

Principles for Discretionary Awards 2022/2023

	Principle	How it informs practice
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 constraints, 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	The simplicity of the process for students whilst ensuring the safety of the information submitted.	Application processes are as simple and streamlined as possible using secure document transfer and storage.
5	The simplicity of the process for administrators	Funds are economical to administer
6	Full accountability and record keeping	Complete records should be made and held in line with US needs and data protection guidelines
7	Confidentiality and Data Protection	Confidentiality will be maintained appropriately. This includes any referrals, in line with student consent.
8	Equality and Parity	All awards will be processed using same the criteria, priorities and assessment formula.
9	Using the hardship funds to promote University policy	To use funds to promote and support the University's Access and Participation plan specifically and other policies that support inclusion and diversity generally.
10	Award caps	Caps for all awards are agreed upon at the start of the year.
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.