CONFIDENTIAL
FINANCIAL ASSISTANCE
APPLICATION FORM
2016–17
UNDERGRADUATES
(including PGCE and Clinical Medical Students)

COLLEGE HARDSHIP FUND

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

Applications should be sent to the Academic Administrator by WEDNESDAY of SECOND WEEK or SIXTH WEEK of each TERM. The Student Finance Committee meets in third and seventh 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 (a) home undergraduates (including PGCE and Clinical Medical Students) who have already taken out the maximum loan from the Student Loan Company, and (b) 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 the 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: ____________________ Do you live in college accommodation? YES/NO

If not 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]

MORAL TUTOR: __________________________________________

SECTION 2: ELIGIBILITY

Are you eligible to take out a UK Government Student Loan in 2016/17 YES/NO
[Student Loan Company Loan]

What is the maximum amount you are eligible for? £ _______

What is the total amount you have applied for? £_______

If you have taken out a Government Student loan, please enclose evidence.

Have you applied for a Tuition Fee Loan YES/NO

What is the total amount you have applied for? £ _______

Do you receive a Higher Education grant? YES/NO

If YES, how much do you receive? £_______

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

If yes, how much: £ _______

Do you get any remission of the £9,000 University Tuition Fee? YES/NO

If yes, how much of the Fee is remitted (i.e. paid by your LA, SAAS, ELB)) £_______

Do you receive an Oxford Opportunity Bursary/Moritz-Heyman Scholarship YES/NO

If yes, how much will you receive for this academic year? £_______

Have you received financial assistant from the College in the past? YES/NO

If yes, how much and when did you receive the financial assistance? £_______
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.

Essential expenditures (annual)

<table>
<thead>
<tr>
<th>Description</th>
<th>Your Costs</th>
<th>Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term time rent [supply evidence if not in College accommodation]</td>
<td>£3,768.06</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 all meals taken in Hall]</td>
<td>£1,770</td>
<td></td>
</tr>
<tr>
<td>Other items of food/clothes/personal hygiene/telephone (£25pw x 26 wks)</td>
<td>£650</td>
<td></td>
</tr>
<tr>
<td>Other costs associated with your course: eg books, photocoping</td>
<td>£175</td>
<td></td>
</tr>
<tr>
<td>Travel to and from home</td>
<td>£170</td>
<td></td>
</tr>
<tr>
<td>Any other essential expenditure please specify:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*undergraduate rate

SUB TOTAL: £6,533.06

Discretionary Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Your Costs</th>
<th>Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation rent [estimate is based on two weeks undergraduate rate] (£15.05 per night)</td>
<td>£210.70</td>
<td></td>
</tr>
<tr>
<td>Do you face any other expenses you feel should be taken into account? e.g. extra medical expenses. Please specify.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation in University activities/social events</td>
<td>£450</td>
<td></td>
</tr>
</tbody>
</table>

SUB TOTAL: £660.70

TOTAL OF Essential AND Discretionary Expenditures: £7,193.76

University and College Fees: How much of your fees are not covered by other sources? e.g. Research Council, NHS, Tuition fee loan. £
### SECTION 4: INCOME

Please give income per annum (July 2016 to June 2017– include any vacation earnings)

<table>
<thead>
<tr>
<th>Expected earnings for this year from July 2016 i.e. last summer vacation plus Christmas and Easter vacations. For reference a total of 14 weeks work (48hrs a week) (half the vacations at the minimum wage (£5.30 per hour) is £ 3561.60</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net earned income : partner</td>
<td></td>
</tr>
<tr>
<td>Parental/guardian contribution (excluding the fees they pay on your behalf)</td>
<td></td>
</tr>
<tr>
<td>Student Loan Company Loan</td>
<td></td>
</tr>
<tr>
<td>Government Access to Learning Grant</td>
<td></td>
</tr>
<tr>
<td>College/University bursary or scholarship/exhibition</td>
<td></td>
</tr>
<tr>
<td>Oxford Opportunity Bursary /Oxford Bursary</td>
<td></td>
</tr>
<tr>
<td>HE Maintenance Grant</td>
<td></td>
</tr>
<tr>
<td>NHS bursary (Clinical Medicine)</td>
<td></td>
</tr>
<tr>
<td>PGCE trainee salary</td>
<td></td>
</tr>
<tr>
<td>Assistance from Secondary Shortage Subject Scheme (PGCE students)</td>
<td></td>
</tr>
<tr>
<td>Assistance from any other grant-giving body please specify</td>
<td></td>
</tr>
<tr>
<td>Any other sources of income, eg private income from investments, trusts property rental, loans, support from partner, etc please specify</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL INCOME:**

### SECTION 5: ASSETS AND LIABILITIES

**Assets:**

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

**TOTAL ASSETS:**

**Liabilities:**

<table>
<thead>
<tr>
<th>Bank/Building Society overdraft limit</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank/Building Society current balance</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Credit card(s) limit</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Credit card(s) current amount outstanding</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Amount of any other outstanding debts (excl Student Loans) (please specify)</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES:**

Please provide evidence of Bank/Building Society account balances and credit card statements for the last 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 on the enclosed sheet 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: Moral or other Tutor's comments: (Please refer to guidelines when completing)

Signed: ___________________________ Date: _____________

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 £ ___________________________
(Terms of repayment):

Queen's College Grant £ ___________________________

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

- 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.  e.g.,  
PPE 2nd year
- Age at 1st September 2016.  e.g.,  20
- 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.
- The Oxford Opportunity Bursary is made directly from the University and based on parental income. For further information please see:
  - http://www.ox.ac.uk/students/fees-funding/

Section 3:  Expenditure
- Complete all sections.
- Please be as realistic as possible here.  (The estimates are there for guidance)

Section 4:  Income
- Net income: you should state how much you expect to earn or have earned over vacations i.e from July 2016 to October 2017, Christmas vacation 2016/17 and Easter vacation 2017.  For information 14 weeks (48hr week) earnings at the minimum wage* = £3561.60
- Indicate any income your partner, if you have one, receives.
- Allowance you receive (if any) from parents/guardian  If you do not receive an allowance from your parents/guardian please state why not in your supporting statement in Section 8
- The FULL amount you receive from the Student Loan Company for maintenance.
- If you have a partner and he/she contributes to your expenses please state this in the section on any other sources of income.
- Please state the amount of money you receive under any of the categories which are listed and write the total in the box as indicated.

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, and any loans you have taken out. Your current available balance should include your available overdraft. Please state the amount of overdraft and credit card limit you have. 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 receive financial assistance. You should focus on reasons why your expenditure exceeds the target figure (£7193.76). For example Government guidelines assume that you are able to live at home free of charge, during the vacations, if this is not the case you should explain why. Similarly if your parents are unable to contribute to your maintenance costs please explain why.

Section 9: Moral or other Tutors Comments
You should take your application to your Moral Tutor or another Tutor who knows you 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.

September 2016

* Minimum wage: 18 to 20 is £5.30; 21 + is £6.70 from 1 October 2015.