



Maryvale Institute

Student Financial Assistance Application 2026/2027

In cases of exceptional need, students may apply to the Maryvale Student Hardship Fund to assist with course fees. Money available through this fund is dependent on recent grants and donations provided to the Institute for this purpose and therefore varies year on year. Where the Student Hardship committee awards a contribution to a course fee, it cannot anticipate or guarantee awards for successive year fees, and you must consider this when applying for financial assistance for a course. It is very rare for the Committee to award assistance more than once to any individual student throughout their full course. Assistance is not available to students in their first year of study. Assistance is not available for FE programmes.

Name Current course Year (i.e. 2nd, 3rd, 4th, or 5th)

Address

Course: (please circle) BDiv Lic Year of Course applying for 2 3 4 5

Do you currently owe any money to the Institute?: YES / NO

Please state your reasons (*300 words maximum please*) for wishing to continue the course, demonstrating the likely personal, professional or vocational impact (see note 7). Please include details as to how the course has (or will) impact upon yourself, your Parish and/or community or business in the future.

Statement of personal and/or financial circumstances which make it necessary for you to apply for financial assistance. Please provide detailed information (including a statement/table of your finances if appropriate) – all details will remain confidential and only be shared with the Student Hardship Committee as part of the review process. Please do not attach more than one document/statement to the application.

I confirm that all the information given on this form is true and accurate and I hereby make my application to the Student Hardship Fund towards my course fees for the academic year (course dates)

Signed

Date

Please return completed forms to your Programme director by email well before the course is due to commence. In practice, this means that applications for courses starting in September must be made by early July; for courses commencing in January, application must be made in early November. Applications received after this date will, unfortunately, not be considered by the Committee.

Notes (Please read)

1. An application for student financial assistance should be made before commencement of the course year applied for. Any award from the Student Hardship Fund assists towards paying a course fee and only in exceptional circumstances will it cover the full fee.
2. A Panel of Adjudicators, the Student Hardship Committee, considers all student financial assistance applications.
3. When applying, your account at the Institute should be clear, with no outstanding fees owing. If not, a clear explanation of the circumstances must be available to the Finance Manager.
4. Awards, when made, are credited to the student's fee account at the Institute and no 'cash' alternative or payment to the student is available.
5. The Committee will meet to consider applications from time to time according to need and relevant course commencement dates.
6. Applications can only be made for only Higher Education (HE) courses.
7. The Committee will issue awards based on evidence of a student's ability, their commitment to completing a course and some demonstration of the likely personal, professional and/or vocational impact of continuing a course of study, together with consideration of the student's financial need.
8. There is a general policy not to make awards to a student for their 'first year' but in exceptional circumstances such an application will be considered if accompanied by a relevant academic, professional or personal reference.
9. An award, when made, will be "offered" to the applicant, usually with conditions, and a written acceptance of the offer, and proof of any imposed conditions being met, must be returned prior to the award being credited to a student's account at the Institute.
10. Where an award is made but a student fails to complete their studies (other than in exceptional circumstances), the award will be withdrawn and the student will be responsible for repayment of the amount of their fees equal to the original award.

FOR INTERNAL COMPLETION ONLY

Date Application received:/...../2026

Date acknowledged:/...../2026

Academic Record

Registrar's Transcript ☐

Finance Update ☐

References ☐

Programme Director's Report ☐

Committee Date:/...../2026

Award Offered: YES/NO