

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 confirmation and where applicable, a link to 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.
- If we do not receive a completed Part B or C within 21 days of receiving Part A, we will consider your application withdrawn.
- 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 from Monday of week 0 of Michaelmas term until the Friday of Week 8 of Trinity term. However, if you are an Overseas/EU fee status student or a Home fee status 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 8: UK students (Home) experiencing a **shortfall** in meeting essential living costs:
[Oxford Assistance Fund](#)

Pages 9 to 10: UK undergraduates (Home) applying for **£750 or less**:
[Student Support Bursary](#)

Pages 11 to 13: UK undergraduates (Home) who are **estranged or care experienced**:
[Care Experienced and Estranged Student Bursary](#)

Pages 14 to 19: 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 7 October 2024 (MT0) until Friday 20 June 2025 (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 2024 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 September, 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 title* - *please enter the full course name and award, e.g. DPhil English Literature*
- End date of course* - *this will be when you receive Leave to Supplicate if you are a DPhil student.*
- Current course year* - *if you have currently suspended your studies please select the year of the course in which you suspended*
- Mode of study*
- (If studying part time) Please provide some further information 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 an undergraduate or postgraduate student?*
- (If undergraduate) Are you a care experienced or estranged student?*
- (If not or have not applied for or received the maximum Care Experienced and Estranged Student Bursary this academic year) Are you an enrolled student applying for living costs assistance of £750 or less?*

Living arrangements

- Do you have a disability/medical condition that prevents you from working?*- *your application will not be disadvantaged but this will enable us to get a better picture of your financial situation.*
- Do you live:* - *alone (including college accommodation), with your partner/spouse, with your parent(s)/guardian(s), or in a house share*
- (If with your partner/spouse) Do you each cover your own living expenses individually?*
- If not, please explain how you divide household expenses between you* - *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. If your partner/spouse is covering your costs please include their bank statements and income in the income section.*
- (If not living alone) How many adults including yourself live at this address?*
- (If not living alone) Do you live with any non-students?*
- Do you have any child dependants?*
- (If yes) Please confirm how many and their current ages*

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 2024. 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 you can enter 0 (Zero) or leave the field blank. 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 2024 so that your funds are not double-counted. Enter all income for the assessment period above unless otherwise specified.

- Can you confirm you are in receipt of the maximum available funding to you including UK government income assessed maintenance support for UG students and PG loans for PG students?*
- (If no) Please explain why you are not assessing this* - *it is expected that students must have taken out the full government support available to them, unless there is a good reason why this is not the case.*
- College or Department award – *please provide details and include amount*
- Oxford Bursary/Crankstart Scholarship (UG)
- UK UG Maintenance Loan/Grant or UK Master's Loan or Doctoral Loan* - *please specify which funding type and include amount.*
- NHS or Teacher Training Bursary/Scholarship - *please specify and include amount for this academic year.*
- 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 total income from working for current academic year from 1 October - *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 annual family/partner 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.*
- Oxford Care Experienced or Estranged Student Bursary
- Student Support Bursary

Accommodation costs

- During term time you live* - *in private accommodation, in college accommodation*

- 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 utility costs (gas and electric) in addition to your rent/mortgage costs above?*
- During vacation do you live* - *in private accommodation/family home, in college accommodation*
- (If living in college accommodation) Total college vacation rent (if not already 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.*

Additional costs

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 2024/25 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	£315	£2,835	£3,780
Accommodation (inc. utilities)	£745	£6,705	£8,940
Personal items	£190	£1,710	£2,280
Social activities	£40	£360	£480
Study costs	£35	£315	£420
Other	£20	£180	£240
Total	£1,345	£12,105	£16,140

Please indicate below any additional costs you have above the University's estimated lower range of living costs plus any non-standard expenses, if you wish these to be considered. Please ensure evidence of additional costs are uploaded at the end of this form, failure to do so may result in these costs not being included.

- Travel costs between your Oxford residence and home address* - *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.*
- 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 a breakdown of the total estimate (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.*
- Monthly childcare costs in a formal setting – *e.g. Nursery. 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.*
- Medical expenses (per year) - *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.*
- Optician/glasses/contact lenses costs (per year)
- Dental costs (per year) - *if you have dental costs to meet beyond regular check-ups, please provide further details*
- Other additional costs - *please provide further details, and attach any relevant evidence to your application, noting that we may not be able to include these in full*
- Please describe 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. – *please provide evidence at the end of this form.*

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.*
- (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.*

Tutor/Supervisor statement (Part C)

If you are an undergraduate, including Graduate-Entry Medicine and PGCE students, you do not need to submit a Part C form.

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 declaration

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 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 7 October 2024 (MT0) until Friday 20 June 2025 (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 title* - *please enter the full course name and award, e.g. BA History**
- End date of course*
- Current course year*
- Mode of study*
- (If studying part-time) Please provide some further information on your studying arrangements and intensity*
- Are you an undergraduate or postgraduate student?*
- (If undergraduate) Are you a care experienced or estranged student?*
- (If not or have not applied for or received the maximum Care Experienced and Estranged Student Bursary this academic year) Are you an enrolled student applying for living costs assistance of £750 or less?*

[Income](#)

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.

