



GUIDANCE NOTES TO COMPLETING THE QUEEN'S COLLEGE FINANCIAL ASSISTANCE APPLICATION FORM GRADUATES

Please indicate whether or not you give your consent to both Junior and Senior Members of the Student Finance Committee viewing your application. Indicating that you do not wish the Junior Members of the Committee to review your application will in no way jeopardise your application.

SECTION 1: PERSONAL DATA

- Complete all sections.
- Course title and current year of study. *e.g., D.Phil Inorganic Chemistry - Year 2*
- Current age. *e.g., 23*
- Expected finish. *e.g., September 2024*
- Explain why you do not live in College accommodation
- Disability: please give details of disability and the extra costs incurred because of your disability. *e.g., Dyslexia*
- Graduate Advisor or other member of GB: Name. *e.g., Prof Bloggs*

SECTION 2: ELIGIBILITY

- Complete all sections.
- Please let the Committee know if you have received assistance this academic year.

SECTION 3: EXPENDITURE

- Complete all sections.
- Please be as realistic as possible here. *(The estimates are there for guidance)*
- The rent estimate is based on the cost of 51 weeks College accommodation.
- University and College Fees: Please state the amount (if any) that you are expected to pay from your own income and state the amount paid by parents/agencies/loans etc.
- **PLEASE TOTAL** the amount of fees **YOU** personally pay from your own money.

SECTION 4: INCOME (please give actual and expected amounts for each year of study)

- Net income: you should state how much you expect to earn or have earned from July 2024 to June 2025. *(For information the current minimum wage is £11.44 per hour.)*
- Indicate any income your partner, if you have one, receives.
- Allowance you receive (if any) from parents/guardian.
- Any income you receive from trusts, investments etc.
- Please state the amount of money you receive under any of the categories which are listed.

SECTION 5: ASSETS & LIABILITIES

- Assets: savings you have in bank/building society accounts or any capital you have tied up in investments. We have included property since this asset could be used as an income.
- Liabilities: debts you have – this should include bank overdrafts, credit card debt, store card debts, outstanding Student loans, and any other loans you have taken out. Your current available balance should include your available overdraft. Please indicate in the column when you **have to** start repaying loans.
- Please include, with your application, bank statements and credit card/store card bills for the previous two months.

SECTION 6: ASSISTANCE APPLIED FOR

- You should indicate the sum of money which you feel will be necessary to help you for the remainder of this academic year. Should your circumstances change during the year you may of course make a further application to the Committee.

Section 7: Declaration

- All applicants **MUST** sign to state that the information they have given is full and correct – otherwise the Committee cannot consider the application.

SECTION 8: SUPPORTING STATEMENT

- This section is important as it is a place where you can make a case for yourself to the Student Finance Committee. For example, if your expenditure exceeds the estimated amounts, please give reasons; you might also like to give details of why your income/earnings are lower than expected.

SECTION 9: PERSONAL TUTOR OR OTHER TUTORS COMMENTS OR OTHER MEMBERS OF GB

- You should take your application to your Graduate Tutor or another Tutor who knows you and spend time going over the form with him/her so that he/she is aware of the financial situation you are in.

N.B. APPLICATIONS ARE DEALT WITH IN STRICT CONFIDENCE BY ALL MEMBERS OF THE STUDENT FINANCE COMMITTEE.

September 2024