

Hardship Fund Application



The Hastings Academy has established a fund to assist students who are in receipt of Free School Meals. The fund has been set up to supplement the purchase of essential school uniform and equipment as well as enabling students to participate in curriculum-based activities and trips.

Assistance will normally be limited to a percentage of the total cost of the activity/item and in all cases expect for activities/ trips, parents/carers will be expected to pay upfront and then claim the money back from the Academy.

The request for the fund will be administered by the person responsible for Pupil Premium. If you wish to discuss your case before applying for funds please contact the Academy. All matters will be dealt with in the strictest confidence and all applications on their individual merits.

1: Applicant details

Family Name: Initials:(Mr/Mrs/Miss/Ms)
Name of Child: Tutor Group:.....
Address:
.....
Email: Telephone:

I wish to be considered for the following assistance (please complete one section per form):

2a: Assistance with school activity/trip

Activity/Trip:
Date: Total Cost of Activity/Trip:
Level of Assistance requested: Percentage:.....% Amount: £
Level of Parent/Carer contribution: Percentage:.....% Amount: £
Must total 100% *Must total full cost above*

2b: Assistance with school uniform (please provide a valid receipt)

Item(s) of Uniform:
.....
Total Cost of Item(s):
Level of Assistance requested: Percentage:.....% Amount: £
Level of Parent/Carer contribution: Percentage:.....% Amount: £
Must total 100% *Must total full cost above*

2c: Assistance with other (please provide a valid receipt)

Item(s):
.....
Total Cost of Item(s):
Level of Assistance requested: Percentage:.....% Amount: £
Level of Parent/Carer contribution: Percentage:.....% Amount: £
Must total 100% *Must total full cost above*

Hardship Fund Application



3. Reason

Please give an explanation, in the space below, detailing why you are seeking assistance:

Have you requested assistance before?

If so please give details, i.e. date, items and amount requested. Was it approved or declined?

Parent's/Carer's Signature:Parent's/Carer's Name:Date:.....

For Office Use Only

Approved / declined Signature..... Name:..... Date:

Level of contribution		Other	25%	50%	75%	100%
Approved						
1	Letter sent to parents/ carers					
2	Letter copied to Pupil Premium coordinator					
3	Trip coordinator informed					
4	Application form passed to Finance					
5	Parents/ carers contacted to obtain bank details					
6	Payment made					
7	Application form passed to Admin					
8	Application form stored in students file & recorded on SIMs					
Declined						
1	Letter sent to parents/ carers					
2	Letter copied to Pupil Premium coordinator					
3	Application form stored in students file & recorded on SIMs					