

## **Pathway course funding guidance**

The University has funding to help students access the pathway course Reading English Literature and remain in higher education. Students in receipt of benefits or on low incomes are welcome to apply for funding support. Students who qualify for funding support pay a reduced course fee.

### **Eligibility:**

To be eligible for funding, students must:

- Be ordinarily resident in England, Wales, Scotland or Northern Ireland and:
- Be in receipt of state benefits or
- On a low income and experiencing unexpected or exceptional financial hardship

### **Assessment process:**

- After being offered a place on the course, applicants fill out an online application form to be considered for funding.
- Applicants must provide evidence alongside their application form as outlined under the heading below.
- If not in receipt of benefits, applicants must outline their financial situation as clearly as possible. This may include:
  - Identifying why the financial hardship is outside the applicant's control, or otherwise unexpected
  - Outlining any other measures the applicant is taking, or has taken, to address their difficulties
- Applications will be assessed, decisions made and payments given to students within a maximum of four weeks of the application being received provided the application form has been completed accurately and the appropriate documentary evidence is supplied.
- Where students have not supplied the full evidence required, students will be informed of the additional evidence needed and asked to re-submit their application.
- Successful applicants will receive a fee reduction but must agree to pay the remaining fee as a condition of their funded place on the course.

### **Evidence Required:**

Dependent on the nature of the application, one piece of the following evidence will be required:

- Evidence of savings, earnings or other income, or evidence to show that the student has applied for other sources of income available.
- Where appropriate, the assessment notice for any means-tested benefits or tax credits. This can be provided in the form of a jpeg or PDF of a physical document sent via email, if these are not available screenshots of online government portals will suffice. However, a single piece of evidence must include the recipients full name, address and the total amount of benefits received.
- Variable expenditure evidence, including tenancy agreement and childcare costs.
- A bank statement covering the most recent three months wherever possible.
- If necessary, proof that the student meets the residency requirement.