

EMMANUEL COLLEGE

USE OF THE HARDSHIP FUND



Emmanuel College operates a Hardship Fund that can be accessed to assist with some of the costs of additional educational resources.

Who can apply?

Students currently in receipt of free school meals and families who find themselves in a position of unexpected financial difficulty through a change of circumstances.

How to apply

Complete and return the below application form, including supporting documentation where required. Supporting documentation could include a letter from an employer or GP or a reference from a reputable member of the community who is able to verify your circumstance. This could be someone from a charity, community organisation or religious group, or a friend or neighbour who is a member of a professional body such as a nurse, doctor, lawyer, teacher or accountant. Please provide contact details for whoever has provided the reference.

What can assistance be claimed for?

- Uniform
- Educational resources such as own copies of textbooks and revision guides
- LAMDA lessons
- Peripatetic music lessons
- School visits
- Duke of Edinburgh's Award Expedition costs

How will the money be paid?

If the application is successful, Emmanuel College will pay the provider of the agreed item directly.

The application process

If applying for help for a visit, please ensure that you send in your application well in advance of any deposits being due as applications may take time to be reviewed. Please do not sign your child up to a visit on the assumption your request will be granted; if your child is signed up for a visit you will be held to the terms and conditions of that visit regardless of the outcome of your application for the Hardship Fund, if you subsequently have to withdraw your child due to an unsuccessful Hardship Fund application you may not be entitled to any refund.

Please be aware that there is no guarantee that requests for assistance will be granted.

If you have any questions about completing the form that are not answered within this policy, then please contact College to ask for assistance.

- Stage 1:** Complete the below application form in full, and either email to finance@emmanuelctc.org.uk or send in the post marked for the attention of Mrs Jones, Business & Finance Manager.
- Stage 2:** You will receive an email acknowledging that your application has been received by College.
- Stage 3:** Your application will be reviewed by the Business & Finance Manager; the applicant or referee may be contacted to be asked to verify any of the information on your form.
- Stage 4:** Your application will be referred to the Principal or a delegated member of staff for a final decision.
- Stage 5:** The decision made will be communicated to the applicant. If the request has been granted then College will arrange payment for the agreed item, no money will be paid directly to parents or carers.

The decision is final and cannot be appealed.

Application for Assistance from the Emmanuel College Hardship Fund

We are aware that this form asks for sensitive information and it will not be shared beyond those people who are directly involved in dealing with the hardship fund.

We do insist that all applications where a child is not in receipt of free school meals are supported by some form of documentation to ensure a consistent and fair approach to the application process. This could be a letter from an employer or GP or a reference from a reputable member of the community such as a charity or community organisation or religious group, or a friend or neighbour who is a member of a professional body such as a nurse, doctor, teacher, lawyer or accountant. Please include their contact details as they may be contacted for confirmation.

Name of Student: _____ Tutor Group: _____

Name of Parent/Carer: _____

Email address: _____

Is your child currently in receipt of free school meals? Y / N *

*If no, please complete the section below asking for details of your circumstances

I would like to request financial assistance for: _____

To the value of: _____

If your child is not in receipt of free school meals, please provide details of the circumstances which have prompted you to apply for assistance from the hardship fund. **Please also include supporting documentation** with your application as verification of the change in circumstances:

Please sign below; by doing so you are confirming that all the information you have provided is accurate.

Signed: _____ Date: _____

Please tick to confirm you have read and understood the Emmanuel College Hardship Fund Policy

Please return the completed form and supporting documentation to the Business & Finance Manager. Incomplete forms will not be processed.

For office use only:

Assistance granted: Y/N

Amount granted: _____

Agreed by: _____

Date: _____

Parent/Carer notified: Y/N

Finance Officer notified: Y/N