- Can you confirm you are in receipt of the maximum available funding to you including UK government income assessed maintenance support for UG students?*
- (If no) please explain why you are not currently accessing this.*
- College or Departmental award - *please provide details and include amount*
- Oxford Bursary/Crankstart Scholarship (UG)

- (SSB) UK UG Maintenance Loan/Grant* - *please specify and include amount for this academic year*
- NHS or Teacher Training Bursary/Scholarship – *please specify and include amount for this academic year*
- Other external funding (e.g. external scholarship) including any funds paid directly to your college towards fees - *please specify what this covers and include amount in GBP – e.g. UKRI studentship £25,000 of which £4,000 paid before 30 September.*
- Expected annual family/partner 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 (please specify) - *please include the name and value of any funds that you have received that are not included in any other categories.*
- 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 as at 30 September 2024)*
- Oxford Assistance Fund Award
- Oxford Care Experienced or Estranged Student Bursary

Accommodation costs

- During term time you live* - *in private accommodation, in college accommodation*
- Your share of rent/mortgage/college accommodation costs?*
- Please indicate whether this is a monthly or termly amount?*
- Do you pay utility costs (gas and electric) in addition to your rent/mortgage costs above?*
- During vacation do you live* - *in private accommodation/family home, in college accommodation*
- (If living in college accommodation) Total college vacation rent for the year (if not already included above) - *please include all vacation rent (Christmas and Easter vacations) from 1 October 2024, where applicable*

Additional costs

- If you have any costs above the University's estimated lower range of living costs for 24/25, 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.

Supporting statement

- 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.* - *if you have a household income of £62,343 or above, you will need to provide details of any exceptional personal circumstances.*

Student declaration

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 £3,500)

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 7 October 2024 (MT0) until Friday 20 June 2025 (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, students who have not previously received a Care Experienced and Estranged Student Bursary award in a previous academic year 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

Applicants who received a Care Experienced or Estranged Student Bursary in a previous academic year are not required to submit any evidence.

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 title* - please enter the full course name and award, e.g. BA History*
- End date of course*
- Current course year*- if you have currently suspended your studies please select the year of the course in which you suspended
- Mode of study*
- (If studying part-time) Please provide some further information on your studying arrangements and intensity*
- Are you an undergraduate or postgraduate student?*
- (If undergraduate) Are you a care experienced or estranged student?*

Previous awards

- Please confirm if you are care experienced or estranged*
- Have you previously received a Care Experienced and Estranged Student Bursary?* - *If you have previously received a Care Experienced and Estranged Student bursary and your situation remains as described in your initial application you are not required to provide any additional information and will be eligible for the maximum Care Experienced and Estranged Student Bursary if you received the maximum award in the previous academic year. If you did not receive the maximum award you will receive an award at the same level as the previous academic year but can apply to be reassessed if your financial situation has changed.*
- (If yes) Is your situation the same as in your previous application?*

Income

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.

- Can you confirm you are in receipt of the maximum available funding to you including UK government income assessed maintenance support for UG students?*
- (If no) please explain why you are not currently accessing this.*
- College or Department award - *please specify and include amount*
- Oxford Bursary/Crankstart Scholarship (UG)
- (CEESB) UK UG maintenance Loan/Grant* - *please specify and include amount for this current academic year*
- NHS or Teacher Training Bursary/Scholarship - *please specify and include amount for this current academic year*
- Other external funding (e.g. external scholarship) including any funds paid directly to your college towards fees
- Other (please specify)- *please include the name and value of any funds that you have received that are not included in any other categories.*
- 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 2024)*
- Student Support Bursary
- Setting up home allowance (Local Authority funding)
- Care leaver higher education bursary (Local Authority funding)

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.*

Accommodation costs

- During term time you live* - *in private accommodation, in college accommodation*
- Your share of rent/mortgage/college accommodation costs?*
- Please indicate whether this is a monthly or termly amount?*
- Do you pay utility costs (gas and electric) in addition to your rent/mortgage/accommodation costs above?*
- During vacation do you live* - *in private accommodation, in college accommodation*
- (If living in college accommodation) Total college vacation rent for the year (if not already included above)* - *please include all vacation rent (Christmas and Easter vacations) from 1 October 2024, where applicable*

Additional costs

- If you have any costs above the University's estimated lower range of living costs for 24/25, 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.

Supporting statement

- Please explain why you are applying to this fund. You should include the following:
 - *A brief description of your current circumstances
 - *If you are applying as a self-declared estranged student, please briefly indicate the nature of your estrangement
 - *Why you require additional funding including a justification of the amount you have requested.*

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 11 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 declaration

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.

- Midday on Friday of 2nd week for Michaelmas term (25 October 2024) and Hilary term (31 January 2025)
- Midday on Friday of 1st week for Trinity term (2 May 2025)

In urgent cases, it is possible for the Chair to consider applications between meetings, subject to the availability of staff and the Chair. This must be requested by the college and only in cases where no other forms of support are available and the immediacy of the financial difficulty is such that the application cannot be scheduled for consideration at the next committee meeting.

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 2024 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 September, 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*
- 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*
- