

# University Hardship Fund

## Application Form 2008/9



UNIVERSITY OF  
**OXFORD**

### NOTES FOR APPLICANTS

Please take the time to complete this form correctly to ensure the committee have a full understanding of your circumstances. Ensure you have read the notes at the start of each section and fully answer any request for information.

#### AWARDS

The Applications Sub-Committee on Student Hardship aims to assist those who require financial assistance in the short term due to **unexpected circumstances**, and whose funding would otherwise be sufficient for them to complete their studies. Awards to successful applicants are made on the basis of a comparison of a student's finances for the current academic year with University estimates of finances required. **Awards generally do not exceed £3,000** and awards of this level will usually be a combination of a grant and loan. Students in their final year will usually be given a loan. All students matriculating at the University are eligible to apply to the Committee.

#### HOW TO APPLY:

- Contact your college's Hardship Officer **before** completing the form.
- Read the notes at the start of each section before completing the form.
- Include all relevant information on the form, **attachments will not be accepted**
- Part C should be given to your supervisor/tutor to complete and you should ask them to send it directly to your college's Hardship Officer.
- Complete part A in full and give both parts A and B to your college Hardship Officer who will complete part B and forward parts A, B and C to Student Funding Services.

Your college will be informed of the decision regarding your application following the meeting and will contact you directly regarding the committee's decision.

#### APPLICATIONS FROM STUDENTS IN THE FOLLOWING CIRCUMSTANCES WILL NOT RECEIVE AWARDS FROM THE COMMITTEE:

- Students who did not have adequate funding at the outset of their course.
- Students who, though eligible, have not taken out a Government Student Loan or applied to the Access to Learning Fund. All students should apply to their College Hardship Fund.
- In the case of research degrees, the Committee does not consider a student's funding running out before the student is ready to submit his/her thesis to be sufficient grounds for an award. However, if research has been disrupted for reasons beyond the student's control these may be considered. Students beyond their fourth year of study will not usually receive assistance.
- Fluctuations in exchange rates are seen as being, in principle, a foreseeable hazard. The Committee will generally only consider awards where fluctuation is catastrophic.

#### IMPORTANT INFORMATION

- Students **must** apply to the college hardship fund and UK students **must** apply to the Access to Learning Fund prior to applying to the University Hardship Fund
- The Committee will expect you to demonstrate the **unexpected** nature of the hardship you are experiencing and you must refer to this in your reason for application (section 5).

You must include financial information for **every year** of your course; past, current and future (section 4), you should include information about all savings you hold. You should ensure you demonstrate that you are attempting to provide funding from sustainable sources for the rest of your course.

# University Hardship Fund

## Application Form 2008/9



UNIVERSITY OF  
**OXFORD**

### NOTES FOR COLLEGES

Please ensure the student has completed the form fully before submitting the application to the student funding office. Particular areas to note are:

- Section 5. Students should highlight the **unforeseen** nature of their financial difficulties as the committee looks to support students who have planned financially for their course.
- Section 4. Ensure the student has completed this for **every year** of their course and indicated at the top of each column which year they are referring to. The committee will especially wish to see that students who are in the early years of their course have considered their funding for the rest of their course and are taking steps to resolve any funding issues.
- Section 3. Students must apply to the Access to Learning Fund (if eligible) and College Hardship Fund prior to submitting their application to the University Hardship Fund.

### COMPLETING PART B

- The student should discuss part A of the form with you and have sent part C of the form to their tutor/supervisor before you complete part B.
- Complete part B and **attach the student's financial guarantee** which was provided at the start of their course. When indicating the college's assistance to the student please ensure you have indicated at the top of each column which year the assistance refers to.
- Part C should be returned to the college by the tutor.
- Once the application is complete please send parts A, B and C and the financial guarantee to:

University Hardship Fund  
Student Funding Services  
University Offices  
Wellington Square  
Oxford. OX1 2JD

### CHECKLIST

*Please only submit an application to Student Funding Services once you have the following*

- Complete and signed Part A, B and C
- A copy of students financial guarantee

Please note **incomplete applications will be returned to the College**

### APPLICATION DEADLINES

The committee meets once a term but it is possible, *in emergencies*, for the chairman to make an award between meetings. If the application is to be considered for Chair's action rather than waiting for the meeting you must indicate this when sending the application. Colleges should note, and make applicants aware, we cannot guarantee how long a decision will take for applications submitted for Chair's action.

*2008/9 Deadlines (for receipt at Student Funding Services)*

Michaelmas Term – 6th November 2008  
Hilary Term – 12th February 2009  
Trinity Term – 7th May 2009

# University Hardship Fund

## Application Form 2008/9



### PART A: TO BE COMPLETED BY THE STUDENT

#### Section 1: PERSONAL DETAILS

Surname or family name:	First name(s):
Date of Birth:     /     /	Nationality:
Email address:	
Are you <input type="checkbox"/> married? <input type="checkbox"/> living with partner? <input type="checkbox"/> single?	
Number and ages of any dependent children:	

#### Section 2: COURSE DETAILS

<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate	<input type="checkbox"/> Full time <input type="checkbox"/> Part time
College:	Faculty or department:
Full course title including award:	
Length of course:	Current year of current course:
Start date of current course:     /     /	
Expected completion date:     /     /	
Name and address of Tutor/Supervisor:	

#### Section 3: FURTHER INFORMATION

Have you made any previous applications to the University Hardship Fund? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give the term/year and result of the application(s):
If you are a UK student, have you made an application to the Access to Learning Fund? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>UK students cannot apply for University Hardship unless they have made an ALF application</i>

#### DATA PROTECTION ACT 1998

Oxford University is a data controller in terms of the 1998 legislation. Student Funding Services adheres to University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the department for the purposes of your application, statistical purposes, and electronic record keeping.

