**ST. JOHN’S COLLEGE**

**APPLICATION FOR FINANCIAL ASSISTANCE**

**Students who are concerned about financial hardship should discuss their circumstances with the Finance Manager (finance.manager@sjc.ox.ac.uk)** **before submitting a form.** **Students should normally have exhausted all other funding avenues available to them. This could include the US Federal Loans, Student Finance tuition and maintenance Loans, Master’s or Doctoral Loans, and benefits such as Disabled Students’ Allowance.**

**St John’s Financial Assistance Grant can help to alleviate financial hardship. However, it is not intended to provide core funding (either fees or maintenance) for students who were underfunded at the start of their course, nor is intended to support a student’s family members. Support will be considered for students who have encountered financial difficulties through unforeseen circumstances. It is expected that all students will have made reasonable provisions for themselves and any dependents before beginning their Oxford course.**

1. Please complete both pages of this application form and sign the declaration at the bottom of this page. Please submit all bank statements for the last three months in support of your application.
2. Please include the total amount of income you will receive for the full academic year from 30th September.
3. In completing the form, you may find it useful to consult the University’s webpage on ‘Fees and Funding’ (<https://www.ox.ac.uk/students/fees-funding?wssl=1>). There is useful information here on average living costs in Oxford (see the ‘Living Costs’ tab) and on the other University hardship funds that you might consider.
4. The form should then be passed to the Fellow for Welfare (currently Charles Newton charles.newton@psych.ox.ac.uk). You may also send it to any other member of the Hardship Committee if you do not wish Fellow for Welfare to see it.
5. The Fellow for Welfare will check the details of your application with the college Finance Manager or Finance Bursar.
6. Once this check has been completed, The Fellow will anonymise all documents and send them to members of the *Financial Assistance Committee* for their views. The Fellow will let you know the decision as soon as possible. If you are unhappy with the decision reached, you should write to the Fellow and the Fellow will inform the rest of the Committee.
7. Financial difficulties are stressful and will often impact on a student’s wellbeing; please keep in mind our helpful and experienced Welfare team (hanne.clark@sjc.ox.ac.uk).
8. The Financial Assistance Committee comprises the President, Principal Bursar, Senior Tutor, Fellow for Welfare, Fellow for Access, and, where relevant, the Tutor for Graduates.

Prof. Charles Newton, Fellow for Welfare

**DECLARATION**

**I certify that to the best of my knowledge what follows is a true statement of my income from all sources, and of my necessary expenditure for this academic year.**

Name in Capitals:

Signature:

Date:

**ST. JOHN’S COLLEGE**

**APPLICATION FORM FOR FINANCIAL ASSISTANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name in capitals: |  | Student Battels Number |  |
| PG/UG |  | Year of Study |  |
| Subject |  |  |  |
| Please describe why you are applying to this fund: |

**Financial Information**

1. **Present financial situation:**

1. Outstanding battels (with due date for payment);
2. Bank overdraft;
3. Any other debts (excluding student loans); and
4. Any available savings.

1. **Expected income for the current academic year:**
2. Grants, scholarships etc;
3. Student loans;
4. Family support;
5. All earnings from employment:
6. Support from University Hardship funds:
7. Any other income (please specify):

**Total income:**

1. **Expected expenditure for the current academic year:**
2. Food:
3. Accommodation:
4. Personal items:
5. Social activities:
6. Study costs:
7. Any other expenditure (please specify):

**Total expenditure:**

**Income minus expenditure:**