



The Inns of
Court College
of Advocacy

Bar Course Hardship Fund

Version 1.0

The ICCA recognises that students can face a wide range of financial pressures and concerns, and the ICCA Hardship Fund is available to students who need extra financial help during their studies. Awards made from the Fund aim to assist students in financial need with day-to-day living costs (such as travel, rent, utility bills, etc.) and to support those students who find themselves in unexpected financial difficulties.

All students are expected to have made reasonable provision to fund their tuition fees and living costs prior to the start of their course. An award from the Hardship Fund is not guaranteed and it should not form part of any student's planned budget until formal notification is received that they have been granted support.

An award from the Hardship Fund cannot be used to pay tuition fees. Students who anticipate difficulties paying their fees in full should speak to the ICCA Registry Team for information about options including alternative payment plans or temporary interruptions of study.

Eligibility

Applicants to the Hardship Fund must have received an offer of a place on the ICCA Bar Course. Payments will only be made to students enrolled on the course.

Awards

Awards can range from £100 to £2,500. Awards will be made at 75% of any calculated shortfall, unless the student has caring responsibilities or a disability. The exact award amount is determined on a case-by-case basis and maximum awards are granted only in exceptional circumstances.

The assessment will factor in an applicant's individual circumstances and awards made will reflect the overall level of financial need that the assessment has demonstrated.

Applicants who are considering leaving the course because of financial hardship are particularly encouraged to apply. All potential applicants are recommended to apply as soon as they need additional help as the fund is limited and may close before the end of a student's course of study once funds are exhausted.

Applications

Applications should be submitted to the Registry Services Manager (students@icca.ac.uk). Applicants must write a personal statement explaining their financial situation and provide full details of all their current funding (including scholarships, income, savings, loans, gifts and any benefits they may be receiving) and necessary expenditure (including living costs, rent/mortgage, travel and childcare costs etc).

Applicants should demonstrate that they have considered or applied for other available sources of funding such as an Inns of Court Scholarship.

Applicants must be as detailed as possible in their personal statement. It is important that students explain why they require financial assistance and that they include any information and evidence (including bank statements etc) that may support their case.

Usually, only one application per student is considered. The ICCA will only consider a repeat application if a student has experienced a significant change of circumstance, that has negatively impacted their financial situation since their previous application.

Incomplete, incorrect or illegible evidence will significantly delay the assessment of applications.

Students are reminded that applications which are found to be dishonest or deliberately incomplete or misleading may be subject to ICCA disciplinary processes, the findings of which may be passed to the student's Inn of Court for consideration under the Fitness to Practise Guidelines.

Assessment

Applications are assessed using an 'additional need' method that looks at the difference between an applicant's reasonable expenditure and expected income. Applicant's expenditure will be offset against their income and where there is a shortfall (additional need) for the year, an award will be considered from the fund.

Where awards are granted, they may not cover the full extent of an applicant's stated financial need. In some cases, where excessive non-essential expenditure is identified, award amounts may be reduced, or applications may even be rejected. Some examples of non-essential expenditure include private healthcare, gambling and excessive spending on recreational activities, deliveries, take-away food etc.

Applications will be considered by the Dean of the ICCA and the Director of Operations (or their nominees).

Appeals

Appeals may be submitted on one or more of the following grounds:

- there is evidence an application was incorrectly assessed
- further information or evidence becomes available that did not form part of the initial application.

Students who are dissatisfied with the outcome of their application and who meet one or both of the grounds for appeal listed above, may appeal in writing to the ICCA Appeals Committee.