The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Director of Graduate Admissions and Student Funding.

# University Hardship Fund

## Application Form 2008/9



UNIVERSITY OF  
**OXFORD**

### Section 4: FINANCIAL INFORMATION

Please provide full details of your actual or estimated income **IN UK STERLING** from all sources for each year (**past, current and future**) of your course, including funds for University and College fees. If you are in the early years of your study you will be expected to demonstrate that you have thought about mechanisms to assist you in completing your studies. You may also refer to these in your reasons for application in part 5.

Sources of income <i>Please enter academic year in column heading</i>	Year 1 From: To:	Year 2 From: To:	Year 3 From: To:	Year 4 From: To:	Year 5 From: To:
Government Grant	£	£	£	£	£
Government Loan	£	£	£	£	£
Undergraduate Bursaries	£	£	£	£	£
Research Council Studentship	£	£	£	£	£
College Grants/Loans	£	£	£	£	£
Access to Learning Fund	£	£	£	£	£
Other Grants/Scholarships	£	£	£	£	£
Other Loans	£	£	£	£	£
State Benefits e.g., Childcare Grant	£	£	£	£	£
Family Support	£	£	£	£	£
Personal Funds / Savings	£	£	£	£	£
Partner's earnings	£	£	£	£	£
Other income (please detail):	£	£	£	£	£
<b>Total</b>	£	£	£	£	£

# University Hardship Fund Application Form 2008/9



UNIVERSITY OF  
OXFORD

## Section 5: REASONS FOR APPLICATION

Please state the grounds on which you are applying, highlighting details of changes in your financial circumstances since the start of your course and the **unforeseen** nature of your financial situation. If you have any exceptionally heavy expenses, you may also draw these to the Committee's attention. ***Please note attachments are not excepted and you must therefore include all information on the form.***

## Part 6: DECLARATIONS

I declare that the information that I have given on all parts of this form is correct and complete to the best of my knowledge and I undertake to notify you without delay of any change in my income. I understand that if I have failed to complete all section correctly on this form my application might not be considered by the Committee.  
I accept that my college might be contacted should further information be requested and I give my consent for this to occur.  
I give my consent for my college to provide a copy of my financial guarantee to the Committee.

Signed:

Date:     /     /

# University Hardship Fund Application Form 2008/9



## PART B: TO BE COMPLETED BY THE COLLEGE

Student's name:	College:
-----------------	----------

Is the student liable for **University fees** in 2008/9?  Yes  No  
 If yes, please give details: Fee rate payable £ \_\_\_\_\_ Amount of fees paid to date £ \_\_\_\_\_

Is the student liable for **College fees** in 2008/9?  Yes  No  
 If yes, please give details: Fee rate payable £ \_\_\_\_\_ Amount of fees paid to date £ \_\_\_\_\_

Has the college assisted the student during their course?  Yes  No If yes please detail below:

<i>Please fill in academic year in column heading e.g., 2007/8</i>	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Granting a fees waiver:</b>					
<b>Awarding a grant of:</b>					
<b>Awarding a loan of:</b>					

Is the college likely to be able to assist the student further during this academic year?  Yes  No

**Reasons for application:** Please use this space to comment on the extent of this student's current hardship and the likelihood of continuing hardship in future years. It is assumed that the student's resources were understood, at the time of acceptance, to be sufficient to meet fees and expenses covering themselves and any accompanying family members, for the duration of the proposed course. **The committee attaches considerable importance to the college's comments on the reason why this is no longer the case.**

## DECLARATION

I certify that, to the best of my knowledge, the information given in Part A is a true statement or estimate (as appropriate) of the applicant's income for the period of his/her course. I confirm that the applicant had adequate financial resources at the time of acceptance for the course he/she is now following. The applicant has discussed the application with me.

<input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name:	Date:     /     /
--	-------	-------------------

Signed:	Position/office held:
---------	-----------------------

# University Hardship Fund

## Application Form 2008/9



### PART C: TO BE COMPLETED BY THE TUTOR/SUPERVISOR

Student's name:	College:
-----------------	----------

The student named above is applying to the Applications sub-committee on Student Hardship for financial aid. Awards are made on the grounds of **unforeseeable** hardship. The Committee would be grateful for a brief comment on the student's academic progress (and in the case of research students, an estimated date of completion) as well as any other matters you consider relevant.

### DECLARATION

I certify that the applicant has discussed the application with me.

<input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name:	Date:     /     /
--	-------	-------------------

Signed:	College/Dept.:
---------	----------------

**PLEASE RETURN THIS FORM TO THE STUDENT'S COLLEGE AS SOON AS POSSIBLE, MARKED FOR THE ATTENTION OF THE HARDSHIP OFFICER**

### FOR OFFICE USE ONLY

University Fee	£	Income from Part A	£
College Fee	£	College Assistance	£
Maintenance Level	£	Sub-total	£
Child Allowance	£	Partner Income Disregard	£
<b>TOTAL NEEDS</b>	£	<b>TOTAL INCOME</b>	£
NET SURPLUS/SHORTFALL £			

<input type="checkbox"/> Home	<input type="checkbox"/> EU	<input type="checkbox"/> Overseas	<input type="checkbox"/> Islands
<input type="checkbox"/> Undergraduate		<input type="checkbox"/> Postgraduate	