**ST. JOHN’S COLLEGE**

**APPLICATION FORM FOR HARDSHIP FUNDS**

***Before applying, students must have taken out the full government support available to them, unless there is a good reason why this is not the case. This could include the undergraduate tuition and maintenance support, Master’s or Doctoral Loans, and benefits such as Disabled Students’ Allowance or Universal Credit.***

***The Fund can help to alleviate financial hardship. However it is not intended to provide core funding (either fees or maintenance) for graduate students who were underfunded at the start of their course. Support may be considered for graduate 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 bank statements for the last three months in support of your application.

1. 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.

1. The form should then be passed to me or, in my absence, the Fellow for Welfare. You may also send it to any other member of the Hardship Committee if you do not wish me to see it.

1. I will then check the details of your application with Catherine Henderson in the Finance Office.

1. Once this check has been completed, I will send it to members of the Hardship Committee for their views. I will let you know the decision as soon as I can. If you are unhappy with the decision reached, you should write to me and I will inform the rest of the Committee.

1. Your identity will be kept strictly confidential by the members of the Hardship Committee. However, you do have the right to remain anonymous. If you wish to do so, please let me know and I will have your name removed from the copies of the application and any supporting documents before circulating them.

1. The Hardship Committee comprises the President, Principal Bursar, Senior Tutor, Fellow for Welfare, Fellow for Access, the Senior Dean, and, where relevant, the Tutor for Graduates.

Prof. Theresa Burt, Senior Dean

**DECLARATION**

**I certify that to the best of my knowledge that 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 HARDSHIP FUNDS**

Name in capitals:

Subject and year:

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):
4. Any available savings:

1. **Expected income for the current academic year:**
2. Grants, scholarships etc.:
3. Student loan:
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. Fees:
8. Any other expenditure (please specify):

**Total expenditure:**

**Income minus expenditure:**