



- ◁ You need to be assessed for all the student funding that you are eligible for (Tuition Fee Loan, Maintenance Loan, Maintenance Grant, Adult Dependents' Grant, Parents' Learning Allowance and Childcare Grant, NHS Bursary) and had your full entitlement approved.
- ◁ Students who are sponsored through their employer should have access to IT equipment through their employer, and are unlikely to qualify for the IT Access Hardship Scheme.
- ◁ All students must be able to show that they have made adequate financial provision for both tuition fees and general living costs before they apply to the IT Access Hardship Scheme.

#### [How do I apply?](#)

You must complete all of the IT Access Hardship Scheme application form and provide all the documents requested for your circumstances. We cannot commence an assessment if the form or evidence is incomplete. Please refer to the guidelines at the top of the screen.

Download the documents below:

[Download IT Access Hardship Scheme application form](#)

[Download IT Access Hardship Scheme Guidance Notes -](#)

Closing date for applications 19<sup>th</sup> March 2021 – however, we may have to withdraw the scheme at any point prior to the closing date if all IT equipment has been allocated. Please note that loans may not be possible after the 26<sup>th</sup> March, and any applications not received by the 19<sup>th</sup> March are unlikely to be completed.

#### [What happens after I apply?](#)

Your form will be assessed through the following steps:

1. An assessment of the eligibility for the inability to access campus, for a reason related to health guidance resulting from COVID 19. If further information is required, then this will be requested and the application paused until this is provided. Any information you provide may be confirmed with appropriate services, including your faculty. If you have already made the faculty aware of exemptions and have evidence to support, please provide this.  
The current national lockdown means that students currently staying outside of Leicester will be unlikely to be able to attend campus. Please ensure you have provided the information on the form regarding your current and planned living arrangements.
2. If you do not meet the eligi

your Personal Tutor. If further information is required, then this will be requested and the application paused until this is provided.

4. If you do not meet the eligibility at this stage you will be notified, and your application will not be further assessed.
5. Any applications that mean the eligibility will then be shared with the appointed senior academic colleague within the faculty for confirmation that they agree there is a pedagogic need for the IT equipment (for example, due to a gap in teaching or suspension/deferment).
6. If there is not a pedagogic need for the IT equipment, you will be notified and your application will not be further assessed.
7. If a Loan is approved, then you will be notified and you will be contacted to make the appropriate arrangements including the duration.

We will aim to assess your application within four working weeks of it being submitted, then (if eligible for an award) allow a bit longer to receive the payment. If an assessor contacts you to ask for clarification or for further evidence, it may take longer for your application to be assessed, but your application will not be put to the back of the queue. We will aim to continue with the assessment as soon as we can after receiving the additional information.

Please avoid contacting us about your application until the four week period has elapsed (check your receipt for your date of submission) unless you have a change of circumstances.