



The Inns of  
Court College  
of Advocacy

# Bar Course Hardship Fund

Version 2.0

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 acute financial need during their time as a student. All students are expected to make sensible provision for living expenses and fees whilst a student, but sometimes unexpected costs or unforeseen events occur, which make the best laid plans more difficult to follow. While there is no typical example of a hardship fund award, in the past we have helped to pay towards the repair of broken laptops, food or living expenses where income has been suddenly affected by a family emergency or illness or funding for court dress for advocacy classes.

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 applying for the Hardship Fund are required to first consider opting for a temporary interruption of studies and/or arranging alternative course fee payment plans as these may be sufficient to alleviate financial pressure. These measures can be arranged with the ICCA Registry Team (students@icca.ac.uk).

## 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.

Applicants must be up to date with their Bar Course fees in order to be eligible to apply for the fund.

## 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 only granted in exceptional circumstances.

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

We recommend that potential applicants 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 the funds are exhausted.

## Applications

Applications for the Hardship Fund should be made via the following form:

<https://form.jotform.com/250583744604055>

When answering the questions, applicants should provide full details about their current funding (including scholarships, income, savings, loans, gifts and any benefits they may be receiving) and all expenditure (including living costs, rent/mortgage, travel and childcare costs etc).

Applicants must 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 responses and provide the exact figure being requested from the fund with supporting evidence. It is important that students explain why they require financial assistance and that they include all information and evidence (including bank statements etc.) that may support their case. Awards can only be made on the basis of need.

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 Practice Guidelines.

The ICCA will aim to provide a decision to applicants within two weeks of their application submission. In cases where additional information and evidence is required, it may take longer for decisions to be made.

Applications must be submitted at least 4 weeks before the date of the applicant's final Part Two assessments for their cohort.

Applicants who require reasonable adjustments and who may be unable to apply for the Hardship Fund via the application form should contact [students@icca.ac.uk](mailto:students@icca.ac.uk) for help and advice.

## Assessment

Applications are assessed using an 'additional need' method that looks at the difference between an applicant's reasonable expenditure and expected income. An 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 ICCA Operations Director (or their nominees) and a senior academic staff member.

## Appeals

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 Dean. Appeals may be submitted to the Dean 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.

Appeals should be submitted to [students@icca.ac.uk](mailto:students@icca.ac.uk).