

University of Luxembourg

Application for Support Form - Hardship Fund



Student Services - SEVE

Important!!

Your application to the Hardship Fund will only be considered if all applicable sections and supporting documentation are complete.

Part 1: Personal Details

Student ID:

Family Name:

First Name:

Date of Birth:

Semester Address:

Telephone:

Email:

Please tick as appropriate:

Single Student (no children):

Student with Partner (no children):

Single Parent:

Student with Partner and Children:

if applicable number of children in fulltime education: _____

Student with Special Educational Needs:

Your Accommodation Information

Do you live:

Alone

With Partner / Spouse

With Parent / Guardian

Shared accommodation/University Residence

Private Residence

Returned Home

Part 2: Your Course Information

Course Title: _____

Semester: _____

Undergraduate

Master Student

PhD

Full-Time Student

Part-time Student

If part-time how many ECTS are you studying this academic year? _____

Is this a repeat year? Yes

No

Is this your final year of your program? Yes

No

Faculty: Faculty of Science, Technology and Medicine

Faculty of Law, Economics and Finance

Faculty of Humanities, Education and Social Sciences

Part 3: Income and Expenditure - Please complete all questions, if none please state 0

Your Income	€ per month
Student Grant	
Student Loan	
Other Financial Award	
Net Earnings	
Child Benefit	
Savings	
other income (please specify)	
Total Student Income	

Your (& partner's) Expenditure	€ per month
Rent / Mortgage / Contribution	
Gas	
Electric	
Internet	
Mobile Phone	
Food / Household	
Childcare	
Disability / Medical costs	
Books / Equipment / Course costs	
Private vehicle costs	
Other expenditure (please specify)	
Total Expenditure	

Partner Income	€ Per Month
Net earnings	
Other (please specify)	
Total Partner's Income	

Debts - please list any debts you have	€ per Month
Total Debt	

Total Household Income (Student's + Partner's Income)	
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Total Household Outgoings	
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Part 4: Your Bank Details

Awards made from the Financial Hardship Fund are paid directly to your bank account

Name of Bank: _____

IBAN: _____

Part 5: Declaration

I declare that the information I have provided on this application is correct and the documents provided are genuine. I confirm that I have regular attendance on my course. I understand that giving false, fraudulent or misleading information will result in my application becoming void and could result in disciplinary action and possible suspension from the University. I understand that I will be required to repay any money paid to me as a result of this application being void.

Place: _____

Date: _____

Signature: _____

Part 6: Document Checklist

Please submit a photocopy or scanned copy. Do not submit original documents as they will not be returned.

Please tick the box(es) below next to the documentation you have included in your Hardship Fund application form.

Please ensure that all relevant documentation is included to allow an accurate and timely decision.

Applications will only be accepted with all documents attached.

All students must provide:

- Completed application form
- Copy of Student ID Card
- Enrolment certificate
- A typed personal statement to explain why you are applying to the hardship fund
- Evidence of CEDIES grant and loan award
- Evidence of all benefits, grants, funding, support payments received
- Evidence of your net earnings
- Partner's net earnings or benefit received (salary slips, benefit payments etc)
- Evidence of rent or mortgage or weekly contribution if living in parental home (no more than 3 months old)
- Your bank statements and your partner's bank statements for **ALL** bank accounts for the last 3 months*
*(*1 week prior to submission of request) Explain all debits of €200 or more. Write the reason next to the debits/credit.*
- Your bank statements related to any savings accounts for the last 3 months
- RIB confirming bank details

For all students with children in full-time education:

- Child(ren's) full birth certificates
- Child support letter or bank statement showing child support payments received
- Proof of childcare costs

Debt and Emergency Awards:

- Proof of outstanding debt
- Proof of debt repayment plan
- Proof of emergency payment required (flight, illness etc)

Office Use only: To be completed before passing to the Committee

Enrolled: Not Enrolled

Full-Time

Part-Time

Repeat Year

Undergraduate

Master

PhD

Faculty: Faculty of Science, Technology and Medicine

Faculty of Law, Economics and Finance

Faculty of Humanities, Education and Social Sciences

Previous Awards made: € _____ € _____

Dates: _____

Satisfactory Attendance: Yes No

Committee Use Only

Award: Yes

No

Pending

€ _____

Reason _____

Application Incomplete - Review Date _____