



**NEWBURY ACADEMY TRUST**

## **Hardship Policy and Grant Application Form**

**DATE APPROVED: December 2016**

**DATE FOR REVIEW: December 2018**

A handwritten signature in black ink, appearing to read 'S. H. Way', is written over a dotted line.

**SIGNED: .....**

**On behalf of the Board of Directors**

# HARDSHIP POLICY AND GRANT APPLICATION FORM

## What is the Hardship Fund?

The Hardship Fund is a discretionary source of financial help available to all registered NAT learners and students. The aim of the Fund is to help learners and students who have difficulties in paying for:

1. Curriculum trips, visits and year group residential trips (up to 20% of the cost)
2. Uniform, shoes or sports kit
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 Academy will consider requests for hardship funding from the following groups of students:**

- Students living alone outside the family home
- Pupil Premium children and students
- Students in families with very low incomes
- Students with disabilities

## How to apply to the Hardship Fund

An application should be made to the Headteacher or to school. The application will remain confidential and will be considered by the Headteacher given their knowledge of the learner's and student's circumstances, you may be asked for proof of income.

If approved by the Headteacher the application will be passed to the Finance Office to process the payment.

The payment will be made only in the following ways

- By cheque on receipt of invoice for goods.
- Through the Academy internal financial system

A student may be able to apply for hardship support at any time during the academic year. It may also be possible to apply more than once, but usually only where circumstances have not changed. Students cannot appeal a decision not to award a hardship grant as the Headteacher's decision is final.

**Please return the application form with the necessary supporting documentation to the Headteacher:**

## Hardship Claim Your Details

Please complete in capital letters and return this form to the Headteacher.

Title:	<i>Miss, Ms, Mrs, Mr or Other</i>
Surname or Family Name:	
First Name:	
Partner's Surname (if applicable):	
Partner's First Name (if applicable):	
Address:	
Postcode:	
Telephone:	
Email address:	

Children you wish to claim for

Name of child	Tutor Group /Class	Date of Birth	Gender (M or F)

## Hardship Application

Details of Claim:

Reason why you are seeking support:

## School Trip Support Application

Children you wish to claim for

Name of child	Tutor Group / Class	Date of Birth	Gender (M or F)

Name of school trip	
Dates of trip	
Total cost of trip	
Amount paid to date	
Amount outstanding	
Amount of support requested	
Reason why you are seeking support	

## Declaration

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

Parent or Guardian's signature:

Date:

Your application will be processed in due course.

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