

Guidance for Students

This guidance is designed to help you complete the online application form for Oxford Financial Assistance. For further information on the support available and your eligibility, please visit our webpages [here](#) or [contact your college financial assistance officer](#). It is recommended that you familiarise yourself with the relevant sections of this guidance document before commencing your application and then keep this guidance on hand as you work through the form.

How to apply

You should have been given a link to begin your Oxford Financial Assistance (OFA) application by your college financial assistance officer and should not proceed with an application until you have discussed your circumstances with them (you will be required to confirm this at the start of the application).

- Your OFA application will consist of your own application form, Part A (student), alongside the required supporting documents, and a supporting statement from your college, Part B. If you are a postgraduate student, you will also have to provide a Part C, from your tutor or supervisor. All parts must be received before any relevant deadlines in order to be considered.
- Once you have submitted Part A (Student) of the application form you will receive links to Part B (College) and, where applicable, Part C (Department) via email.
- Your college financial assistance officer will be contacted directly by the Student Fees and Funding team and asked to submit Part B (College) within 7 days.
- For postgraduates, you will be prompted to enter the email address of the person you would like to complete Part C (Department) when you complete your initial application and will be provided with additional guidance on doing so. Your Tutor or Supervisor will be emailed automatically and asked to submit Part C (Department) within 7 days. If you leave this field blank, you will be required to contact your tutor or supervisor directly and provide them with a link to Part C of the application.
- Student Fees and Funding will send an email confirming receipt of your completed OFA application (all parts) to both you and your college. Any queries will be addressed to you, with your college copied into the email, where relevant.

Application deadlines

OFA applications from Home students are assessed on a rolling basis by the Student Fees and Funding team until the end of Trinity term. However, if you are an Overseas/EU student or a Home student requiring additional support after an initial application, please note that your application will be considered at a termly meeting of the University Financial Assistance Committee as part of a gathered field. You should therefore pay close attention to the application deadlines and ensure that your college and, where applicable, department have at least a week before the deadline to submit their supporting statements following submission of your Part A.

Completing your online application

In the first section of Part A, you will be taken through a short series of questions online to determine your eligibility and establish the appropriate questions for your application. This will depend on your fee status, level of study and personal circumstances.

Guidance notes on the specific set of questions and evidence that you will be required to complete and submit as part of your application are available within this document. Please click on the relevant link below to navigate directly to the appropriate guidance:

Pages 3 to 9: UK students (Home) experiencing a **shortfall** in meeting essential living costs:
[Oxford Assistance Fund](#)

Pages 10 to 11: UK undergraduates (Home) who started in or after 2020 applying for **£750 or less**:
[Student Support Bursary](#)

Pages 12 to 14: UK undergraduates (Home) who are **estranged or care experienced**:
[Care experienced and estranged student bursary](#)

Pages 15 to 20: Overseas/EU students facing **unexpected** financial difficulties:
[Oxford Assistance Fund \(Committee\)](#)

1. UK students experiencing a shortfall in meeting essential living costs (awards of up to £3,000 available)

Please make sure you have read [this webpage](#) carefully before completing your application. You will be considered for an **Oxford Assistance Fund award**.

Applications will be accepted on a rolling basis from Monday 2 October 2023 (MT0) until Friday 14 June 2024 (TT8) and will be assessed within 30 days of receiving your completed application. Students will be contacted via email to confirm the outcome of their application upon completion of the assessment.

Evidence required:

In order to complete your application, you will need the following evidence ready to upload. Failure to do so could prevent your application from being processed:

- Official bank/building society statements showing the 30 September 2023 balance for all current and savings accounts in your name or joint, in the UK or Overseas.
- Official bank/building society statements as above for the last two months. These should be annotated with explanations of any incoming transactions over £150, or explanations included in a separate document. Outgoings related to additional expenditure you wish to be considered in your application should also be included (e.g. car costs, medical costs).
- Evidence of your rent/mortgage/college accommodation costs for the year, such as battels statements or a tenancy agreement.
- Your financial notification (Student Finance Breakdown) showing your maintenance funding or Master's/Doctoral loan entitlement or evidence of your NHS/Teacher Training bursary.
- (PG only) Evidence of any fees you have paid so far this year, and/or a payment plan.
- Evidence of your net earnings (i.e. after tax, if applicable) from employment for the current academic year (1 October-30 June or 31 October, depending on length of academic year).
- Evidence of any scholarships or awards, either external or from your college, department or the University.
- Evidence of any UK Government benefits
- Evidence of any additional costs, such as additional medical costs, vacation residence, and council tax.
- Any other additional evidence you would like to provide. For example, if you have any credit card or loan repayments, you may wish to provide statements showing the outstanding balance and minimum monthly repayments.

Periods of assessment:

The period of assessment will vary depending on your course type as set out below. You should ensure that the income and expenditure that you declare relates to the relevant assessment period if declaring 'annual costs'.

Undergraduate/PGCE students: 39 weeks from 1 October to 30 June

Undergraduates with extended terms (e.g. final year Chemistry, PGCE): 43 weeks from 1 October to 31 July.

