Living Cost Support Fund Application Guide

The Living Cost Support Fund is open to all students regardless of level of study or nationality to provide support with living expenses. However, it is not available to provide support with tuition fees.

The following guide contains screenshots of the step-by-step process to completing your application to the Living Cost Support Fund. The majority of the information requested is self-explanatory, and depending upon your circumstances you may not be required to complete all of the sections shown, so please do read the instructions carefully.

We do ask you to provide a breakdown and estimate of your weekly income and expenditure, so it is worthwhile having an idea of these figures before you start completing the application.

In order to help you complete the form we have included additional notes in this guide to help clarify some of the information that is required. Should you require any additional support in completing the application then please email the Student Funding Team in the Student Services Centre at funding@manchester.ac.uk.
Living Cost Support fund

- Message admin

The Living Cost Support Fund (formerly the Manchester Hardship Fund) is now open. For more information about how to apply and eligibility criteria please visit: http://www.studentsupport.manchester.ac.uk/finances/funding-opportunities/all/living-cost-support-fund/

Student funding

The portlet will update with the status of your application. Once you’re finished, select options from the top right, and select remove.
You should allow about 1 hour to complete the online application. You will be asked multiple questions about your income and expenditure before being given the opportunity to submit a supporting statement. The system will remember all of your responses should you need to leave the application and return to it at a later date—except for your supporting statement.
Your portal session will time out after 30 minutes of inactivity (i.e. moving between pages) therefore if it will take you longer than this to complete your supporting statement or you need to leave your application before completing this section, we strongly recommend you cut and paste your work into a word processor document as your statement will not be saved in the portal.
Applications are assessed continuously throughout the year and are not pro-rated. You will have the same entitlement whether you apply in October or February, therefore you should only apply once you are experiencing hardship.
Due to funding opportunities available we must treat PGCE students as undergraduates for assessment purposes, therefore if you are a PGCE student, please only complete the UG section of your application.

The fund only provides support for living costs, you should contact credit control if you need help with tuition fees. Please tick the checkbox below to begin the application.

- I am applying for support with living costs

Start
Once you have completed your application you will receive an email confirming which documents you need to submit as supporting evidence. During the ongoing COVID-19 crisis we have relaxed some of the requirements in relation to supporting documents, as we appreciate it may not be possible to get hold of copies of some documents.
# Living Cost Support fund

**To be completed by all students**

**Marital Status**: Single

**Do you live (during term time)**: With partner/spouse

**Type of accommodation (during term time)**: Half/Uni Owned Catered

**Current year of programme**: 2

**Is this your final year?**: Yes No

**Have you taken out your full loan/grant entitlement from Student Finance? (Only applicable for UK/EU students)**: Yes No N/A

**Please state if you're in receipt of a NHS bursary?**: No

**Number of children aged 19 or under and in full time education (excluding those at university themselves)**: 0

**Do you have a disability?**: Yes No

**Are you spending the year overseas as a compulsory part of your course? (If you have elected to study/work overseas, please select No for this question)**: Yes No

### Only applicable for Nursing / Dental / Medical students

**Do you regularly travel to placements which are an compulsory part of your course?**: Yes No N/A

### Part-time students only

**Are you studying at least 50% of a full-time course? (If you are a full-time student, please select N/A for this question)**: Yes No N/A
No one is excluded from applying because of existing debts, and it is not a requirement that you must have debts in order to apply or be considered for support. If you have no debts then this section can be left blank.

Some student bank accounts offer authorised interest-free overdrafts, which allow you to go spend up to an agreed limit. Don’t forget you will have to pay it back in the future! If you do not have an agreed overdraft then simply enter ‘0’.
Living Cost Support fund

Annual Income

You will be asked to submit documentary evidence of these figures, therefore please ensure they are correct. If not this could be detrimental to your assessment.
Please fill in the fields below. Please ensure that you only provide annual figures in these fields (12 months)
Please enter zero if not applicable

