COLLEGE HARDSHIP FUND

This is resourced by the College itself, and applications may be made by graduates, home and overseas. It can make loans and/or award grants.

Applications should be sent to the Academic Administrator by WEDNESDAY of SECOND or SIXTH WEEK of each TERM. The Student Finance Committee meets in third and eighth week of each Term, but in cases of emergency the Committee can act earlier.

The information provided on this form will be held in strict accordance with provisions of the Data Protection Act 1998 and as such will be treated in the strictest confidence, kept securely and not disclosed to third parties, except as set out below. It will be used by college officers in determining whether or not the applicant should receive financial assistance.

OTHER SOURCES OF HARDSHIP FUNDING

The Government Access to Learning Fund is resourced by the Department of Education and Employment (DfEE), through the Higher Education Funding Council for England (HEFCE) and can be applied for directly from the University Offices. Application forms are available from the College Office. Please note that you can only apply once in any academic year unless you can show that your circumstances have changed significantly since your first application. Eligibility is restricted to home graduates. The deadline for applications is June 2017. Applications are dealt with on a rolling basis with a turn-around time of approximately four weeks.

There is also a UNIVERSITY HARDSHIP COMMITTEE which may be able to help in unforeseeable cases of hardship. Application forms are available from the Academic Administrator.

September 2016

PLEASE COMPLETE IN BLACK INK AND CAPITAL LETTERS

Declaration: I agree to this application being considered and viewed by Junior Members of the Student Finance Committee: (Please circle one).

YES         NO

NB: Indicating that you do not wish the Junior Members of the Committee to review your application will in no way jeopardise your application.
SECTION 1: PERSONAL DATA

NAME:
_________________________________________________________________________________

COURSE: ___________________________________________ YEAR OF STUDY: _____________**

AGE: _____________________ EXPECTED FINISH DATE: ______________________

**If you have over-run your original completion date please explain why: [eg. D.Phil = 3 years; M.Phil = 2 years; MSt/MSc = 1 year]

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Do you live in college accommodation? YES/NO

If not, please give reason why: _____________________________________________________________

_______________________________________________________________________________________

Do you have any disability which gives rise to additional expenditure? YES/NO

[If so, please give details in section 3, below]

COLLEGE ADVISOR: ______________________________________________

SECTION 2: ELIGIBILITY

Have you, in this academic year, already received financial assistance from either the College or the University? YES/NO

If yes, how much: £ ________
SECTION 3: EXPENDITURE

Please give costs per annum. Where possible base costs on past or current bills. The estimates are given by way of comparison; if your estimates are very different please explain why in section 8.

General Living Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Your Costs</th>
<th>Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time rent/mortgage [supply evidence if not in College room] (based on rent for a College room for 51 weeks)</td>
<td>£6,512.01</td>
<td></td>
</tr>
<tr>
<td>Electricity/gas/water [included in rent for College rooms]</td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Meals [estimate is based on £12.00 per day for 52 weeks]</td>
<td>£4368</td>
<td></td>
</tr>
<tr>
<td>Other items of food/clothes/personal hygiene/telephone (£30 pw x 52 wks)</td>
<td>£1560</td>
<td></td>
</tr>
<tr>
<td>Travel to and from home</td>
<td>£200</td>
<td></td>
</tr>
<tr>
<td>Any other essential expenditure please specify:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUB TOTAL: £12,640.01

University and College FEES: Please show who is responsible for paying your fees and in what amounts per annum.

<table>
<thead>
<tr>
<th>Source</th>
<th>Your Costs</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yourself</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your parents/guardians</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate grant scheme (Research council eg AHRC, MRC, University etc.)</td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Other funding source eg Career development loan (please specify)</td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL LIVING COSTS: £

TOTAL FEES PAID BY YOU PERSONALLY: £
**SECTION 4: INCOME**

Please give income **per annum**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

Expected income for year July 2016 to June 2017:

Net earned income: partner

Parental/guardian contribution

Private income from investments, trusts, property rental etc.

College/University bursary or scholarship/exhibition

College grant

Government Hardship grant/University Hardship Grant/Vice-Chancellor's Grant

Assistance from any other grant-giving body e.g., Maintenance grant from Research Council etc.; please specify total amount;

Benefits/credits/allowances from Social Security please specify

Any other sources of income, including loans please specify

**TOTAL INCOME**

**SECTION 5: ASSETS AND LIABILITIES**

**Assets:**

<table>
<thead>
<tr>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank or Building Society Savings Accounts</td>
</tr>
<tr>
<td>Investments at market value</td>
</tr>
<tr>
<td>Property (including principal residence) estimated current value</td>
</tr>
</tbody>
</table>