Medical students in their clinical years: 52 weeks from 1 October to 30 September.

Taught Master's students: 39/43/52 weeks from 1 October, according to course length.

DPhil students: 52 weeks from 1 October to 30 September, unless the submission date is earlier.

Completing the application

You will see below a summary of the questions in Part A that you will need to answer and the supporting documents that will be requested, with guidance in italics. The asterisk * indicates compulsory questions.

Please note that the form will update depending on your previous answers and you may not be shown all questions listed.

Personal details

- First name*
- Preferred name* - *the name you would like us to address correspondence to*
- Surname*
- College*
- Student number* - *your student number can be found via your Student Self Service account (www.ox.ac.uk/students), or next to your picture on your bod card; not the number above the barcode*
- University email address*

Course details

- Course title* - *please enter the full course name and award, e.g. DPhil English Literature*
- Current year of course* - *if you have currently suspended your studies please select the year of the course in which you suspended*
- Mode of study*
- (If response above is part time) Please provide further details on your studying arrangements and intensity* - *if you are a part-time student, please include some information around your course intensity, teaching arrangements and required work placements. If you are studying a modular course, please specify the number of weeks you are required to be in Oxford this year and how many modules you are undertaking this year.*
- Are you currently on a compulsory year abroad outside of the UK?* - *typically an Undergraduate on a language course.*
- Are you receiving Turing/University funding on your year abroad?* - *if you receive any year abroad grant funding, this will be automatically verified and included in our assessment. If your year abroad includes a paid placement, please make sure you include this in your income section.*
- Start date of course*
- End date of course* – *this will be when you receive Leave to Supplicate if you are a DPhil student.*
- Have you currently suspended your studies?*
- Have you ever suspended your studies?*
- Dates of current/previous suspension – *please enter the terms for which you were suspended, e.g. MT22-HT23.*
- Level of study*

Government support

- Undergraduates/PGCE students: Can you confirm that your household income has been financially assessed by your regional funding agency for this academic year and that you are in receipt of the full maintenance support available to you?*
- If no, please explain why this is not the case - *you will usually need to have claimed the full maintenance support available to you before you are eligible for support from the OAF.*
- Postgraduates: Are you in receipt of a UK Master's or Doctoral Loan?*

- *If no, please explain why this is not the case? - *please explain why you are not eligible or, if you have not claimed funding you are entitled to, please clarify the situation.*

Previous awards

- Have you previously received a financial assistance award from the Oxford Assistance Fund* (previously known as the Oxford Hardship Fund) or related scheme?
 - If yes, how much did you receive?
 - When did you receive the award? - *please enter a term and year if you do not know the precise dates; e.g. HT23.*

Disability

- Do you consider yourself to have a disability or chronic medical condition?* – *if so, you will be expected to have registered with the Disability Advisory Service for support but if you have not done so, this will not disadvantage your application.*
- (If response above is yes) Have you registered with the Disability Advisory Service?
- Are you in receipt of the Disabled Students' Allowance?*
- Do you have any disability-related costs which cannot be covered by through the DSA or other relevant funds?*
- Please specify disability-related costs and the amounts you are having to provide through your own means* - *this will enable us to better understand your request for assistance.*
- Are you unable to work this academic year/during vacations (in line with University guidance) due to your disability/medical condition?* - *your application will not be disadvantaged but this will enable us to get a better picture of your financial situation.*

Living arrangements

- During term time, are you based in Oxford?* - *select no if, for example, you commute in from outside Oxford, you are undertaking a modular course which only requires your presence in Oxford for a few weeks of the year, or you are undertaking a remote study course.*
- (If no is selected) Please describe your living arrangements - *you will be invited to provide some further details.*
- During term time, do you live in private or college accommodation?*
- (If in private accommodation) Do you live: alone, with your partner/spouse, with your parent(s)/guardian(s), or in a house share?*
- Do you each cover your own living expenses individually?*
- If not, please explain how you divide household expenses - *please clarify how your expenses are shared. If you are living with your partner/spouse, please clarify if one of you is subsidising or financially supporting the other in any way.*
- How many adults including yourself live at this address?*
- Do you live with any non-students?*
- Do you have any child dependants?*
- Do you have any adult dependants?*
- Do you have any caring responsibilities not mentioned above?* (you provide care for another person in, or outside of, the family home for someone who is physically or mentally ill, or disabled)
If you answer yes to any of these questions, you will be invited to provide further details.

Bank accounts

You will be asked to list each bank account held in your name alone or jointly, as well as any ISAs or savings instruments, and the balance of each account on 30 September 2023. Information in this section along with the bank statements you upload will be used to determine what funding you had available at the start of the academic year. You will also have to attach these bank statements as evidence (see *Evidence Required* above).

Income

You should provide full details of all your expected available income for the current academic year. If a source of income is not applicable to you then enter 0 (zero) or n/a. It is expected that students will use all available funding to support themselves.

