

## 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 2<sup>nd</sup> year*
- Age at 1<sup>st</sup> September 2018. *e.g., 20*
- Disability: please give details of disability and the extra costs incurred because of your disability. *e.g., Dyslexia*
- Moral Tutor or other Tutor or other Member of GB: 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 2019 to October 2019, Christmas vacation 2019/20 and Easter vacation 2020.
- 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 figures. 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 or other Member of GB

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 2019

*\* Minimum wage 2019: 18-20 years £6.15 per hour; 21-24 years £7.70 per hour.*