**Wolfson College**

**College Hardship Fund**

**2019-20**

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, in full and send it to academic.registrar@wolfson.ox.ac.uk or pidge it to the Academic Office FAO the Academic Registrar. 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 (please provide the password in a separate email).

**How will my application be assessed?**

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

Applications will normally be considered once per term in Week 7; please ensure you have submitted your application by the end of Week 6.

If your situation requires a more urgent response then please contact the Academic Registrar. 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.

**What level of support is available?**

Grants from this fund are usually in the region of £200 - £600 and do not normally exceed £1000.

Please note that students whose financial situation is considered unsustainable (i.e the situation cannot be resolved with the level of hardship support available) are unlikely to be given a hardship grant. The Hardship Fund cannot act as a substitute funding body for students without scholarships. If you are having 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 either 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 provide assistance to enrolled Wolfson College students who are experiencing unexpected financial difficulties which they could not 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 allegedly 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 Grant/Loan Application Form**

**2019-2020**

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

|  |  |
| --- | --- |
| Family name:  | First name: |
| Degree sought: | Subject: |
| Course start (e.g. MT17): | Final term/deadline to submit (e.g. TT22): |
| Number of terms’ fees already paid: | No. of terms’ College Continuation fee paid (normally DPhils after 9 terms or DTC after 12): |
| No. of terms’ suspension to date (if any): | No. of terms’ extension to date (if any): |
| Supervisor: | Supervisor’s email: |
| Your address: | Your email: |
| 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 Requested**

|  |  |
| --- | --- |
| Amount requested: |  |
| Do you wish to be considered for: | Grant / Loan / Either (delete as applicable) |

If you wish to be considered for a loan please explain how you would plan to repay the loan and provide a draft repayment schedule:

|  |
| --- |
|  |

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

|  |  |  |
| --- | --- | --- |
| Fee Liability (per year): |  | £ |
| Rent: |  | £ |
| Utilities (if not included in rent): |  | £ |
| Food: |  | £ |
| Transport: |  | £ |
| Childcare expenses: |  | £ |
| Other (please state): |   | £ |
|  |   **Total** | £ |

**3. Income**

|  |  |  |
| --- | --- | --- |
| 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. 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.

|  |
| --- |
|  |

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 July 2019

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