Principles for Discretionary Awards 2021/2022

Find out about our principles for awarding the Hardship Fund to Sussex students.

The principles are listed below in no particular order. We explain how we make sure each principle is reflected in the work we do.

1. **Ease of access** – Application processes should be accessible to all eligible students.
2. **Clarity and transparency for colleagues and students about resources and processes** – Visibility of advertising and communications to students are reduced considering funding constrains, so as not to raise expectations.
3. **Awards will be made alongside financial capability advice and support** – Where appropriate applicants / recipients will receive accompanying budgeting advice.
4. **Simplicity of process for students while ensuring the safety of the information submitted** – Application processes are as simple and streamlined as possible using secure document transfer and storage.
5. **Simplicity of process for administrators** – Funds are economical to administer.
6. **Full accountability and record keeping** – Complete records should be made and held in line with the University’s needs and data protection guidelines.
7. **Confidentiality and Data Protection** – Confidentiality will be maintained appropriately. This includes any referrals, in line with student consent. All information relating to applications must not be discussed outside the forum of the Hardship Panel or appropriate staff.
8. **Equality and Parity** – Standard awards will be assessed using the formula agreed by the Hardship Panel. Non-standard awards will be determined / agreed by the Hardship Panel. The Panel commit to challenge any conscious or unconscious bias at every level.
9. **Using the hardship funds to promote University policy** – To use funds an ensure an anti-racist practice and support for marginalised students support inclusivity and equality.
10. **Award caps** – Caps for all awards are agreed at the start of the year. The Hardship Award Panel may disregard these caps when required on a case-by-case basis.
11. **Support Agreement Meeting (SAM) decisions** – The hardship funds will support SAMs that have agreed a student needs additional funding. This might be beyond the normal hardship fund regulations. This is the one case in which awards may be made without a hardship assessment.
12. **Review and Reconciliation** – The award caps and the standard award calculation shall be reviewed each year in the Hardship Fund Planning meeting. Hardship Fund expenditure is reconciled weekly for review by the Hardship Award Panel.

About this document
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- Owned by: Student Funding Team at the University of Sussex
- More information: [student.sussex.ac.uk/money/help](student.sussex.ac.uk/money/help)

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