Please specify any amounts which were already in your bank balance before 30 September 2023 so that your funds are not double-counted. Enter all income for the assessment period above unless otherwise specified.

- College or Department award
- Oxford Bursary/Crankstart Scholarship (UG)
- UK UG Maintenance Loan/Grant or UK Master's Loan or Doctoral - *please specify which funding type and include amount.*
- NHS or Teacher Training Bursary/Scholarship - *please specify and include amount for this academic year. Make sure to specify any amount which was already received before 30 September.*
- Other external funding - *please specify what this covers and include amount in GBP – e.g. UKRI studentship £25,000 of which £4,000 paid before 30 September.*
- UK Government Disability Support - *e.g. Personal Independence Payment, Disabled Students' Allowance*
- UK Government Childcare/Carer Support - *e.g. Childcare Grant, Child Benefit, Adult Dependants' Grant.*
- Any other UK Government support
- Expected income from working for current academic year from 1 October 2023 - *please include net amounts; i.e. after tax and provide details of any paid employment in your supporting statements. Undergraduate students do not need to declare income from working during term time or the short vacations unless they are on a paid year abroad. Any income from the previous Long Vacation will be automatically included in your bank balances.*
- Expected family/partner contribution for current academic year from 1 October - *please enter either a total expected over the year or a fixed monthly amount if you receive monthly contributions. You must enter all expected contributions before the end of the academic year – not just the amount you have received so far. Please specify any amounts paid out directly on your behalf e.g. rent paid to a letting agency.*
- Other (e.g. employer contribution) - *please provide details and include amount in GBP. Please include any loans as well as grants.*

Expenditure

A standard allowance will be included in our assessment to cover essential expenditure such as food, household costs, personal items, travel and course costs. This is based on the University's published lower range of living costs for the year. The University's estimated lower range living costs for 2023/24 are provided below. These figures are based on a single, full-time student with no dependants living in college accommodation (including utility bills). For students living in college accommodation we will take into account your actual rent in our assessment.

	Per month	Total for 9 months	Total for 12 months
Food	£300	£2,700	£3,600
Accommodation (inc. utilities)	£715	£6,435	£8,580
Personal items	£180	£1,620	£2,160
Social activities	£40	£360	£480
Study costs	£35	£315	£420
Other	£20	£180	£240
Total	£1,290	£11,610	£15,480

- If you have any costs above the University's estimated lower range of living costs for 23/24 please state these costs here and include a reason why you have incurred these additional costs or a justification for increased expenditure in this area.
When assessing your application, it is at the Student Fees and Funding team's discretion whether to take these additional costs into consideration.
- Your share of rent/mortgage/college accommodation costs* - *do not include utilities unless these are automatically included in your rent. If you are living in college, enter the cost of your room and not the total of your battels.*
- Is this a monthly, termly or annual cost?* - *do not enter an annual cost unless you have a 37/39 week contract or an irregular termly charge. Do not include costs for accommodation over the Long Vacation if you are not attending your course during this period.*
- Do you pay utilities separately?*
- Your share of utilities costs per month* - *please include gas and electricity only.*
- Total college vacation rent (if not included above) - *the assessment will only take into account Christmas and Easter Vacation for undergraduates on standard terms, or for postgraduates on a 9 or 10 month course.*
- Council tax, if applicable (per month) - *please enter your exact monthly contribution if you are living with one or more non-students and paying a share of the bill. If you live in a house with one non-student it is expected that you will have organised a student reduction with your local council.*
- Travel costs between your Oxford residence and family home.* Please enter the cost of a single one-way journey - *if you are an estranged or care experienced student who is permanently based in Oxford, please include the cost of a return journey to visit a member of your extended family/support network.*
- Car costs, only if essential (per year) - *please provide an estimate of your total costs (think about maintenance, insurance, tax and fuel). We will only be able to include these costs if you require a car for an essential reason such as a disability or having child dependants.*
- Nursery/childcare costs (per month) - *a standard allowance will be included for each child's living costs, so please only include the cost of paid childcare.*
- Monthly loan or credit card repayments – *please provide further details and include your actual monthly payments as well as the minimum monthly payment, if applicable.*

- Do you claim free NHS prescriptions* - *you may qualify for free or reduced rate prescriptions, dental treatment, eye test, glasses and other treatments and services. Details can be found at www.nhsbsa.nhs.uk/1874.aspx. We may not include prescription costs in your assessment if you should be eligible for free prescriptions.*
- Specify any medical prescription costs (per year)
- Specify optician/glasses/contact lenses costs (per year)
- Specify dental costs per year - *if you have dental costs to meet beyond check-ups, please provide further details.*
- Any other additional medical expenses - *please provide further details, and attach any relevant evidence to your application, noting that we may not be able to include these in full*

Supporting statements

You should clearly explain the reason(s) for your application and why you feel you require assistance, addressing each of the questions in this section.

