

Information Sheet:

The College of Animal Welfare's 19+ Hardship Fund

The College of Animal Welfare's Student Hardship Fund is available to support students who have made realistic provisions to fund their studies but have experienced unforeseen financial hardship. The Hardship Fund is provisioned by government funding which has been further subsidised by the College's own financial resources in order to help overcome barriers such as financial hardship, childcare fees and learning difficulties or disabilities so they are able to commence, continue or complete their studies.

Students applying to the Hardship Fund must be eligible to receive or are receiving government funding and may be following any programme of study through the College.

As the Hardship Fund is not vast, applications will be considered on an individual basis and grants up to a maximum of £250 will be considered unless in exceptional circumstances.

When reviewing applications, the College will review any other financial support learners are receiving including from the Department of Work and Pensions (DWP), Job Centre Plus (JCP) and other bursaries granted from external organisations. This will be assessed as part of the application process. It is your responsibility to report any grants you receive to JCP or associated organisations.

Hardship Fund applications can be made for financial support for the following things:

- Hardship situations
- Course related costs ie. books, equipment, examination fees, registration fees and in exceptional circumstances course fees
- Childcare
- Travel expenses
- Providing additional learning support
- Making adjustments under the Equality Act 2010

If your application is successful and funds are granted, you will be required to submit evidence showing what the hardship payment/s has/have been used for. This is typically in the form of receipts and copies of bank statements. These are stored on the College's confidential archiving system where only the members of staff needing to access them can see them. They may be used as evidence if the College is taking part in a funding audit conducted by the ESFA. If you fail to provide any evidence requested by the College, they will recover any funds from you.

Students are expected to attend, comply with College policies, complete assignments on time and observe the Student Code of Conduct. Failure to fully comply may result with payments being withheld/withdrawn.

The application form can be found by going onto the website below or contacting Emily Savage at Headland House on 01480 422060 or esavage@caw.ac.uk.

<http://www.caw.ac.uk/study-with-us/fees-and-finance/>

To submit your application and the required supporting evidence requested within the application form, post to: Emily Savage, Contracts Manager, The College of Animal Welfare, Headland House, Chord Business Park, London Road, Godmanchester, Huntingdon, PE29 2BQ.

Your application will be acknowledged within 2 working days of receipt and you may be asked to supply further additional supporting documents. You will then receive a letter confirming the outcome of your application within 10 working days of receipt of your application.

If the College needs to discuss your application with you, this conversation will take place with the College's Contracts Manager.

Unsuccessful applications cannot be appealed and the College's complaints procedure can be found on the website www.caw.ac.uk.