

Hardship Fund Application Form



The Hastings Academy has established a fund to assist students who are in receipt of Free School Meals or Pupil Premium. 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 most cases, except for activities/trips, parents/carers will be expected to firstly purchase the item and then reclaim the money from the academy.

The request for this support will be administered by the person responsible for the Pupil Premium Fund. If you wish to discuss your case before applying for support 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: £
	<i>Must total 100%</i>	<i>Must total full cost above</i>

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: £
	<i>Must total 100%</i>	<i>Must total full cost above</i>

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: £
	<i>Must total 100%</i>	<i>Must total full cost above</i>

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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 your request 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 parent/ carer					Date
2	Letter copied to Pupil Premium coordinator					
3	Trip coordinator informed (if appropriate)					
4	If 100% funded by THA a) Purchase order & application form passed to Finance	If less than 100% funded by THA a) New supplier form completed for parent/ carer b) Receipt requested from parent/carers & copy made and added to the application form c) Purchase order for the amount agreed above & application form passed to Finance				
5	Application form passed back to admin by Finance once payment has been processed					
6	Application form stored in students file & recorded on SIMs					
Declined						
1	Letter sent to parents/ carers					Date
2	Letter copied to Pupil Premium coordinator					

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3	Application form stored in students file & recorded on SIMs	
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