**Churchill College**

**Postgraduate Student Hardship Grant Application Form**

**Section A – to be completed by the applicant (use N/A for questions that are not applicable)**

|  |  |
| --- | --- |
| Full Name | Click or tap here to enter text. |
| Age | Click or tap here to enter text. |
| Year of study | Select year. |
| Marital status | Married  Details if other ​ Click or tap here to enter text. |
| Dependents | Yes/No.  Details if yes  Click or tap here to enter text. |
| Admission date | Click or tap to enter a date. |
| Expected completion date | Click or tap to enter a date. |
| Details of degree that you are registered for and department/faculty: | Click or tap here to enter text. |
| Name and contact details of supervisor: | Click or tap here to enter text. |
| Fee Category | Please choose. |
| Source of current financial support for tuition fees | Click or tap here to enter text. |
| Source of current financial support for maintenance (please include loans/income of spouse if applicable): | Click or tap here to enter text. |
| Have you refused any loans or assistance with fees? | Yes/No.  If yes please provide details Click or tap here to enter text. |
| Have you taken out any loans previously? | Yes/No.  If yes please provide details Click or tap here to enter text. |
| Do you have any outstanding debts or overdue payments to college or elsewhere? | Yes/No.  If yes please provide details Click or tap here to enter text. |

**Summary of Request**

Funding sought: Please choose.

Amount: Click or tap here to enter text.

If a loan is requested, please give details of potential payment schedule:

**Statement of Need**

In order to be admitted to the University and the College, you were required to demonstrate that you had adequate financial support, and you provided evidence to that effect to BoGS. What unforeseeable circumstances have caused the situation to change? If you are seeking funds because you are taking more than three years to complete your PhD, please give reasons for the delay. Please include any issues related to financial hardship that you feel are relevant to the application.

Click or tap here to enter text.

**After completing section A and the income and expenditure section, please review the application with your tutor, they should fill in section B. Section C is relevant if you are overrunning and should be completed by your supervisor.**

**Section B – to be completed by the applicant’s tutor**

**(Tutors are requested to ask the applicant any additional questions if thought necessary, for example whether the student has approached their funding organisation for assistance, or whether family is able to assist)**

**Tutor’s observations on the reasons for the financial hardship, and the gravity and urgency of the problem. (If you consider that the matter is extremely urgent then an emergency loan, of up to £250, is available via the TAS.)**

Click or tap here to enter text.

Name of tutor: Click or tap here to enter text.

Date: Click or tap here to enter text.

Signature:

**Section C – to be completed by the applicant’s supervisor (if overrunning)**

Note that if there is a tutorial reason for not asking for a statement from your supervisor please ask your tutor to give reasons:

Click or tap here to enter text.

The supervisor should indicate their support for the application for financial support for overrunning. They should indicate what level of support they are able to offer from funds available to them within their departments and also on the reasons for the overrun.

Click or tap here to enter text.

Name of tutor: Click or tap here to enter text.

Date: Click or tap here to enter text.

Signature:

**Section D – For Student Finance Office Use ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Previous hardship grant awards? | Date of application. | Amount. | When was funding used (year or term). |
|  | Date of application. | Amount. | When was funding used (year or term). |
|  | Date of application. | Amount. | When was funding used (year or term). |
|  | Date of application. | Amount. | When was funding used (year or term). |
| Travel grant awards? | Date of application. | Amount. | When was funding used (year or term). |
| University Sports and Arts Representation Grant (was Small grant?) | Date of application. | Amount. | When was funding used (year or term). |
| Any other College grant? | Date of application. | Amount. | When was funding used (year or term). |

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**Notes for filling in income and expenditure amounts:**

While the college is happy to help out in various circumstances, it is important that if hardship is being claimed that there has been a genuine attempt to try and budget sensibly. The financial tutor and other tutors are available to help advise on this. If the amounts included in the form are deemed to be excessive, it is likely that they will be questioned by either your tutor or the Churchill College Education Grants Committee. For reference, the values below are adapted from the Joseph Rowntree Foundation budget for Minimum Income Standards (i.e. what it thinks is feasible to live on in the UK today). This is also not too far away from the UKRI stipend rate of £1275 per month.



Note that water, fuel and household goods and services are included in the rent when living in college.

Travel costs within Cambridge will generally be assumed to be essentially nothing unless otherwise justified. Travel for your course should really be covered by the funding body in the first instance.

Owing to the large amount of cheap cultural and social events provided within the college environment it is anticipated that this figure will be an overestimate.

The Joseph Rowntree Foundation also has a budget for motoring which has been omitted at this is not usualy relevant for students in Cambridge.