



**PROSPECT SCHOOL**

ASPIRE • BELIEVE • ACHIEVE

# **Hardship Policy and Grant Application Form**

## General Information

### What is the Hardship Fund?

The Hardship Fund is a discretionary source of financial help available to all registered full time school students. The aim of the Fund is to help students who have difficulties in paying for such items as mentioned below. The Hardship Grant is a one off application. The school will make a contribution towards the cost of the following:

1. Curriculum trips, visits and year group residential
2. Uniform
3. Other materials or equipment required for their academic studies
4. Expenses to attend seminars, interviews or work experience placements
5. Emergency travel expenses

*Payments from the Fund are discretionary and if awarded do not need to be repaid.*

**The School will consider requests for hardship funding from the following groups of students:**

- students living alone outside the family home
- students in receipt of free school meals
- students in families with very low incomes
- students with disabilities
- students who are or have been in care

**Your Children may be eligible for grants from our hardship fund if:**

- A household income of below £25,000
- A student whose parents are currently claiming other means-tested benefits including Income Support, Working Tax Credit/ Child Tax Credit, Income Based Employment and Support Allowance (ESA), who is not entitled to free school meals
- At the decision of the Headteacher, any student who does not fall under the categories listed above, but consider themselves to be in financial hardship

**Proof of Benefit/Income is required (if not already registered for Free School Meals):**

- Proof of benefit/income must have been issued within the last six months.

## **How to apply to the Hardship Fund**

An application should be made through the Headteacher. The application will remain confidential and will be considered by the Headteacher given their knowledge of the student's circumstances. If approved by the Headteacher the application will be passed to the Finance Office for processing.

The payment will be made only in the following ways

- For emergency travel expenses the payment will be cash/cheque/transfer depending on requirements.
- For all other expenses the payment will be made through the School internal financial system directly to the parent.
- Payment for school trips will be paid directly into the specified school trip account.

A student may be able to apply for hardship support at any time during the academic year. Students cannot appeal a decision not to award a hardship grant as the Headteacher's decision is final.

**Please complete and return this form with the necessary supporting documentation to the Headteacher's P.A.**

# Your Details

Please complete in capital letters

<b>Title:</b>	<i>Miss, Ms, Mrs, Mr or Other</i>
<b>Surname or Family</b>	
<b>First Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	

Children you wish to claim for

<b>Name of child</b>	<b>Tutor Group</b>	<b>Date of Birth</b>	<b>Gender (M or F)</b>

## School Uniform Grant

<b>Item</b>	<b>Please tick</b>
SCHOOL JUMPER	
SCHOOL TIE	
P.E. T SHIRT	
P.E. SHORTS	

## School Trip Support Application

<b>Name of trip</b>	
<b>Dates of trip</b>	
<b>Total cost of trip</b>	
<b>Amount paid to date</b>	
<b>Amount outstanding</b>	
<b>Amount of support requested</b>	

## Other

	Reason	Amount
<b>Equipment for Academic Studies</b>		
<b>Expenses</b>		
<b>Emergency travel expenses</b>		

## Declaration

I certify that the information provided here is true. I understand that a false declaration will result in the refusal of this application.

<b>Parent or Career's signature:</b>

<b>Date:</b>

Your application will be processed in due course.

<b>Office use only</b>	
<b>Date Received:</b>	
<b>Received by:</b>	
<b>Approved?</b>	YES / NO <i>(delete as necessary)</i>
<b>Approval Date:</b>	
<b>Approved by Headteacher Signed:</b>	