

**Application for Hardship Support**

Hughes Hall has several small amounts of hardship funding available from various sources, some kindly provided by benefactors. The sources have different criteria of eligibility and of information needed, but all require full disclosure of your current financial situation. If in doubt, ask your tutor.

1. *Complete this form up to Student Declaration –* ***boxes will expand*** *where more space is needed.*
2. *Arrange to meet your tutor to discuss this application, taking evidence of your main costs, e.g. rental agreement, utility bills, bank statements.*
3. *Send final version in MSWord to your tutor, who will add comments and forward to the Tutorial Office.*
4. *The college Student Finance & Welfare Committee will then consider it at its next regular meeting.*

Form 01/21

**A. ALL STUDENTS**

|  |  |
| --- | --- |
| **Basic Information** |  |
| Family name |   | First name(s) |  |
| USN |   | @cam email |  |
| Course, e.g. PhD |   | Course title |   |
| Start term & year |   | College Tutor |   |
| Full or part time  |   | Faculty / Dept |   |
| Current address |  |

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| **Funding for Course** | Give full details, including duration and whether for fees and/or maintenance |
| What funding did you list in your course application? |   |
| What has changed since then? |  |

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| **Current Hardship** | Give full details of cause of hardship and of your specific financial need  |
| (500 words max) |   |
| Amount requested | £ |

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| --- | --- | --- | --- |
| **College Funding** | List all received, including hardship and grants  | Date | £ received |
|  |  |  |  |

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| **Other Hardship Funding** | Funding bodies | Date of applicat’n | £ requested | Date of decision | £ outcome |
| List other hardship applications made and their outcome  |  |  |  |  |  |

**B. DOCTORAL STUDENTS for 4th YEAR SUPPORT –** *complete if relevant, otherwise proceed to Section C.*

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| --- | --- |
| Realistic intended submission date |   |
| Why is this later than provided by your funding? |   |
| For academic delays beyond your control, what extra finance does your department offer? |   |

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| Principal supervisor as given on Camsis |   |
| List termly Camsis supervision reports |   |

*Student: complete up to here, then forward to your principal supervisor for comment. Hughes Hall may also contact them directly.*

|  |  |
| --- | --- |
| **Principal Supervisor** | Please comment on reasons for extension into fourth year, likely submission date, and departmental support for delays beyond student’s control  |
| **Comments** (*box will expand if needed*) |  |
| Title and name |  | Date |  |

*Supervisor: please complete and return to student in MSWord AND copy to* *tutorial@hughes.cam.ac.uk**.*

**C. ALL STUDENTS**

|  |  |
| --- | --- |
| **Funding for FEES** | Full details for the current academic year |
| Fee status: Home/ International? |  |
| How much are your fees? |  |
| Have they been fully paid? |   |
| Any scholarship / bursary received |  |
| Other funding source(s) for fees |  |

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| **Funding for MAINTENANCE** | Divide any annual sum by the number of months of your course this academic year, e.g. for PhD, divide by 12; for 1-yr course, by 9, 10, 11 or 12 depending on your course length; for BA, by 9, or by 12 if you are resident all-year-round. |
| Number of months in your calculation |   |

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| **Monthly Income for Maintenance** | Full details for the current academic year | £ per month |
| Scholarship / bursary |  |  |
| Personal savings / family support |   |  |
| Student Loan& source |  |  |
| Other loan(s) & source(s) |  |  |
| Other income sources |   |   |
|  | **Total** |  |

|  |  |  |
| --- | --- | --- |
| **Monthly Costs of Maintenance** | Full details for the current academic year | £ per month |
| Rent  |  |  |
| Water, gas, electric |  |  |
| Phone & mobile |  |  |
| Food |  |  |
| Clothing |  |  |
| Personal items |  |  |
| Leisure |  |  |
| Regular travel  |  |  |
| Other costs itemised |  |  |
|  | **Total** |  |

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| --- | --- | --- |
| **Debts you owe to:** | Full details of current debts | Amount in £ |
| Student Loans |  |  |
| Banks |  |  |
| Family members |  |  |
| Other money owed |  |  |
|  | **Total current debt** |  |

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| **Borrowing facility** | Full details | Amount in £ |
| Current overdraft  |  |  |
| Overdraft limit |  |  |

**D. PARTNER and/or CHILDREN** **–** *complete if/as relevant, otherwise proceed to Section E.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | Tick | City/Country |  |
| Does your partner live with you? |  | -- | Include their costs with yours above |
| Do your children live with you? |  | -- | Include their costs with yours above |
| Does your partner live elsewhere? |  |  | Do not include their costs with yours |
| Do your children live elsewhere? |  |  | Do not include their costs with yours |

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|  | Give details, whatever their location | Amount in £ |
| Partner’s name |  |  |
| Children’s names & ages |  |  |
| Monthly income of partner’s work  |  |  |
| Monthly income other |  |  |
|  | **Total further income** |  |
| Monthly costs of childcare |  |  |
| Monthly costs other |   |  |
|  | **Total further costs** |  |

**E. DECLARATION**

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| **Student Declaration** | * I declare that the information is true and complete to the best of my knowledge, and agree that the college may check my statements.
* I understand that any false statement or relevant omission may make me liable to refund any award.
* I declare that I will return any part of the award not needed for the above purpose.
 |
| Signature (or printed name) |  | Date |  |

*Student: complete up to here, then forward to your tutor in MSWord.*

**F. HUGHES HALL TUTOR**

|  |  |
| --- | --- |
| **Tutor’s Checklist** | Tick and/or comments (*boxes will expand)* |
| Initial funding is as noted in college’s database |   |
| Other hardship sources were considered |   |
| { PhD fourth year issues were discussed |  |
| { Camsis reports were checked  |  |
| { Any contact by tutor with supervisor |  |
| Monthly costs are reasonable and evidence was seen |  |
| Debt and borrowing was discussed |   |

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| --- | --- |
| **Tutor’s General Comments** |  |
| Signature |  | Date |  |

*Tutor: please complete and forward to* *tutorial@hughes.cam.ac.uk**.*

**G. HUGHES HALL STUDENT FINANCE & WELFARE COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| Award & Fund, OR Declined & reason |  | Date |  |