

HARDSHIP FUNDING

2018/19 Guidance



The application form and guidance notes will be used to assess students applying for support through the:

- Access to Learning Fund (ALF) for Home students - www.ox.ac.uk/students/fees-funding/assistance/hardship/alf
- University Hardship Fund (UHF) for students of any fee status experiencing unexpected financial difficulties - www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf

Please take time to read through the above webpages before completing the application form as they provide full details on eligibility and the criteria against which your application will be considered. If you require any assistance with completing the form please contact student.funding@admin.ox.ac.uk. Your application will not be processed unless all the relevant sections have been completed and requested documentation received. Answer all questions as fully and clearly as possible, ticking the appropriate boxes. Required documentation is indicated by the symbol  and listed in the Supporting Document Checklist. Guidance on completing the form is provided below.

COMPLETING YOUR APPLICATION FORM

Section 1: Personal details

Your student number can be found via your Student Self Service account (www.ox.ac.uk/students). **Please note that this is different from the barcode number on your University Card.**

Section 2: Course details

Modular courses are usually offered by the Department of Continuing Education, for example part-time masters courses where you are only required to be in Oxford for a certain number of weeks per academic year for specific modules. You do not need to include this information if you are on a full-time degree course.

Extended terms should only be ticked by undergraduate students who are on a course that requires study in Oxford outside of Weeks 1 to 8. This generally applies to undergraduates in their final year of certain courses, for example Chemistry. Clinical Medicine and PGCE students also have extended terms.

Section 3: Disability

If you consider yourself to have a disability or chronic medical condition you will be expected to have applied for any support available through the Disability Advisory Service (www.ox.ac.uk/students/welfare/disability).

Section 4A: Savings and bank balances

Complete this section in full, nominating a current account to be credited should you be made an award. For all current and savings accounts that are held or jointly held in your name, provide an official bank/building society statement showing the balance as at **30 September 2018**. This will be used to determine the starting level of funding available to you to fund your studies for the 2018/19 academic year. You must also provide official bank/building society statements for the most recent three months. **Any credits/debits over £75 on these statement must be annotated and explained.** Failure to declare any other current or savings accounts could be interpreted as an attempt to deceive the University and will be referred to the Office of the Proctors and Assessor.

If you have any credit card or loan repayments you should provide recent statements showing the current balance and minimum monthly repayment.

Please do not send originals as they will not be returned; legible copies are sufficient as are official print outs from internet banking facilities, as long as these show your account number and the name of the bank/building society. Please note that we cannot accept Excel spreadsheets with a downloaded list of transactions.

Section 4B: Income

You should provide full details of all your expected available income for the current and future academic years. If a source of income is not applicable to you then enter 0 (zero) or n/a. It is expected that students will use all available funding to support themselves. Hardship awards will not be made to students choosing not to utilise

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a confirmed available source of funding, e.g. if they have chosen not to take out government loans, or are retaining a savings balance for another purpose.

➤ **Government support:**

- If you are an undergraduate who has a government tuition and maintenance loan/grant you should use your existing government funding levels to populate columns for future years, unless your household income has recently or is likely to significantly change.
- If you are a Home/EU undergraduate who has not been financially assessed in your application for government support this does not make you ineligible to apply, however if this is the case you should explain in your supporting statement why you have not been assessed. We will include the maximum amount a financially assessed student can obtain, unless there is a valid reason you were not assessed.
- If you are a postgraduate in receipt of a government Master's or Doctoral Loan please detail it here and provide a copy of your award notification letter. You should explain whether you are using it towards fees or living costs in your supporting statement.

➤ **External support:** if you are in receipt of a scholarship or grant from an external source, include it here and provide a copy of your award notification letter. You should explain what this covers in your supporting statement.

➤ **Individual contribution:**

- **Savings:** you must include the total balance of any savings you may have. Where this repeats the information provided in section 4A please be clear so that this funding is not counted twice.
- **Net earnings:** enter the amount you expect to earn through paid employment during each academic year. Do not include income that is included under another header.
- **Family/partner contribution:** enter an estimate of the total contribution (as either regular or one-off payments) that you expect to receive from your family towards the costs of fees or living expenses this academic year. These should be annotated on your bank statements and an explanation included in your supporting statement.
- **Other:** if you receive income which has not already been included, please list it here.

Section 5a: Expenditure

You should include a figure in each box; if an item is not applicable to you enter 0 (zero) or n/a. Indicate whether figures are weekly, monthly, termly or annual where requested. A fixed amount will be included in our assessment to cover essential expenditure. This is to account for costs such as food, laundry, clothing, household costs and other personal items. Therefore, please ensure you do not include any of these costs as separate items in the form. Any dependant-related or other non-standard costs should be detailed in section 5b and explained in your supporting statement.

