

# Queen Margaret University

## Discretionary Fund (formerly the Hardship Fund)

**If you require this information in an alternative format please contact the Student Disability Adviser in Student Services of call 0131 474 0000.**

If you are finding it difficult to meet your living costs then QMU Hardship Committee may be able to award you some money to help you in the short term.

The University manages a government-provided **Discretionary Fund**, introduced to help students whose initial or continuing access to education may be placed in jeopardy due to financial difficulties. This especially applies to **lone parents, care leavers, mature students and final year students** who have been identified by the government as students who may be in particular need.

As an institution we have added to this list **students with disabilities, students coping with medical problems and families on low income**. However, the Committee is happy to consider **any** student who finds themselves in financial difficulty due to unexpected exceptional circumstances. In judging which cases to support, the Committee recognises that each case is unique and personal circumstances are always taken into consideration.

**Please note, the Committee is unable to make up for a shortfall in parental contribution which has been assessed by your funding authority or to pay for course of placement fees as this has been stated in the government regulations.**

### **Eligibility**

You can apply to the Discretionary Fund if you are an undergraduate, post graduate or research student and if you have "home student" status. This means you are eligible to apply for funding from the Funding Authorities of Scotland, England, Wales and Northern Ireland. You may also apply to the Discretionary Fund if you are a self-funding student with "home status". Part-time students are also eligible.

### **Exclusions**

Any students from outwith the UK must apply to the International Fund (see separate sheet). This includes students from the EU and International students. Nursing students in receipt of an NHS Nursing bursary are not eligible to apply for any discretionary funds.

### **Criteria**

**You must have exhausted all other potential sources of funding available to you including:**

- Full Student Loan allocation available to you
- Full NHS or Young Students' Bursary allocation
- Bank overdraft facilities
- Family/state support
- Part-time employment opportunities

## **Procedure**

Please complete the online **Application for Financial Assistance**

**The Committee is unable to consider applications received after the advertised deadline date for each meeting. These will be considered at the next available meeting.**

**The Committee is unable to consider applications not completed correctly or not including the evidence requested**

## **Evidence Required**

**This evidence should be submitted after you have completed the online application. You can submit this in hardcopy to Student Services Reception on Level 1 or email it to [studentfunding@qmu.ac.uk](mailto:studentfunding@qmu.ac.uk) – PLEASE NOTE that photographs of documents are not acceptable, scanned documents or photocopies are.**

**1 – A minimum of an 8 week bank statement from all bank accounts held. These should include bank statements from a partner that you live with.**

**2 – A personal statement from you describing your circumstances and why you are applying.**

**3 – Your award letter from SAAS, SFNI, SFE or SFW detailing your student award. You should also include your letter from the Student Loans Company.**

**5 – Other financial information that helps to give a picture of your financial situation. For example credit/store card statements, utility bills and loan agreements.**

**6 – Consider why you are applying and submit any appropriate evidence to support the application.**

## **Need Help with your application?**

Assistance can be obtained from Bill Stronach, the Student Funding Adviser who is a member of the Student Services team. Please call Stuart Russell, the Student Services Administrator or email [studentservices@qmu.ac.uk](mailto:studentservices@qmu.ac.uk) in order to make an appointment or drop into Student Services Reception located on Level 1.

## **Outcome**

If you are successful with your application you will be informed **BY EMAIL normally within five working days** after the date of the meeting. Payment of any award will be made to your bank account and you will be informed in the email when you can expect payment.

If you are unsuccessful with your application you will be informed **BY EMAIL normally within five working days** after the date of the meeting. If you wish to appeal against this decision, you must do so before the deadline date of the next meeting. Details of this procedure and how to get help with it will be included with your email.

**Student Services  
August 2016**