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Undergraduate and PG Students only</td>
<td></td>
</tr>
<tr>
<td>Annual Student loan for Maintenance (£)</td>
<td></td>
</tr>
<tr>
<td>Annual Maintenance Grant (£)</td>
<td></td>
</tr>
<tr>
<td>Annual NHS Bursary (£)</td>
<td></td>
</tr>
<tr>
<td>Annual Social Work Bursary (£)</td>
<td></td>
</tr>
<tr>
<td>Other Grant (£)</td>
<td></td>
</tr>
<tr>
<td>Annual Household Contribution (as indicated on your Student Finance Breakdown form/NHS Bursary Form) (£)</td>
<td></td>
</tr>
<tr>
<td>Annual Parent's Learning Allowance (£)</td>
<td></td>
</tr>
<tr>
<td>Annual Dependents Allowance (including Single Parents Allowance where applicable) (£)</td>
<td></td>
</tr>
<tr>
<td>Annual Childcare Grant / Allowance (£)</td>
<td></td>
</tr>
<tr>
<td>Annual University Scholarship/Bursary (other than the Manchester Bursary for students who commenced their studies 2012 or after)</td>
<td></td>
</tr>
<tr>
<td>Please select the Scholarship/Bursary from the dropdown</td>
<td>Choose...</td>
</tr>
<tr>
<td>Second Annual University Scholarship/Bursary (other than the Manchester Bursary for students who commenced their studies 2012 or after)</td>
<td></td>
</tr>
<tr>
<td>Please select the Scholarship/Bursary from the dropdown</td>
<td>Choose...</td>
</tr>
<tr>
<td>Postgraduate Income (if you are a PGCE student please only fill out the Undergraduate section above)</td>
<td></td>
</tr>
<tr>
<td>Annual Postgraduate income (including Student Finance PG Loan, Career Development Loan, net earnings from employment, savings, scholarship/stipend and/or any other income) (£)</td>
<td></td>
</tr>
</tbody>
</table>
Living Cost Support fund

Weekly Income

**Note:** If you provide annual figures this will be detrimental to your assessment.
You will be asked to submit documentary evidence of these figures, therefore please ensure they are correct. If not this could affect your assessment.
Please fill in the fields opposite. To ensure your figures are accurate, weekly figures should be calculated by dividing your annual amount by 52, or alternatively multiplying monthly figures by 12 and dividing by 52. Please enter zero if not applicable

- Working Tax Credit (£)
- Child Tax Credit (£)
- Child Benefit (£)
- Disability Benefits (£)
- Take home pay from employment (£)
- Income Support / Housing Benefit / Council Tax Benefit / JSA (£)
- Other Income (including savings) (£)

Students without a Partner, please enter 0 in each field.

- Partner's Income (to include net earnings and any state support - excluding non-means tested benefits) (£)
- If your partner does not have an income please explain why
- Partner's essential expenditure (per week) (£)

Your partner's essential expenditure includes travel costs and the cost of books/equipment if they are also a student. All other costs (such as rent, bills, general living costs etc are covered elsewhere in this application). Please provide a breakdown below of how you have calculated these figures. If there are any other costs you believe are essential, please explain these also.

Explanation/breakdown of partner's expenditure
Living Cost Support fund

Expenditure

You must provide weekly figures for your expenditure costs. Failure to do so will be a detriment to your application. We may ask for documentary evidence of these costs so please ensure they are correct.

Composite Living Costs (weekly)

Depending on which bracket (see below) you fall into, you will be assessed with an assumed expenditure. This figure incorporates the following:
- Gas / Electricity
- Water
- Food / Household
- Telephone (landline)
- Telephone (mobile) - unless you have children / a disability
- TV Licence
- Home Contents insurance
- Clothes
- Entertainment

Students with children: we will automatically include an additional amount to these figures based on the number of children you have declared earlier in this application.

<table>
<thead>
<tr>
<th>Bracket</th>
<th>Amount (£ per week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Students</td>
<td>£150</td>
</tr>
<tr>
<td>Couples</td>
<td>£150</td>
</tr>
</tbody>
</table>

Private Vehicle Costs

Car loans are considered a lifestyle choice and are therefore not included in your assessment.

Please ensure that the figures you are providing for your expenditure are ‘weekly figures’ only.

Composite Living costs (£) (see above)

Rent / Mortgage (£) (if somebody else pays this for you, please declare this in your supporting statement)

Council Tax (£)

Travel Costs (Term time) (£)

Travel Costs (Travel home) (£)

Course Costs (Books, Equipment, Photocopying (NOT including tuition fees)) (£)

Medical / Disability Costs, inc. glasses / contact lenses (£)

Debt Repayments (£)

Other Costs (£)

Childcare (£)

Home building insurance (£)

Life assurance (£)
Living Cost Support Fund

Declarations

Please note the information that you provide will be kept in accordance with the General Data Protection Regulation and Data Protection Act 2018. More information can be found here.

I certify that to the best of my knowledge, I fulfil one of the following criteria: (please tick as relevant)

- I confirm that I am supporting the children I have declared in my application.
- I confirm that I am not living with a spouse/partner.
- I confirm that I am registered and in attendance on the course described in this application.
- I declare that the information that I have given is correct to the best of my knowledge.
- I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any loans/grants obtained by me as a result.
- I give consent to the University of Manchester seeking information regarding myself or my partner/spouse/children from other higher/further education institutions.
Your supporting statement is a key aspect of your application. Please take the opportunity to provide background to your request for support. We are currently looking to provide support to students financially affected by COVID-19, so the supporting statement is your opportunity to provide us with as much detail as you can regards your situation.