- Please explain why you are applying for financial support. You should include a brief justification of the reason for any increased expenditure/shortfall in your finances and a short explanation of the level of parental/family support which is available to you.*
- Please detail any steps you have taken find alternative funding, such as having your Student Finance entitlement reassessed or applying for scholarships.*
- Is your financial situation likely to change? If you are a postgraduate, please explain how you intend to cover your fees in this year and any future years.
- (Optional) Has your financial situation changed since you started your course in a way which could not have been predicted? – *your situation does not need to have been unexpected to receive an award and you can leave this question blank. However, this information may assist us in determining your eligibility for further support from the University Financial Assistance Committee.*

Funding amount

We are seeking to understand your own picture of your financial situation as follows:

- Please provide an estimate of the minimum amount of financial assistance that you believe you would require for the remainder of the 23/24 academic year. When this is added to your total income available it should be no more than your total living costs for this academic year.*
- Please provide a brief explanation of the funding amount requested* - *please explain how you have reached the figure in the question above.*

Tutor/Supervisor statement

If you are an undergraduate, including Graduate-Entry Medicine and PGCE students, you do not need to complete this section.

As part of the application process, postgraduate students will need to provide a statement from your tutor or supervisor. Your supervisor will not have access to any details of your application and will receive an automated email informing them that you are applying for financial assistance and inviting them to fill out a short supporting statement.

- As part of the application process, postgraduate students will need to provide a statement from your supervisor or tutor. Please confirm that you have discussed your application with your Supervisor or Tutor and are happy for them to be contacted to complete Part C* - *if you are not sure who to*

contact, you will be taken to a separate page with further guidance. If you now know who to contact, you can press back and enter an email address.

- Please enter the email address of your tutor or supervisor - *an automatic notification will be sent to the email address entered below so take care when entering and do not enter multiple addresses.*

Please note that it is your responsibility to ensure Part C (Department) is completed and Student Fees and Funding will not chase this for you, so you should ensure you have spoken to your tutor directly. Your application will not be processed until we receive all three parts of the application.

Supporting Documents

You will now be required to upload all of the relevant evidence associated with your application and will be presented with a series of headings to assist you in navigating the different sets of documentation. Please see the 'Evidence Required' section on page 3 of these guidance notes for full details. Please make sure you have also provided evidence to support any exceptional costs cited in your application, however you do not need to upload utility bills. **All evidence uploaded should be labelled with your name and a description, e.g. Mark_Smith_Battels.**

Student declarations

Please read the statements on confidentiality and data protection carefully before entering your name in the field provided.

Contact details

Please contact student.funding@admin.ox.ac.uk if you have any queries regarding your application or require any assistance with completing the form.

2. UK undergraduates who started in or after 2020, applying for £750 or less

Please make sure you have read [this webpage](#) carefully before completing your application. You will be considered for a **Student Support Bursary**.

Applications will be accepted on a rolling basis from Monday 2 October 2023 (MT0) until Friday 14 June 2024 (TT8) and will be assessed within 30 days of receiving your completed application. Students will be contacted via email to confirm the outcome of their application upon completion of the assessment.

Please note that there are no evidence requirements for this level of support.

Completing the application

You will see below a summary of the questions in Part A that you will need to answer and the supporting documents that will be requested, with guidance in italics. The asterisk *** indicates compulsory questions**.

Please note that the form will update depending on your previous answers and you may not be shown all questions listed.

Personal details

- First name*
- Preferred name* - *the name you would like us to address correspondence to*
- Surname*
- College*
- Student number* - *your student number can be found via your Student Self Service account (www.ox.ac.uk/students), or next to your picture on your bod card; not the number above the barcode*
- University email address*

Course details

- Current year of course*
- Course title* - *please enter the full course name and award, e.g. BA History**
- Are you currently on your year abroad?*
- Are you receiving Turing/University funding on your year abroad?* - *if you receive any year abroad grant funding, this will be automatically verified and included in our assessment.*

Financial support

If you are a first-degree Home undergraduate you are eligible for maintenance and tuition support from the UK government and it is assumed that you are in receipt of the full tuition fee loan and maintenance support available to you. If this is not the case, please specify in your supporting statements, but please note that it is highly likely that you will be ineligible for support.

- Crankstart Scholarship/Oxford Bursary amount
- Oxford Travel Supplement
- Oxford Care Experienced and Estranged Student Bursary
- Undergraduate maintenance loan*
- Undergraduate maintenance grant
- NHS bursary (medicine students only)
- College award/s - *please list names and amounts*
- Oxford Assistance Fund award

- External Scholarship/award
- Expected net earnings from the 1st October 2023 to the end of the academic year
- Family contribution - *please enter either a total expected over the academic year*
- If you are on your year abroad and undertaking a paid placement, please include your expected income for this placement for the current academic year'
- Savings (balance on 30 September 2023)*
- Other - *please include the name and value of any funds that you have received that are not included in any of the above categories.*
- Total*

Living arrangements

- During term time do you live in college/private/Other*
- Outside of term time, do you live in college/private/with your parent(s) or guardian(s)/Other*
 - *if you selected Other for either of these questions, you will be required to specify your living arrangements.*
- Your share of rent/mortgage/college accommodation costs?*
- Please indicate whether this is a monthly or termly amount?*
- Your share of the cost of utilities per month (if not included in accommodation costs)
- College vacation rent (per year) - *please include all vacation rent from 1st October 2023, where applicable and if not already included above.*
- Council tax (per month)
- If you have any costs above the University's estimated lower range of living costs for 23/24 please state these costs (including an estimated figure) here and include a reason why you have incurred these additional costs/include a justification for increased expenditure in this area. When assessing your application, it is at the Student Fees and Funding team's discretion whether to take these additional costs into consideration.

