

# EMMANUEL COLLEGE

## USE OF THE HARDSHIP FUND



Emmanuel College operate a hardship fund whereby parents and carers are able to donate, if they so wish, towards a fund to help families who have fallen upon financial hardship. The fund can be accessed to assist with some of the costs of uniform and additional educational resources and donations can be made via ParentPay.

### **Who can apply?**

Any families who have, for whatever reason, found themselves in a position of unexpected financial difficulty through a change of circumstances.

### **How can I apply?**

Please read the section below about the application process and complete and return the 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 a vicar, someone from a charity or community organisation or a friend or neighbour who is a member of a professional body such as a nurse, doctor, lawyer 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 text books and revision guides
- LAMDA lessons
- Music lessons
- School educational visits
- Duke of Edinburgh's Award Expedition costs

### **How will the money be paid?**

No money will be paid directly to parents or carers. If the application is successful, Emmanuel College will pay the provider of the agreed item directly.

### **The application process**

Please read carefully the details below about the process in place and be aware that it may take some time for your application to be considered.

If applying for help for a visit, please ensure that you send in your application well in advance of any deposits being due. 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.

**Please ensure to complete all the information required on the application form.** Incomplete application forms will be returned with the request that missing information is provided and will not be processed until completed. 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:** Parent or carer to complete the application form in full which is available on our website and either email to [finance@emmanuelctc.org.uk](mailto: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:** The Principal will review the application and make a decision on the funding.

**Stage 5:** The decision made will be communicated to the applicant by Mrs Jones. 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 vicar, charity or community organisation or a friend or neighbour who is a member of a professional body such as a nurse, doctor, 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