



CTSN SCITT

Exceptional Hardship Fund (EHF)

The Exceptional Hardship Fund has been set up to support our most vulnerable trainee teachers who are struggling financially and where this struggle impacts on them being able to make expected progress on the course.

EHF is anticipated to be between £100 – £150 per trainee, but each case is assessed individually and will be dependent on personal circumstances.

Awards from the Fund are usually only made to trainees who are NOT already in receipt of a bursary.

How do I apply for help from the Fund?

If you would like to make a claim for EHF, you must complete this application form and return to your Senior Tutor by email.

If you need help filling in this form – Please contact your HUB admin support.

Completing the form will automatically trigger a meeting with your Senior Tutor to review the unique circumstances of your case.

If the Senior Tutor endorses the form, they will send the form to the HUB lead for final approval and sign off.

The EHF must be endorsed by your Senior Tutor and then signed off by the HUB lead to trigger the payment of the EHF.

To support your application, we ask that you give as much information as possible about your circumstances

Personal Details

Full Name:

Are you in receipt of a bursary?

Please note: Awards from the Fund are usually only made to trainees who are NOT already in receipt of a bursary.

YES

NO

Please outline the circumstances leading to your application. You will need to supply evidence to justify a that these circumstances are outside your control and that you were not aware of them when agreeing to undertake the course in July – September.

What do you intend to use the EHF for?

SENIOR TUTOR ENDORSEMENT

Senior Tutor to comment – notes from the meeting discussion

Delete as appropriate:

I ENDORSE THIS EHF APPLICATION

I DO NOT ENDORSE THIS EHF APPLICATION

SIGNED BY SENIOR TUTOR:

DATE:

HUB LEAD ENDORSEMENT

SIGNED BY HUB LEAD

DATE