Bursary amount

- Please specify the amount of funding you wish to apply for* (maximum bursary available of £750)

Supporting statement

- Please explain why you are applying for support* - *if you have a household income of £62,343 or above, you will need to provide details of any exceptional personal circumstances.*

Student declarations

Please read the statements on confidentiality and data protection carefully before entering your name in the field provided.

Contact details

Please contact bursaries@admin.ox.ac.uk if you have any queries regarding your application or require any assistance with completing the form.

3. UK undergraduates who are care experienced or estranged (awards of up to £3,000)

Please make sure you have read [this webpage](#) carefully before completing your application. You are being considered for a **Care experienced and estranged student bursary**.

Applications will be accepted on a rolling basis from Monday 2 October 2023 (MT0) until Friday 19 July 2024 (TT8) and will be assessed within 30 days of receiving your completed application. Students will be contacted via email to confirm the outcome of their application upon completion of the assessment.

Evidence required

In order to complete your application, you will need the following evidence ready to upload. Failure to do so could prevent your application from being processed:

- Evidence of your accommodation costs: either your college battels statements from the current academic year up to the point of application, or, if you are in private accommodation, your tenancy agreement.
- Evidence of government funding: your financial notification (Student Finance Breakdown and/or NHS Bursary letter), which shows the level of maintenance funding you are receiving as a loan and the level you are receiving as a grant, where applicable.
- **Care experienced students applying for the first time:** A letter from your Local Council or Care Authority confirming your care experienced status
- **Estranged students applying for the first time:**

Either A letter from your regional funding agency confirming that you are estranged. If you have been granted independent status through estrangement, please contact your regional funding agency to obtain this letter.

Or A letter from a person of good standing in your community, such as a doctor or teacher, who knows about your circumstances and can confirm your estranged status. If you have any difficulty in obtaining this letter, or if you have only recently become estranged please contact Student Fees and Funding for further guidance at bursaries@admin.ox.ac.uk

Completing the application

You will see below a summary of the questions in Part A that you will need to answer and the supporting documents that will be requested, with guidance in italics. The asterisk *** indicates compulsory questions**.

Please note that the form will update depending on your previous answers and you may not be shown all questions listed.

- Please select which bursary you are applying for* - *both bursaries use the same assessment criteria and provide the same level of financial assistance.*
- (If selecting 'estranged bursary' above) Please confirm the nature of your estrangement*

Personal details

- First name*
- Preferred name* - *the name you would like us to address correspondence to*
- Surname*
- College*

- Student number* - *your student number can be found via your Student Self Service account (www.ox.ac.uk/students), or next to your picture on your bod card; not the number above the barcode*
- University email address*

Course details

- Current year of course* - *if you have currently suspended your studies please select the year of the course in which you suspended*
- Course title* - *please enter the full course name and award, e.g. BA History**
- Are you currently on a compulsory year abroad outside of the UK?*
- Are you receiving Turing/University funding on your year abroad?* - *if you receive any year abroad grant funding, this will be automatically verified and included in our assessment.*
- Have you currently suspended your studies?*
- Have you ever suspended your studies?*
- Dates of current/previous suspension – *please enter the terms for which you were suspended, e.g. MT22-HT23.*

Financial support

If you are a first-degree Home undergraduate, PGCE student or Graduate-Entry Medicine student, you are eligible for maintenance and tuition support from the UK government and it is assumed that you are in receipt of the full tuition fee loan and maintenance support available to you. If this is not the case, please specify in your supporting statements, but please note that it is highly likely that you will be ineligible for support.

- Crankstart Scholarship/Oxford Bursary amount
- Student Support Bursary
- Oxford Travel Supplement
- Undergraduate maintenance loan*
- Undergraduate maintenance grant
- NHS bursary (medicine students only)
- College award/s - *please list names and amounts*
- Setting up home allowance (Local Authority Funding)
- Care leaver higher education bursary (Local Authority funding)
- External Scholarship/award
- Family contribution - *please enter either a total expected over the academic year*
- Savings (balance on 30 September 2023)*
- Other - *please include the name and value of any funds that you have received that are not included in any of the above categories.*
- Total*

Other forms of support

- Are you currently in receipt of any additional financial assistance such as meal credit, discounted accommodation or vacation assistance this academic year?*
- (If yes) Please provide more details below, including an indication of the value of this assistance where possible – *If possible, please include the dates you received this support.*

