

**Application for College Financial Assistance**

Hughes Hall has several small amounts of financial assistance 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, please consult your tutor.

1. *Complete this form up to Section E Student Declaration.*
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 MS Word to your Tutor, who will add comments and forward to the Tutorial Office.*
4. *The College Student Welfare and Finance Committee will then consider your request, usually at its next regular meeting (these are normally weekly during term time).*

**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 |  |

|  |  |
| --- | --- |
| **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 financial need** | Give full details of cause of your specific financial need  |
| (500 words max) |  |
| **Amount requested** | **£** |

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

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| --- | --- | --- | --- | --- | --- |
| **Other Funding Support** | Funding bodies | Date of application | £ requested | Date of decision | £ outcome |
| List applications made for other financial assistance funds and their outcome  |  |  |  |  |  |
| Any plan to apply for other financial support for current financial need, e.g. University funding assistance funds\*, your faculty/ department, etc. |  |  |  |  |  |

\*Please refer to [Overview of Financial Support | Cambridge students](https://www.cambridgestudents.cam.ac.uk/overview-of-financial-support) for more information. Students who receive a maintenance stipend from funds managed within the Collegiate University (including Cambridge Trust, Gates Cambridge, Harding, Departments, Colleges and UKRI DTPs and CDTs) and who need an extension of funding or additional funding should contact their funding sponsor in the first instance. More information can be found in [Support from your Funding Sponsor | Cambridge students](https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-assistance/support-your-funding-sponsor).

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

|  |  |
| --- | --- |
| 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? |   |

|  |  |
| --- | --- |
| Name of your principal supervisor  |   |
| List termly CamSIS supervision reports |   |

***Student: Please complete up to here and then forward to your principal supervisor for comment. Hughes Hall may contact them directly for clarifications if needed.***

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

***Supervisor: Please complete and return it to student in MS Word AND copy to*** ***student.finance@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-year 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 (please itemise) |  |  |
|  | **Total** |  |

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

|  |  |  |
| --- | --- | --- |
| **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 |

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

**E. STUDENT CHECKLIST AND DECLARATION**

|  |  |  |
| --- | --- | --- |
| **Checklist**  | * Have you contacted the funding sponsor?

(only applicable to those who received monthly stipend from University-managed funds, e.g. Cambridge Trust)* Have you considered and listed other funding support you plan to apply (or have applied) for the current financial need?
* Are you in deficit in terms of your monthly maintenance budget?\*
 | Yes / No / Not applicableYes / No Yes / No  |
| **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 |  |

**\***The monthly maintenance costs are £1,555 for a full-time postgraduate student and £1,216 for an undergraduate student according to the University estimates. Please refer to [Maintenance (Living costs) | Postgraduate Study (cam.ac.uk)](https://www.postgraduate.study.cam.ac.uk/finance/maintenance) / [Living costs | Undergraduate Study (cam.ac.uk)](https://www.undergraduate.study.cam.ac.uk/fees-and-finance/living-costs) for the cost breakdown. We are not usually able to provide assistance where a student’s current budget shows a surplus.

***Student: Please complete up to here and forward it to your tutor in MS Word for completion.***

**F. HUGHES HALL TUTOR**

|  |  |
| --- | --- |
| **Tutor’s Checklist** | Tick and/or comments  |
| Other sources of financial assistance were considered |   |
| PhD 4th year issues were discussed, if applicable |  |
| Monthly costs are reasonable, with evidence checked as necessary |  |
| Debt and borrowing was discussed |   |
| Others (please specify):  |  |

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

***Tutor: Please forward the completed report to*** ***student.finance@hughes.cam.ac.uk*** ***for processing.***