



## Keble Student Support Fund Guidance Notes

### Principles

The Student Support Fund (SSF) is intended to assist on-course students who are experiencing financial difficulties during their course and so enable them to continue their academic studies successfully.

The SSF is not intended to support research costs (for which there are other College and departmental sources) or course fees (for which there may be scholarships). Nor can it assist students whose situation is financially unsustainable. In such circumstances the appropriate course of action is usually suspension of status.

Students who are suspended will not be considered for awards from this fund, but may nonetheless follow the guidance in order to apply for the Oxford Assistance Fund.

If the financial problem mainly concerns cashflow, i.e. a temporary shortfall in funds, it will normally be appropriate to first approach the College Accounts office to see if there is any flexibility with the timing of a battels payment.

### Eligibility

The criteria for eligibility are largely the same as those of the [Oxford Assistance Fund](#) (OAF); full details are available on the OAF webpage. The main categories are:

1. Home fee status students who have a shortfall in their finances, if:
  - they have taken out full government support available to them;
  - they have made reasonable provisions for themselves and any dependants before beginning their Oxford course;
  - they have not made an application in the same academic year, unless circumstances change substantially.

Note that suspended students will not be considered for the Keble Student Support Fund but may be eligible for the Oxford Assistance Fund.

2. Enrolled (i.e. not suspended) Overseas fee students experiencing unexpected and unforeseeable financial difficulties which could not have been predicted at the start of their course, if:
  - their financial situation has changed since their studies began;

- these changes are unexpected and could not have been predicted at the start of the course;
- they can show how they will fund their studies on future academic years;
- they are on a 9-month or one-year programme and can demonstrate how their finances have been impacted after starting their course.

Enrolled (but not suspended) Overseas fee students will **not** be considered if:

- they had inadequate funding at the outset of their course
- their funding has run out before they are ready to submit their thesis, unless there have been significant circumstances beyond their control
- they have been affected by fluctuations in exchange rates
- the application is for fieldwork and/or research costs; course-related equipment (e.g. laptops); travel costs to and from Oxford and their home country

Students are not eligible if they are: non-matriculated; research students who have submitted their thesis or are revising their thesis; visiting students (including on exchange programmes); and/or associate members.

Part-time students and (for the Oxford Assistance Fund only) students enrolled on modular post-graduate programmes may apply and assessments will be made on a pro-rata basis.

Applications are assessed against all expected available savings and income, and essential expenditure, whilst on course for the current academic year, alongside the [University's estimated range of living costs](#).

Graduates who have recently signed a financial declaration that their fees and living costs will be met for the duration of their course are very unlikely to be awarded financial support. This applies particularly to graduates on one-year courses. It is understood, however, that things can change during a longer course and individuals should apply if their circumstances have significantly changed.

## Priority

The Student Support Fund is limited and modest in size. Accordingly, some priority may be given to enrolled students on full-time programmes.

The College may support an application to the Oxford Assistance Fund even if it not able to make an award itself.

In general, support is more likely to be provided when an applicant can show that they have taken reasonable steps to moderate their expenditure.

## Procedure

Applications, using the online form (below) are considered by a panel on a rolling basis throughout the academic year. The panel comprises the Senior Tutor, the Student Support Officer (SSO), and the Welfare Fellow.

Information submitted on the application form will be treated in confidence by members of the panel.

The panel may contact an applicant for clarification or further information. It may also contact the College Accounts team to confirm information on fees and battels.

The panel will normally make a decision and inform applicants of the outcome in writing within ten working days of an application.

Decisions are made on a case-by-case basis. Awards may be in the form of:

- a non-repayable grant,
- an interest-free loan, or
- or a combination of these.

The Student Support Committee will consider the application and, if the amount requested is more than the fund can normally support, you may be advised to apply to the Oxford Assistance Fund. The College may be able to make some provision, in which case the OAF can be approached for the remainder.

Awards are made only for cost incurred during the academic year.

Students on part-time courses should note that assessments will be made on a pro rata basis.

The College's Student Support Fund will not offer financial assistance for a reason or purpose to students who have already applied to and / or received funding from the University's Financial Assistance Scheme for the same reason or purpose, unless this has been agreed by the College in advance.

There is no appeal regarding the panel's decision and if you are not satisfied with the outcome then you should follow the procedure for Student Complaints described in the College Student Handbook.

## Form

The application form for the Student Support Fund is available [here](#).