

Financial Hardship Bursary

Frequently Asked Questions

What is the Financial Hardship Bursary?

The Financial Hardship Bursary is a bursary provided by UGM Manchester to assist undergraduate and postgraduate students who are experiencing financial hardship and find that their Student Finance Maintenance Loan does not cover their essential expenses.

A bursary of up to £500 will be awarded to **undergraduate** students with a successful application that does not need to be paid back.

A bursary of up to £250 will be awarded to **postgraduate** students with a successful application that does not need to be paid back.

Please note that, to ensure fair and equitable access for genuine students, the bursary is only available to new students after successfully completing their first trimester of study.

When applying for the bursary relevant evidence will be requested to demonstrate how your financial difficulty is impacting on your essential day-to-day living and how your Maintenance Loan is not covering your essential daily expenses such as rent and transport.

Each request will be processed based on the individual circumstances of the applicant, however it is strongly advised that applicants read the eligibility criteria fully **before** making an application in order to avoid receiving a denial to their application.

Who is eligible to apply for the Financial Hardship Bursary?

Students who satisfy **all** of the following are eligible to apply:

- Undergraduate and Postgraduate Home/EU full time student
- Registered on a course leading to a recognised qualification at UGM Manchester
- Has applied to all available funding (including benefits) that they are entitled to
- Exhausted all other possible sources of income before applying for financial relief
- Able to provide documented evidence that they are experiencing long-term financial issues such as bank statements
- Must be registered and in regular attendance (excluding authorised periods of absence)

- Good academic standing

What is good academic standing?

In order to protect access to the hardship bursary fund and ensure it reaches students in need of genuine financial support, UGM Manchester will only consider students found to have 'good academic standing'. UGM Manchester will only consider students eligible who are able to demonstrate their serious intention to continue and complete their studies, this will may be assessed using:

- Attendance data
- Data related to submission of assessments
- Any disciplinary data held against the student

Please note: Academic results and attendance records will be considered when assessing the application. For postgraduate students, students can only apply **once**.

The following categories of students **are not** eligible to apply for the Financial Hardship Bursary.

- Students who are in debt to the university (both self-funding and SFE funded students)
- Students who are not engaging with their studies

Are there any other conditions?

All students will need to speak to a member of staff from the UGM Manchester Finance Team if they wish to apply for the Financial Hardship Bursary. This can be done before or after the submission of the application form.

Applicants are expected to engage with any financial capability activity that the UGM Manchester Finance team deem necessary.

How are the students assessed?

Students will be assessed on their individual circumstances based on their income vs expenditure. Contribution would be made towards any shortfall where the Student Finance Maintenance Loan does not cover the expenses.

How can I apply for the Financial Hardship Bursary?

You can access the application by getting in contact with the Finance Department directly via email. The application form and evidence can be sent to us via email to finance@manchester.ugm.ac.uk or you can drop off your application and evidence at the iCentre. The evidence can be copies, but please ensure the information on the evidence is clear and readable.

How and when will I receive my payment?

Successful applications will receive an email (University student email) stating the amount they have been awarded and to confirm their bank details via email. Once we have received your bank details a payment will be made into the account within 10 working days. You will be solely responsible for entering the accuracy of these details. UGM Manchester will not be liable for any loss as a result of incorrect payment details.

Do I need to submit evidence with the application form?

You will be asked to provide as much supporting evidence as possible. We accept the following types of evidence:

- 3 months' bank statements for ALL accounts (including savings)
- Evidence of childcare expenses
- Evidence of council tax bill
- Evidence of tax credit and benefits from HMRC
- Student Finance Entitlement Letter for the current academic year
- Evidence of income (3 months of your recent payslip)
- Evidence of tenancy / rent agreement
- Evidence of travel cost - evidence of any costs which you incur when you travel to the campus.

How do I know if my application is successful?

Once your application has been assessed, you will be informed of the outcome of your application within 14 working days via email (University email address). The email will explain if your application has been successful or unsuccessful and what grant, if any, will be granted. UGM Manchester has absolute discretion on the outcome of your application and the decision is final.

Can I apply more than once in the same academic year?

Due to the limited amount of funding available, students are only able to access a maximum of £500 per academic year. For postgraduate students, students can only apply once during the duration of their course.

Why do I need to submit bank statements?

We ask for 3 months' bank statements so that we can confirm the income and expenditure you have declared on the application form is correct. Any amount over £100 would need to be explained in order for us to identify any expenditure/income not declared in the application.

My question is unanswered above, what do I do?

Please contact the UGM Manchester Finance team at:
finance@manchester.ugm.ac.uk