

Leeds Beckett Hardship & Summer Assistance Funds

Change of Circumstances & Appeal Procedure

1 Purpose

The purpose of this procedure is to enable students to seek a reassessment or an appeal against a decision on a Hardship or Summer Assistance Fund assessment. Students who have experienced a change of circumstances should request a reassessment. Students who have not experienced a change of circumstances but do not agree with the outcome of their assessment should request an appeal.

A request for a reassessment or appeal will be acknowledged automatically on receipt of the application.

2 Review

The request for a review should be made by completing a Change of Circumstances form, at any point during the assessment period that your circumstances change.

This is an opportunity to review the original decision, to check the accuracy of the calculations and ensure that all relevant information and evidence has been considered. The reassessment can also consider any subsequent evidence you wish to provide with the Change of Circumstances application. You will normally receive a response within ten working days.

It is important that you explain fully why you are requesting a reassessment and submit any additional supporting evidence/information with your request(s).

The Student Money team may request additional information at this stage.

A Change of Circumstances is only applicable to the Leeds Beckett Hardship Fund. A Change of Circumstances Form cannot be submitted in relation to the Leeds Beckett Summer Assistance Fund.

You should request a reassessment by completing a [Change of Circumstances form](#).

3 Appeal

A request for an appeal should be made by completing an Appeals form within two weeks of the original Hardship or Summer Assistance Fund decision. The Appeal will be reviewed by the Head of Student Money. You will normally receive a written decision with ten working days. The decision will be final and there will be no further rights of appeal.

You should request an appeal for the Hardship Fund by completing an [Appeals form](#).

You should request an appeal for the Summer Assistance Fund by completing an [Appeals form](#).