Living arrangements

- During term time do you live in college/private accommodation/Other*

- Outside of term time, do you live in college/private/Other*
 - *if you selected Other for either of these questions, you will be required to specify your living arrangements.*
- Your share of rent/mortgage/college accommodation costs?*
- Please indicate whether this is a monthly or termly amount?*
- Your share of the cost of utilities per month (if not included in accommodation costs)
- College vacation rent (per year) - *please include all vacation rent from 1st October 2023, where applicable and if not already included above.*
- Council tax (per month)

Bursary amount

- Please specify the amount of funding you wish to apply for* - *please respond as directed according to year of entry*

Supporting statement

- Have you previously received a Care Experienced and Estranged Student Bursary?*
- Is your situation the same as your previous application?*
- Do you have any caring responsibilities?*
 - if yes, please provide brief details and estimate any associated costs
- Please explain why you are applying to this fund, including a brief description of your circumstances. *For self-declared estranged students this should include a brief description of the nature of your estrangement.* Please explain why you require additional funding and provide a justification of the amount requested.*
- As part of the application process, your application will be shared with your college's Financial Assistance Officer. If you would prefer to discuss your application with a different member of your college, please provide their name, job role and email address* - *please ensure that you have contacted this individual, and have made them aware of your application prior to applying.*

Supporting documents

You will now be required to upload the relevant evidence associated with your application and will be presented with a series of headings to assist you in navigating the different sets of documentation. Please see the 'Evidence Required' section on page 12 of these guidance notes for full details. **All evidence uploaded should be labelled with your name and a description, e.g. Mark_Smith_Battels.**

Student declarations

Please read the statements on confidentiality and data protection carefully before entering your name in the field provided.

Contact details

Please contact bursaries@admin.ox.ac.uk if you have any queries regarding your application or require any assistance with completing the form.

4. Overseas/EU students facing unexpected financial difficulties (awards of up to £8,000 available)

Please make sure you have read [this webpage](#) carefully and ensure you have completed Part A of your application at least a week in advance of the relevant termly deadline. You are being considered for an **Oxford Assistance Fund** award.

The following termly deadlines apply for applications to be submitted to the Student Fees and Funding team, so that these can be prepared for consideration by the University Financial Assistance Committee. Students will be informed of the outcome of their application by email shortly after the committee meeting.

- Friday of 3rd week for Michaelmas term (27 Oct 2023) and Hilary term (2 Feb 2024)
- Friday of 1st week for Trinity term (26 April 2024)

In emergencies, it is possible for the Chair to consider applications between meetings. This must be requested by email when the application is submitted and is subject to the availability of staff and the Chair.

Evidence required:

In order to complete your application, you will need the following evidence ready to upload. Failure to do so could prevent your application from being processed:

- Official bank/building society statements showing the 30 September 2023 balance for all current and savings accounts in your name or joint, in the UK or Overseas.
- Official bank/building society statements as above for the last two months. These should be annotated with explanations of any incoming transactions over £150, or explanations included in a separate document. Outgoings related to additional expenditure you wish to be considered in your application should also be included (e.g. car costs, medical costs).
- Evidence of your rent/mortgage/college accommodation costs for the year, such as battels statements or a tenancy agreement
- Evidence of any fees you have paid so far this year, and/or a payment plan.
- Evidence of your net income (i.e. after tax, if applicable) from employment for the current academic year (1 October-30 June or 31 October, depending on length of academic year).
- Evidence of any scholarships or awards, either external or from your college, department or the University.
- Evidence of any additional costs, such as additional medical costs, vacation residence, and council tax. If you have any credit card or loan repayments you should provide recent statements showing the current balance and minimum monthly repayment.
- A copy of the financial declaration you provided to the college if you are in your first year.

Periods of assessment

The period of assessment will vary depending on your course type as set out below. You should ensure that the income and expenditure that you declare relates to the relevant assessment period if declaring 'annual costs'.

Undergraduate/PGCE students: 39 weeks from 1 October to 30 June

Undergraduates with extended terms (e.g. final year Chemistry, PGCE): 43 weeks from 1 October to 31 July.

Medical students in their clinical years: 52 weeks from 1 October to 30 September.

Taught Master's students: 39/43/52 weeks from 1 October, according to course length.

DPhil students: 52 weeks from 1 October to 30 September, unless the submission date is earlier.

Completing the application

In the first section of Part A, you will be taken through a short series of questions online to determine your eligibility and establish the appropriate questions for your application. You will then be provided with a further link which will open in a new window and you may close the initial form without submitting.

You will see below a summary of the questions in Part A that you will need to answer and the supporting documents that will be requested, with guidance in italics. The asterisk * indicates compulsory questions.

Please note that the form will update depending on your previous answers and you may not be shown all questions listed.

