**SELWYN COLLEGE POSTGRADUATE**

**FINANCIAL HARDSHIP FORM**

**Sections 1 to 6 to be completed by the student**

*Guidance note: Please gather your College bills and bank statements for the current academic year so that you can include all your income and expenditure. Remember that a Financial Undertaking was provided at the start of your course so your application should focus on unanticipated changes to your financial situation. Please also discuss your application with your Tutor before submitting.*

*It is recommended that you complete a draft form as a digital or a paper document for discussion with your Tutor.* ***Please submit the final version of the form as a digital document with content typed in and not as a paper or scanned document.***

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| **Section 1 – Personal details and reason for application** | | | | | |
| **Name:** | **Department:** | | | | |
| **Course:** | **Year: of** | | | **crsid:** | |
| **Tutor:** | **Supervisor:** | | | | |
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| **Reason for application:**  Please provide details of background circumstances and their effect on your financial position, e.g. unexpected changes in family circumstances, unexpected costs etc. In particular, any application for financial support should explain any unanticipated changes in your financial situation since you started your course. | | | | | |
| **Section 2 – Original funding arrangements** | | | | |
| **Cost of course**  (as specified by Postgraduate Admissions Office (PAO)) | | | £ | |
| **Original funding arrangements**  (as specified to PAO, e.g. Research Council, Cambridge Trust, Industry, Personal (savings or loan) etc.) | | | | |
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| **Section 3 – Summary of Income for current academic year (October to September)** | | | | |
| **Sponsored funding income** | | | £ | |
| **Other Grants, Bursaries and Scholarships**  (please specify) | | | £ | |
| **Parental Contribution** | | | £ | |
| **Personal earnings and/or contribution from spouse/partner’s earnings** | | | £ | |
| **Loans taken out or savings to be used to fund course** | | | £ | |
| **Any other income**  (include any income from other student support funds, other family members, state benefits and allowances, interest on savings, monies held in trust for future benefit, or any other source of income – please specify) | | | £ | |
| 1. **TOTAL INCOME FOR THE CURRENT ACADEMIC YEAR** | | | **£** | |

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| **Applications to other funds:**  (please state which funds, how much you have applied for and current status of your application) |

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| **Section 4 – Summary of Expenditure for current academic year (October to September)** | |
| **University Composition Fees** | £ |
| **Rent**  Your weekly rent: £  Total = Weekly rent x weeks to be charged | £ |
| **Subsistence**  Estimated weekly subsistence cost x number of weeks of residence. For guidance, please see: <https://www.postgraduate.study.cam.ac.uk/finance/maintenance> | £ |
| **Additional / personal costs**  (please specify) | £ |
| **(B) TOTAL EXPENDITURE FOR THE CURRENT ACADEMIC YEAR** | £ |

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| **Section 5 – Assessment of financial situation** | |
| **Income for current academic year (A):** | £ |
| **Expenditure for current academic year (B):** | £ |
| **SURPLUS OR DEFICIT – (A) MINUS (B)** | **£** |

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| **Other funding sources available** | | |
|  | **Actual £** | **Limit £** |
| **Bank overdraft** | £ | £ |
| **Credit card and other loans** | £ | £ |
| **Savings and other capital** | £ | £ |
| **TOTALS** | **£** | **£** |

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| **Do you have a car in Cambridge?**  (state the reason if Yes): | Enter **Yes** or **No** |

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| **Section 6 – Declaration** |
| **Student’s Declaration:**  Please read carefully. This form is designed to assess your situation as accurately as possible. You are presumed to have disclosed all material information. If in doubt, consult your Tutor.  ***I declare that the information I have given on this form is complete and correct and accurately reflects my financial circumstances.***  **Signed: Date:** |

**This section to be completed by the College**

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| **Tutor’s comments and recommendation, to be sent to** [**senior.tutor@sel.cam.ac.uk**](mailto:senior.tutor@sel.cam.ac.uk) **:**  **Amount:**  **Grant or Loan:**  *Payment will be made by way of credit to College bill. If funds are needed more urgently, please explain why in the comments above.*  **Signed: Date:** |
| **Senior Tutor’s comments:**  **Signed: Date:** |
| **Bursar’s comments:**  **Signed: Date:** |
| **AGREED OUTCOME:**  **Amount:**  **Grant or Loan:**  **Credit to College bill or (exceptionally) direct payment:**  **Date:** |
| **Date outcome notified to Bursary:**  **Date outcome notified to Tutor:**  **Date of Senior Tutor confirmation that application is completed and closed:** |