circle the relevant transaction on your bank statement. If you can't do this please send alternative evidence. You should only declare your expenses. If you have a partner do not include any expenses paid by them.**

If you don't pay some expenses on a monthly basis, you'll need to calculate the monthly amount. If your payment is every quarter, divide the amount you pay by 3. If it's every 6 months divide it by 6. If it's once per year, then divide it by 12.

## Your expenses

N/A

**Rent / mortgage**

£

**Utility bills: gas / electricity / water / phone**

£

**Council tax**

£

**Insurance: life / contents / car**

£

If you pay phone insurance as part of your overall monthly bill, this should be added to the Utility bills section.

**Childcare costs**

£

**Loans / credit cards / finance agreements**

£

**Travel**

£

Public transport, hire purchase or conditional sale vehicle, road tax, MOT and ongoing maintenance, breakdown cover, fuel and parking.

**Health costs**

£

Prescriptions, medicines, dentistry and opticians.

**Course costs**

£

Course books, stationery, subscriptions, software, trips and excursions.

# Your additional expenses

## What you need to do

Tell us about your additional monthly expenses here. If you're not sure what transactions on your statement apply to these expenses, you can provide a short note with your form to clarify this.

For example: If you enter £100 under food and housekeeping, your note could look like

### Food and housekeeping - £100

**Food £50 Alcohol £20 Laundry £10 Cigarettes £20**

If you don't pay some expenses on a monthly basis, you'll need to calculate the monthly amount. If your payment is every quarter, divide the amount you pay by 3. If it's every 6 months divide it by 6. If it's once per year, then divide it by 12.

If you share your monthly expenses with your partner, you should only declare your contribution.

## Your expenses

N/A

### Food and housekeeping

Groceries, nappies and baby items, laundry and dry cleaning, cigarettes, alcohol, vet and pet insurance, maintenance and repair of dwelling.

£

### Communications and leisure

Home phone, internet, TV package, hobbies, gifts, pocket money, newspapers, stationery.

£

### Personal costs

Clothing, footwear, hair dressing, toiletries.

£



## Your debts

Do you have any outstanding debts or missed payments?

**No** - Complete the checklist on the next page and return the form

**Yes** - Continue on this page

## What you need to do

Tell us about any outstanding debts that you have. If any of the debt types don't apply, tick N/A. **We can't accept your form if any debt types are left blank.**

**Where you tell us an amount, you must send us photocopied evidence to support it.** Use this section to tell us if you are behind with payments for any of the expenses you've told us about.

### Your debts

N/A

Rent arrears

£

Council Tax arrears

£

Utility bill arrears

£

TV licence arrears

£

Other (please specify)

£

£

£

£

# Checklist

**Complete the following checklist to help you make sure your form is complete.**

- I have included bank statements or other sufficient evidence for all income and expense sources.
- I have listed all debts and included evidence where appropriate.
- I have included notes for all expenses where I could not provide evidence.
- I have signed and dated the declaration on page 2.

**Return the completed form with your evidence to:** **The Financial Hardship Team**  
**Student Finance England**  
**Memphis Building**  
**Lingfield Point**  
**PO BOX 120**  
**Darlington**  
**DL1 1AS**

## Additional notes