Personal details

- First name*
- Preferred name* - *the name you would like us to address correspondence to*
- Surname*
- Student number* - *your student number can be found via your Student Self Service account (www.ox.ac.uk/students), or next to your picture on your bod card; not the number above the barcode*
- University email address*

Course details

- College*
- Course title* - *please enter the full course name and award, e.g. DPhil English Literature*
- Level of study*
- Current year of course* - *if you have currently suspended your studies please select the year of the course in which you suspended*
- Mode of study*
- (If 'part-time' is selected) Please provide further details on your studying arrangements and intensity* - *please include some information around your course intensity, teaching arrangements and required work placements. If you are studying a modular course, please specify the number of weeks you are required to be in Oxford this year and how many modules you are undertaking this year.*
- Are you currently based in the UK during term time?* - *you will be asked to provide further details later on in the Living arrangements section.*
- Start date of course*
- End date of course* - *this will be when you receive Leave to Supplicate if you are a DPhil student.*
- Have you ever suspended your studies?* - *if you are currently suspended, please do not proceed with this application form as you will not be eligible for an award.*
- Dates of previous suspension - *please enter the terms for which you were suspended, e.g. MT22-HT23.*

Previous awards

- Have you previously received a financial assistance award from the Oxford Assistance Fund* (previously known as the Oxford Hardship Fund) or related scheme?
- If yes, how much did you receive?
- When did you receive the award? - *please enter a term and year e.g HT23.*

Living arrangements

- During term time, are you based in Oxford?* - *select no if, for example, you commute in from outside Oxford, you are undertaking a modular course which only requires your presence in Oxford for a few weeks of the year, or you are undertaking a remote study course.*
- (If no is selected) Please describe your living arrangements - *you will be invited to provide some further details.*
- During term time, do you live in private or college accommodation?*
- (If in private accommodation) Do you live: alone, with your partner/spouse, with your parent(s)/guardian(s), or in a house share?*
- Do you each cover your own living expenses individually?*
- If not, please explain how you divide household expenses - *please clarify how your expenses are shared. If you are living with your partner/spouse, please clarify if one of you is subsidising or financially supporting the other in any way.*
- How many adults including yourself live at this address?*
- Do you live with any non-students?*
- Do you have any child dependants?*
- Do you have any adult dependants?* - *please select yes if you are responsible for financially supporting a member of your household. Please note it is not usually possible to take into account other financial commitments to wider family members.*
- Do you have any caring responsibilities not mentioned above?* (you provide care for another person in, or outside of, the family home for someone who is physically or mentally ill, or disabled)
If you answer yes to any of these questions, you will be invited to provide further details.

Bank accounts

You will be asked to list each bank account held in your name alone or jointly, as well as any ISAs or savings instruments, and the balance of each account on 30 September 2023. Information in this section along with the bank statements you upload will be used to determine what funding you had available at the start of the academic year. You will also have to attach these bank statements as evidence (see *Evidence Required* above).

Income

You should provide full details of all your expected available income for the current academic year. If a source of income is not applicable to you then enter 0 (zero) or n/a. It is expected that students will use all available funding to support themselves.

Please specify any amounts which were already in your bank balance before 30 September 2023 so that your funds are not double-counted. Enter all income for the assessment period above unless otherwise specified.

- College or Department award - *please provide details and include amount in GBP*
- Oxford Scholarship - *please enter any scholarship awarded by the central university*
- Any other Oxford support
- Other external funding (e.g. Research Council studentship; external scholarship; other)

- Employer contribution
- Expected income from working for current academic year from 1 October 2023 - *please enter the net amount you expect to earn this year*
- Family/partner contribution for current academic year from 1 October - *please enter either a total expected over the year not what you have received so far, or a fixed monthly amount if you receive monthly contributions. Please specify any amounts paid out directly on your behalf, e.g. rent paid to a letting agency.*
Please specify in the question that follows what you have included.
- Any other income
- If you wish to provide any further comments on your income please do so here

Expenditure

A standard allowance will be included in our assessment to cover essential expenditure such as food, household costs, personal items, travel and course costs. This is based on the University's published lower range of living costs for the year. The University's estimated lower range living costs for 2023/24 are provided below. These figures are based on a single, full-time student with no dependants living in college accommodation (including utility bills). For students living in college accommodation we will take into account your actual rent in our assessment.

	Per month	Total for 9 months	Total for 12 months
Food	£300	£2,700	£3,600
Accommodation (inc. utilities)	£715	£6,435	£8,580
Personal items	£180	£1,620	£2,160
Social activities	£40	£360	£480
Study costs	£35	£315	£420
Other	£20	£180	£240
Total	£1,290	£11,610	£15,480

- If you have any costs above the University's estimated lower range of living costs for 23/24 please state these costs here and include a reason why you have incurred these additional costs or a justification for increased expenditure in this area.
When assessing your application, it is at the Student Fees and Funding team's discretion whether to take these additional costs into consideration.
- Your share of rent/mortgage/college accommodation costs* - *do not include utilities unless these are automatically included in your rent. If you are living in college, enter the cost of your room and not the total of your battels.*
- Is this a monthly, termly or annual cost?* - *do not enter an annual cost unless you have a 37/39 week contract or an irregular termly charge. Do not include costs for accommodation over the Long Vacation if you are not attending your course during this period.*
- Do you pay utilities separately?*
- Your share of utilities costs per month* - *please include gas and electricity only.*

