**SELWYN COLLEGE UNDERGRADUATE**

**FINANCIAL HARDSHIP FORM**

**Sections 1 to 5 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 you received a letter on ‘Financing your Course’ and provided a Financial Undertaking before you started your degree, 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:** | | |
| **Year:** | **crsid:** | |
| **Course:** | **Tutor:** | |
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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 changes to your financial situation since providing the Financial Undertaking before you started your degree. | | |
| **Section 2 – Income for current academic year (1 October to 30 September)** | | |
| **Tuition Fee Loan** | | £ |
| **Student Maintenance Loan** | | £ |
| **Parental Contribution**  (toward Tuition Fees and/or Maintenance) | | £ |
| **Cambridge Bursary Scheme** | | £ |
| **Other Grants, Bursaries and Scholarships:**  List all grants including Elgar grants, travel, vacation study, and government support – with dates and amounts: | | £ |
| **Vacation earnings (if any)**  (include Christmas, Easter and Summer vacations, and include anticipated earnings) | | £ |
| **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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| **Have you taken out all available maintenance loans in full for the current year and for previous years?**  (if answer is no or not applicable, please give the reason) | Enter **Yes, No** or **Not applicable** |
| **Current applications to other funds:**  (please state which funds, how much you have applied for and current status of your application) | |
| **Previous support from College funds:**  (please specify dates, which funds and amounts for each) | |

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| **Section 3 – Expenditure for current academic year (1 October to 30 September)** | |
| **Tuition Fees**  (£9,250 p.a. if Home fee status. If overseas or private undergraduate fee status, include both University and College Fees) | £ |
| **Rent during FPR**  Your rent code (1 to 8): *[insert number]*  Your weekly rent: £  Total = Weekly rent x 30 (weeks per year in FPR) – *[insert in next column]* | £ |
| **Subsistence during FPR**  £150 per week x 30 weeks of FPR (£4,500 per annum) is a reasonable estimate in line with College and University guidance – if different please explain the reasons’ | £ |
| **Residence in vacations (already occurred or anticipated)**  **Christmas – number of weeks:** *[insert number]*  Rent: £  Subsistence: £  **Easter – number of weeks:** *[insert number]*  Rent: £  Subsistence: £  **Summer (Long Vacation):** *[insert number]*  Rent: £  Subsistence: £  (Subsistence costs are expected to be lower in vacations than in term time) | £ |
| **Additional / personal costs**  (please specify) | £ |
| **(B) TOTAL EXPENDITURE FOR THE CURRENT ACADEMIC YEAR** | £ |

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| **Section 4 – 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 5 – 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:** |