- **Accommodation costs:** debits from your bank statements are not sufficient evidence of the cost of any type of accommodation.
- If you live in college accommodation enter the cost of your room rather than the total cost of your battels. Provide copies of all available battels statements for this academic year and indicate if your accommodation cost includes utilities and/or any meals.
 - If you live in private rented accommodation provide a copy of the relevant pages of your tenancy agreement, stating the monthly rent, length of agreement and number of tenants. If the rent is not split equally between tenants explain this in your supporting statement.
 - If you live in your own property and are repaying your mortgage, provide evidence of the monthly cost via a copy of your agreement or via a statement.
 - If you encounter any vacation rent due to staying in Oxford over the vacations, enter the total here and provide evidence of this, e.g. through your battels. Please explain why you think these costs should be included in our assessment in your supporting statement.
 - If you are paying Council Tax enter your exact contribution (you should not be paying Council Tax if all household members are students). If you live in a house with one non-student it is expected that you will have organised a student reduction with your local council.

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- **Travel:** Please provide the estimated cost of a single trip to Oxford from your permanent family home, for example the price of a one-way train ticket. We will include a standard allowance for term-time travel, however if you have higher than normal costs in this area please include further details in your supporting statement. If you need a car for a reason such as disability or having children please enter an estimated figure of total costs (think about maintenance, insurance, tax and fuel) here and explain these in your supporting statement.
- **Study:** We will include a standard course costs allowance which covers photocopying, textbooks, stationery etc. If you believe your expenditure to be higher in this area then please include further details and an estimate of actual costs in section 5B and your supporting statement. Any compulsory field trip costs should be entered here and evidenced, e.g. through a letter from your department. Please also record any funding received to help with these costs.
- **Additional:** You may qualify for free or reduced rate prescriptions, dental treatment, eye tests, glasses and other treatments and services. Details can be found at www.nhsbsa.nhs.uk/1874.aspx. If you are not eligible for free NHS treatment, please enter your total costs for medical expenses (such as NHS prescriptions), eye tests, glasses/contact lenses and dental treatment.

Section 5b: Additional non-standard costs

It is expected that students will have made full provision for themselves and their dependants before beginning their studies. If you are applying for assistance with non-standard costs, such as those related to dependants or a medical condition, you must complete the table in this section. You must also explain these costs in your supporting statement and why you believe these should be included in your assessment.

Section 6: Supporting statement

You should clearly explain the reason(s) for your application and why you feel you require assistance, addressing the questions at the top of the page. If you type your supporting statement on a separate sheet, this should have your name and college at the top of the statement.

Section 7: Declarations

Please read the statements on confidentiality and data protection. You must hand-sign the declaration unless sending this from your Oxford email address.

Supporting documents

It is important that the requested supporting documentation is enclosed when submitting your form as otherwise we cannot process your application. Please refer to the supporting document checklist to help to ensure you supply all the necessary evidence. You only need to provide evidence for questions that apply to you.

Continued overleaf

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HOW TO APPLY

- You should complete Part A and collate the required supporting documents
- Your Tutor/Supervisor should complete Part B
- Your college should complete Part C
- You or your college should submit your complete application (Parts A, B and C and your supporting documents) to Student Fees and Funding.
- Student Fees and Funding will send an email confirming receipt of your application to both you and your college. Any queries will be addressed to you, with your college copied into the email.

The appropriate officer to complete Part C of the form varies across colleges but could be your Senior Tutor, Bursar or Academic Administrator. Please ask your college office if you are unsure of who to contact.

APPLICATION DEADLINES

Access to Learning Fund (ALF)

Applications from students eligible for ALF will be accepted on a rolling basis from Week 0 of Michaelmas Term until **21 June 2019**.

University Hardship Fund (UHF)

Applications to UHF will be considered at the following committee meetings and so should be submitted by the relevant date in each term. In emergencies, it is possible for the Chair to consider applications between meetings. This must be requested when the application is submitted and is subject to the availability of staff and the Chair.

Term	UHF Application deadline	Committee meeting
Michaelmas Term	Friday of 3 rd week (26 October 2018)	Thursday of 6 th week (15 November 2018)
Hilary Term	Friday of 3 rd week (1 February 2019)	Thursday of 6 th week (21 February 2019)
Trinity Term	Friday of 1 st week (3 May 2019)	Thursday of 4 th week (23 May 2019)

CONTACT DETAILS

Please contact student.funding@admin.ox.ac.uk if you have any queries regarding your application or require any assistance with completing the form.

APPEALING THE OUTCOME OF YOUR APPLICATION

If you are not satisfied with the outcome of your application you may appeal in writing. Please see the relevant webpage for details on how to submit an appeal:

Access to Learning Fund: www.ox.ac.uk/students/fees-funding/assistance/hardship/alf

University Hardship Fund: www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf