

Application for a COLLEGE HARDSHIP GRANT OR LOAN

Please return this form to the Academic Administrator or the Sub-Rector by Monday of Week 1, 3, 5, 7 or 9 for consideration by the Rector and Tutors Committee which meets on Wednesday of those weeks.

Section 1: Personal data		
Name.....		
Undergraduate/Graduate (delete as appropriate)		
Course	College Adviser	
Age.....	Year of study.....	Do you have a disability (Y/N) ?.....
Term-time address:
E-mail
Telephone number
Section 2: Grant/Loan details		
Amount requested.....	£	
Grant/Loan (delete as appropriate)		

Use of this form

The information provided on this form will be held in strict accordance with the provisions of the Data Protection Act 1998 and as such will be treated in the strictest confidence, kept securely and not disclosed to third parties, except as set out below. It will be used by college officers in determining whether or not the applicant should receive a grant from College funds.

The University of Oxford's external auditors are obliged to certify that hardship funds have been applied in accordance with HEFCE's conditions. As part of this process the auditors will wish to view a small sample of application forms. Any information provided in section nine will **not** be sent to the auditors.

FOR OFFICE USE ONLY		
Application No:	Date Approved By R & T	Initialled.....
Amount of Grant: £.....	Amount of Loan: £	
Repayment Conditions:.....		
.....		

Section 5: Your assets		
		£
If you have bank, building society or savings accounts balances, list them here with the amounts		
	Total of your assets	£
Section 6: Your liabilities		£
Amount of your bank overdraft		
Amount outstanding on your credit cards		
Any other debts (please specify)		
	Total outstanding	£
Section 7: Previous grants/loans		
Have you received help from the College before?		Y/N
If yes, give details with amounts and dates:		
Have you received help from the University before?		Y/N
If yes, give details with amounts and dates:		
Section 8: Eligibility for funding – UK STUDENTS ONLY		
<i>This section is to determine your eligibility for government hardship (ALF) funds.</i>		
1.	Are you a 'home' student ?	Y/N
	OR	
	Do you, or either of your parents or step-parents or your spouse have refugee status?	Y/N
	OR	
	Are you or your spouse or any of your children a European Economic Area (EEA) national employed in the UK?	Y/N
2.	Have you taken out a loan from the Student Loans Company (SLC)?	Y/N
	If not, what are the reasons?	
If you have answered yes to 1 and 2 above you are eligible to apply for Access to Learning Funds		
Have you applied? Y/N		
If not, what are the reasons?		
Please read and sign the following statement:		
<i>I confirm that the information given on this form is an accurate statement of my financial circumstances. I have read the section entitled 'Use of this form' and agree that this completed form may be used as described.</i>		
Signature..... Date.....		

If you wish to supply confidential and/or sensitive information which you believe will affect your application it should appear in Section 9 and this will be removed if the application is supplied to the auditors.

Section 9: Additional information

Please include any further information in this section which you believe will affect your application. If there is any confidential/sensitive information you wish to supply (e.g. relating to a medical condition) it should appear here; this section will be removed if the application is supplied to the auditors.

Signature Date