- Total College vacation rent for the year - *the assessment will only take into account Christmas and Easter Vacation for undergraduates on standard terms, or for postgraduates on a 9 or 10 month course.*
- Council tax, if applicable (per month) - *please enter your exact monthly contribution if you are living with one or more non-students and paying a share of the bill. If you live in a house with one non-student it is expected that you will have organised a student reduction with your local council.*
- Car costs, only if essential (per year) - *please provide an estimate of your total costs (think about maintenance, insurance, tax and fuel). We will only be able to include these costs if you require a car for an essential reason such as a disability or having child dependants.*
- Nursery/childcare costs (per month) - *a standard allowance will be included for each child's living costs, so please only include the cost of paid childcare.*
- Monthly loan or credit card repayments – *please provide further details and include your actual monthly payments as well as the minimum monthly payment, if applicable.*
- Any visa costs or NHS health surcharge paid during this academic year.
- Do you claim free NHS prescriptions* - *you may qualify for free or reduced rate prescriptions, dental treatment, eye test, glasses and other treatments and services. Details can be found at www.nhsbsa.nhs.uk/1874.aspx . We may not include prescription costs in your assessment if you should be eligible for free prescriptions.*
- (If no) Specify any medical prescription costs (per year)
- Specify optician/glasses/contact lenses costs (per year)
- Specify dental costs per year - *if you have dental costs to meet beyond check-ups, please provide further details.*
- Any other additional medical expenses - *please provide further details, and attach any relevant evidence to your application, noting that we may not be able to include these in full*

Disability

- Do you consider yourself to have a disability or chronic medical condition?* – *if so, you will be expected to have registered with the Disability Advisory Service for support but if you have not done so, this will not disadvantage your application.*
- (If response above is yes) Have you registered with the Disability Advisory Service?
- Do you have any disability-related costs which cannot be covered by through the DSA or other relevant funds?*
- Please specify disability-related costs and the amounts you are having to provide through your own means* - *this will enable us to better understand your request for assistance.*
- Does your disability prevent you from working this academic year/during vacations (in line with University guidance for your course)?*
- If you would like to provide any further comments on your disability or medical condition, please do so.

Supporting statements

You should clearly explain the reason(s) for your application and why you feel you require assistance, addressing each of the questions in this section.

- In order to be eligible for support, your financial situation must be unexpected and unforeseeable. Please demonstrate how you were intending to fund your studies when you started the course, how your financial situation has changed, and how this could not have been predicted.*
- What steps are you taking to find alternative funding for future years? Please include an indication of levels of funding available to you for the remainder of your course.*

- Have you applied to any alternative sources of funding for this academic year for which you have not yet received an outcome (e.g. college funds, departmental awards, external scholarships/sponsors)?*
- Where applicable, please explain any exceptional expenses included, for example car costs, childcare costs, unusually high private rental costs or costs associated with dependants.
- Anything else you would like to add about your circumstances in making this application.

Funding amount

We are seeking to understand your own picture of your financial situation as follows:

- Please provide a realistic estimate of the minimum amount of financial support that you believe you would require for the remainder of the 23/24 academic year. This should not exceed the gap between your income and essential expenditure for the year.*
- Please provide a brief explanation of the funding amount requested* - *please explain how you have reached the figure in the question above.*

Tutor/Supervisor statement

If you are an undergraduate, including Graduate-Entry Medicine and PGCE students, you do not need to complete this section.

As part of the application process, postgraduate students will need to provide a statement from your tutor or supervisor. Your supervisor will not have access to any details of your application and will receive an automated email informing them that you are applying for financial assistance and inviting them to fill out a short supporting statement.

- Please confirm that you have discussed your application with your Supervisor or Tutor and are happy for them to be contacted to complete this statement* - *if you are not sure who to contact, you will be taken to a separate page with further guidance. If you now know who to contact, you can press back and enter an email address.*
- Please enter the email address of your tutor or supervisor - *an automatic notification will be sent to the email address entered below so take care when entering and do not enter multiple addresses. Please note that it is your responsibility to ensure Part C (Department) is completed and Student Fees and Funding will not chase this for you, so you should ensure you have spoken to your tutor directly. Your application will not be processed until we receive all three parts of the application.*

Supporting Documents

You will now be required to upload all of the relevant evidence associated with your application and will be presented with a series of headings to assist you in navigating the different sets of documentation. Please see the 'Evidence Required' section on page 14 of these guidance notes for full details. Please make sure you have also provided evidence to support any exceptional costs cited in your application, however you do not need to upload utility bills. **All evidence uploaded should be labelled with your name and a description, e.g. Mark_Smith_Battels.**

Student declarations

Please read the statements on confidentiality and data protection carefully before entering your name in the field provided.

Contact details

Please contact student.funding@admin.ox.ac.uk if you have any queries regarding your application or require any assistance with completing the form.