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**St Hilda’s College, Oxford University**

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| **Financial Assistance Application Form**   * **Failure to complete the form in full will prejudice your chance of being given a grant so please read the form and ‘A Guide to Applying for a St Hilda’s Grant’ carefully before completing the form** * **Please use BLACK ink** * **All applicants must arrange an appointment with the Bursar/Accountant to discuss their application form in good time before the submission deadline** * **Use of this form: the information provided on this form will be treated in confidence. It will be used by the College Officers in determining whether or not an applicant should receive a grant from College** * **College does not fund any electrical items (laptops, phones etc)** * **The form must be signed by your Tutor/College Adviser, and the Bursar/Accountant** * **Please make sure you read and complete the form in full, and sign the statement in Section 8** * **Please use Section 7 of this form to justify the sum you are requesting or to provide additional information of any special, exceptional or unavoidable circumstances which have a significant bearing on your financial position** * **The College may request documentary evidence as necessary** * **It is the student’s responsibility to return this form, duly signed by all required parties, to the Accounts Office** * **Payment of grants can only be made into a UK bank account** |

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| **SECTION 1: PERSONAL DATA** |
| Undergraduate or Graduate (please circle)  First name…………………………………………………………….. Surname……………………………………………………….  Course and Subject………………………………………………..………………………………………………………………………  Year of Study (1st/2nd, etc)……………………………… Expected Completion Date…………………….…………..  Date of Birth…………………………………………  Domicile (country of permanent residence)………………………  UK Bank Account Number……………………………………………  UK Bank Sort Code……………………………………… |
| **SECTION 2: SOURCES OF FUNDING** |
| How are you funded? (fees and/or living expenses). Please give details of student loans, parent contribution or other sources of funding. |

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| **SECTION 3: EXPENDITURE** | |
| Accommodation:  During term time do you live in: (please circle relevant option or specify other arrangements)  College Accommodation Private Rented Accommodation  Other (specify)…………………………………………………………………………………………………………………………..  Please state the period covered by your tenancy agreement:  from…………………………………………………………….to………………………………………………………………………… | |
| **General living costs – costs per annum should be indicated; where relevant please estimate living costs based on past or current bills** | |
| Rent/mortgage/battels (per annum) |  |
| Council Tax |  |
| Utility bills – electricity/gas/water |  |
| Telephone (land line or mobile) |  |
| Food |  |
| Clothing and other expenditure |  |
| Essential travel (public transport, including travel to home if different from term time address) |  |
| Any other essential living costs (please specify) |  |
| T**otal (general living costs) (A)** |  |
| **Other living costs – costs per annum should be indicated; please estimate costs based on past or current bills** |  |
| Car (please state why one is needed) |  |
| Childcare |  |
| Costs arising from disability (Dependents) |  |
| Medical Expenses |  |
| Other costs associated with your course e.g. books, placement costs  (please specify) |  |
| Repayments (Loans/Credit Agreements/Credit Card) |  |
| **Total (other living costs) (B)** |  |
| **Total living costs (A) + (B)** |  |

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| **SECTION 4: INCOME** | |
| **Please include income of both yourself and partner if applicable, per annum -awards for university and college fees are dealt with separately in section 3** |  |
| Net earned income  Postgraduate scholarship:  Student Loan Company (SLC) loan: |  |
| Maintenance grant |  |
| Lone parent’s grant/Care Leaver’s grant |  |
| College awards, scholarships, exhibitions, prizes (please specify) |  |
| Assistance from any other grant giving body or sponsor (please specify) |  |
| Parental contribution (including accommodation) |  |
| Income from work (holiday or part time) |  |
| Private income from any investments, trusts, court orders, covenants, property rental |  |
| Any other sources of income, including loans (please specify) |  |
| **Total Income** |  |

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| **SECTION 5: YOUR ASSETS (INCLUDE ONLY ASSETS OVER £500)** | |
| Balances of bank/building society savings accounts |  |
| Investments |  |
| Property (including principal residence) – estimated value |  |
| **Total Assets** |  |

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| **SECTION 6: LIABILITIES** |  |
| Amount of current overdraft/balance |  |
| Present balance on credit cards |  |
| Amount of outstanding loans, i.e. Bank **(NOT SLC Loans or Financial Assistance or Hardship Loans)** |  |
| Amount of outstanding mortgage (if any) |  |
| Amount of any other outstanding debts **apart from SLC loans** (please specify) |  |
| **Total (Section 6) outstanding loans and other debts** |  |
| If you have a bank building society overdraft, please specify the limit |  |
| If you have a credit card or cards, please specify your credit limit(s) |  |
| Please specify repayment terms for outstanding debts and loans | |

**How much funding are you requesting?**

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| **SECTION 7: SUMMARY OF REQUEST AND ADDITIONAL INFORMATION** |
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| **SECTION 8: Please read and sign the following statement** |
| I declare that the information given on this form is an accurate statement of my financial circumstances and that I will inform the Bursar (without delay and without prompting) if there are any changes after the form has been sent in.  I have read the note on page 1 regarding the use of this form and agree that this completed form may be used as described.  Applicant’s Signature………………………………………………………………………………………………………………………  Date………………………………………………………………………………………………………………………………………………… |

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| **Personal Tutor’s/College Adviser’s comments on academic progress to date:** |
| Personal Tutor/College Adviser’s Name…………………………………………………………………………………………  Personal Tutor/College Adviser’s Email………………………………………………………………………………………….  Personal Tutor/College Adviser’s Signature……………………………………………………………………………………  Date………………………………………………………………………………………………………………………………………………. |
| **Bursar/Accountant’s Comments:** |
| Bursar/Accountant’s Signature………………………………………………………………………………………………………  Date………………………………………………………………………………………………………………………………………………… |