



# GUIDE TO *THE STUDENT SUPPORT FUND*

## WHAT IS IT?

The Student Support Fund is designed to help out Hertford students who come into **unexpected financial difficulty** due to circumstances **beyond their direct control**. Alumni donate funds specifically for this purpose.

## WHO IS ELIGIBLE?

All Hertford students are eligible whether graduate or undergraduate, UK or overseas.

## WHAT IS IT TYPICALLY AWARDED FOR?

- Students who are not in receipt of government grants, the full Oxford Opportunity Bursary or Hertford College bursary, whose parents are not in a position to fund term time living costs to the extent required and who have **no other funds to draw on**.
- Students whose financial circumstances have changed during the year and have **not yet been reassessed by the SLC** for a higher level of grant which would in turn trigger OOB and Hertford Bursary funds.
- Students who experience **unexpected changes** to their financial circumstances for reasons outside their control during their degree course.

## HOW MUCH ARE THE GRANTS?

- Grants are typically **between £200-800 per term** depending on the circumstances and the level of funds available.
- In circumstances **where financial hardship is temporary**, the college **may make an interest free loan**.
- Grants **may be one-off termly grants** to help a student through a difficult period or may be repeated if the financial circumstances persist. However, students will need to apply for each term that support is requested.

## HOW DO I APPLY?

Complete an **application form**—available on the JCR FB page (files section) or by emailing [raquel.goold@hertford.ox.ac.uk](mailto:raquel.goold@hertford.ox.ac.uk) in the bursary.

All financial details will be kept strictly **confidential** to the Student Support Committee (the Dean (Chair), Bursar and the Tutor for Graduates) and the bursary.

## WHEN DO I APPLY?

Applications must be submitted to the Bursary by the **end of 2nd or 6th week** each term. Discussions will take place in 3rd and 7th week, after which the **college will contact students** to let them know whether their application has been successful or not and why.



# AN EXAMPLE FORM

## Hertford College Student Support Fund Application

### All applications to be Typed Please

The Committee that considers applications includes the Dean, Bursar and Tutor for Graduates. All applications will be treated in strictest confidence.

<b>Applicant Full Name</b>	John Smith
<b>Nationality</b>	British
<b>Date of Birth</b>	25/12/1995

### Course Information

<b>Course Title</b>	English Literature and Language		
<b>Length of Course</b>	3 years	<b>Current Year</b>	3 <sup>rd</sup> year

### Financial Information

£

Maintenance Grant	0.00
Maintenance Loan	£3,500.00 per year
Oxford Opportunity Bursary	0.00
Hertford Bursary	£1,000.00
Family Contribution	£30 per week
Total Income	£4,420.00 per year

Type of Term Time Accommodation (College or Private):... College, Main Site...

Current Bank Balance...£200.00...

Overdraft Limit...£1,000.00...

Any Credit card or other Debts...£200.00...

### Main Reasons for Applying to the Student Support Fund

Last academic year, my parents were supporting me, but my dad recently lost his job (i.e. at the end of the Winter vacation) and now I'm struggling financially as they can only afford to give me £30 per week. My maintenance loan only just covers my accommodation fees...etc.

### Would your needs be best served by a one-off grant, a loan or a rent reduction for this term? Please explain your reasoning

I would like to be considered for a grant. My family income has not been reconsidered by the SLC but if my dad cannot find a job soon I am hoping to get a grant and so qualify for other University and College funds next year.

Signed ...JOHN SMITH...

Date...27/01/2016...

In signing the document, all applicants are confirming that they have provided all material information and the facts above are correct. The committee reserves the right to request supporting evidence

## ANY OTHER QUESTIONS?

PLEASE don't hesitate to get in touch either with the bursary or with the Welfare Officers

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