**Wolfson College**

**College Hardship Fund**

**2021-22**

The College Hardship Fund is a discretionary fund intended to provide short-term financial assistance for students experiencing unexpected and unforeseeable financial difficulties. Please ensure you have read the information below before making an application to the Fund.

**How to apply**

Please complete the form electronically, in full, and send it to [academic.registrar@wolfson.ox.ac.uk](mailto:academic.registrar@wolfson.ox.ac.uk). Please note that you are not required to provide any supporting evidence at this stage although the College reserves the right to request this. If you would like to provide any supporting evidence you are welcome to do so. Your application may be strengthened by any evidence you can attach to verify your unforeseen circumstances. We recommend that you password-protect your application and any supporting documents containing sensitive personal information using your date of birth in the format DD-MM-YYYY.

**How will my application be assessed?**

Applications are reviewed by a panel consisting of the Senior Tutor & Welfare Dean, the Academic Registrar, and the College Accountant.

Applications will normally be considered on a monthly basis. If your situation requires a more urgent response then please inform the Academic Registrar when you submit your application. It may be possible to review your application earlier or to consider whether some temporary, emergency financial assistance could be provided in the interim.

There are also University Hardship Funds to which you may be eligible to apply.[[1]](#footnote-1) If you are eligible the College will require you to make an application to the University Fund in conjunction with any application to the College. Please contact the Academic Registrar for information and forms at [academic.registrar@wolfson.ox.ac.uk](mailto:academic.registrar@wolfson.ox.ac.uk).

Those who wish to appeal the outcome of their application must submit a written appeal to the Bursar within 14 days of the decision notification email by emailing [bursars.office@wolfson.ox.ac.uk](mailto:bursars.office@wolfson.ox.ac.uk).

**What level of support is available?**

Grants from this fund are usually in the region of £200 - £1000 and do not normally exceed £1500. If your primary reason for financial hardship is the covid-19 pandemic and you require more than £1000, you should contact the Academic Registrar to discuss applying for the University’s Coronavirus Assistance Fund (CAF) instead.

We regret that students whose financial situation appears unsustainable (i.e. the situation cannot be resolved with the level of hardship support available) are unlikely to be given a hardship award. If you are having serious long-term financial difficulties and are not eligible for hardship support you may need to suspend your studies. If you think you are in this situation then you should speak to your college advisor, the Academic Registrar, the Senior Tutor or your supervisor for advice on what to do next.

**Important information regarding eligibility**

The Hardship Fund is a limited fund to assist enrolled Wolfson College students who are experiencing unexpected financial difficulties which they could not realistically have anticipated or planned for. Whilst the College is sympathetic to the financial constraints and challenges that many students experience from time to time, this fund is only able to provide short-term help in exceptional circumstances.

The following guidance offers further information on the type of circumstances that would **not** usually be considered to be unexpected or unforeseeable:

* Research students whose funding has run out before they are ready to submit their thesis. Students are expected to have made appropriate provision to fund the duration of their studies in advance and to be making academic progress in accordance with expectations. The College may use its discretion in cases where research has been disrupted for reasons beyond a student’s control.
* Students who have been affected by fluctuations in exchange rates.
* Students who are unable to obtain paid employment unless a contract was in place prior to their studies.
* Students who require assistance with childcare costs, where this has not been taken into account at the start of their studies.
* Students who need assistance in repaying debts which were in existence prior to start of their course.
* Assistance will not normally be given to support maternity or paternity leave for children born whilst a student is on course, unless there are exceptional circumstances.
* Students who are requesting funding to replace damaged or stolen belongings will be expected to report losses to the police and to make any insurance claims before applying to the College Hardship Fund. Students are expected to have insured belongings both within and away from the home including items such as laptops and mobile phones. Please note that, if exceptionally an award is made to fund repair or replacement costs these are likely to be capped, and are unlikely to cover a like-for-like replacement.
* Assistance for costs associated with supporting family members.
* Assistance with medical or dental costs, unless there are exceptional circumstances.
* Students whose parents or sponsors have withdrawn their support unless there are exceptional circumstances.

To be awarded a loan or grant students must be enrolled and be in good academic standing. Doctoral students who have submitted their thesis and students undertaking a course of 12 months or less are **not** eligible for a hardship grant, although applications for a loan may be considered. All applications are considered on a case by case basis. Students will not normally be eligible for more than one grant or loan from this fund. Exceptionally, a further award may be made, but the fund is not able to provide long-term recurrent support for students.

**Wolfson College**

**Hardship Fund Application Form**

**2021-2022**

**1. Personal details** *(fields will expand to fit contents)*

|  |  |
| --- | --- |
| First name: | Surname: |
| Course title: | Your email: |
| Course start (e.g. MT20): | Final term/deadline to submit (e.g. TT22): |
| Do you live in Wolfson accommodation? YES/NO | Address if living in non-Wolfson accommodation: |
| Partnered: YES/NO | Children: YES/NO Ages: |
| Does your partner currently reside at the above address? YES/NO | Do your children currently reside at the above address? YES/NO |

**2. Support Request Summary**

|  |  |
| --- | --- |
| Amount requested: | £ |
| Is the Covid-19 pandemic the primary reason for your application? | YES/NO |

**3. Outgoings (per month unless otherwise stated)**

|  |  |
| --- | --- |
| Course fees or continuation charges (per year): | £ |
| Rent: | £ |
| Tax and utilities  (if not included in rent): | £ |
| Food: | £ |
| Transport: | £ |
| Childcare expenses: | £ |
| Other essentials (please state): | £ |
| **Total** | £ |
|  |

**3. Income (please list disbursement schedule, e.g. monthly, annually, one-off)**

|  |  |
| --- | --- |
| Grants/Awards – Type: | £ |
| Student Loan: | £ |
| Other Loans: | £ |
| Family Support: | £ |
| Personal Resources: | £ |
| Earnings (self/partner): | £ |
| Other income: | £ |
| **Total:** |  |

**5. Supporting Statement**

Please explain your reasons for requesting hardship grant or loan and provide justification for the amount required. If your financial difficulty is a direct result of the covid-19 pandemic please explain clearly how the pandemic has affected your finances, including specific dates wherever possible. Please ensure that you explain fully why these circumstances were unforeseen and unexpected and how your situation has changed since you completed your financial declaration form upon admission. It is important that you can demonstrate that your financial difficulty will be resolvable following receipt of the award you have requested.

|  |
| --- |
|  |

By signing this form I give my assurance to Wolfson College that I have provided complete and accurate information about my financial situation.

|  |  |
| --- | --- |
| Name: | |
| Signature (typed signature acceptable if returned by University email): | Date: |

**Data Protection**

The College will use information provided on the application form for processing the application. It will do so in accordance with our Data Protection Policy, in line with the General Data Protection Regulation. For more information on the College data protection policy please see <https://www.wolfson.ox.ac.uk/policies/data-protection-policy>.

Form revised October 2021

1. <https://www.ox.ac.uk/students/fees-funding/assistance/hardship> [↑](#footnote-ref-1)