**TOTAL ASSETS:**

**Liabilities:**

<table>
<thead>
<tr>
<th>£</th>
<th>Repayments start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank/Building Society <strong>overdraft limit</strong></td>
<td></td>
</tr>
<tr>
<td>Bank/Building Society <strong>current balance</strong></td>
<td></td>
</tr>
<tr>
<td>Credit card(s) <strong>limit</strong></td>
<td></td>
</tr>
<tr>
<td>Credit card(s) <strong>current amount outstanding</strong></td>
<td></td>
</tr>
<tr>
<td>Amount of SLC Loans outstanding</td>
<td></td>
</tr>
<tr>
<td>Amount of other loans outstanding</td>
<td></td>
</tr>
<tr>
<td>Amount of any other outstanding debts (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES:**

*Please provide evidence of Bank/Building Society account balances and credit card debt statements for the past two months.*
SECTION 6: ASSISTANCE APPLIED FOR:

Please indicate the amount of assistance you are seeking: £______________

SECTION 7: DECLARATION:

Please read and sign the following statement:
I confirm that all the information I have given in connection with this application is full and correct. I undertake to supply any additional information which may be required by the Student Finance Committee in order to verify the details given. I also undertake to inform the Student Finance Committee (without delay and without prompting) of any significant changes to the financial details given in the application.

SIGNED: ___________________________ DATED: _____________

SECTION 8: SUPPORTING STATEMENT

Please provide a supporting statement below giving any additional information about your financial position including any special circumstances. (This section will be removed if the application is supplied to the auditors)

Failure to provide a supporting statement may mean that the Committee cannot give full consideration to your application. (Please refer to the guidelines when completing this section)
SECTION 9  GRADUATE ADVISOR’S COMMENTS: (Please refer to Tutors’ guidelines)

Please return this form to the Academic Administrator by Wednesday of 2nd Week or Wednesday of 6th Week

SECTION 10: DECISION (FOR COLLEGE USE ONLY)

Queen’s College Loan £
Queen’s College Grant £
(Terms of repayment):

Authorised by:  Date:
GUIDANCE NOTES TO COMPLETING THE QUEEN'S COLLEGE FINANCIAL ASSISTANCE APPLICATION FORM: GRADUATES

- Please indicate whether or not you give your consent to both Junior and Senior Members of the Student Finance Committee viewing your application. Indicating that you do not wish the Junior Members of the Committee to review your application will in no way jeopardise your application.

Section 1: Personal data
- Complete all sections.
- Course title and current year of study. eg: D.Phil Inorganic Chemistry - Year 2
- Age at 1st September 2016. e.g., 23
- Expected finish: e.g., September 2017
- Explain why you do not live in College accommodation
- Disability: please give details of disability and the extra costs incurred because of your disability. e.g., Dyslexia
- Moral Tutor: Name. e.g., Prof Bloggs

Section 2: Eligibility
- Complete all sections.
- Please let the Committee know if you have received assistance this academic year.

Section 3: Expenditure
- Complete all sections.
- Please be as realistic as possible here. (The estimates are there for guidance)
- The rent estimate is based on the cost of 51 weeks College accommodation.
- University and College Fees:
  - Please state the amount (if any) that you are expected to pay from your own income and state the amount paid by, parents/agencies/loans etc.
  - PLEASE TOTAL
  - PLEASE TOTAL the amount of fees YOU personally pay from your own money.

Section 4: Income (please give actual and expected amounts for each year of study)
- Net income: you should state how much you expect to earn or have earned from July 2016 to June 2017. (For information the minimum wage for over 22 year olds is £6.70 per hr)
- Indicate any income your partner, if you have one, receives.
- Allowance you receive (if any) from parents/guardian.
- Any income you receive from trusts, investments etc.
- Please state the amount of money you receive under any of the categories which are listed.

Section 5: Assets & Liabilities
- Assets: savings you have in bank/building society accounts or any capital you have tied up in investments. We have included property since this asset could be used as an income.
- Liabilities: debts you have – this should include bank overdrafts, credit card debt, store card debts, outstanding Student loans, and any other loans you have taken out. Your
current available balance should include your available overdraft. Please indicate in the column when you have to start repaying loans.

- Please include, with your application, bank statements and credit card/store card bills for the previous two months.

Section 6: Assistance applied for:
- You should indicate the sum of money which you feel will be necessary to help you for the remainder of this academic year. Should your circumstances change during the year you may of course make a further application to the Committee.

Section 7: Declaration:
- All applicants MUST sign to state that the information they have given is full and correct – otherwise the Committee cannot consider the application.

Section 8: Supporting statement
- This section is important as it is a place where you can make a case for yourself to the Student Finance Committee. For example, if your expenditure exceeds the estimated £12,640.01 please give reasons; you might also like to give details of why your income/earnings are lower than expected.

Section 9: Graduate Advisor’s comments.
- You should take your application to your Graduate Advisor and spend time going over the form with him/her so that he/she is aware of the financial situation you are in.

N.B. APPLICATIONS ARE DEALT WITH IN STRICT CONFIDENCE BY ALL MEMBERS OF THE STUDENT FINANCE COMMITTEE.

Guidance for Graduates
September 2016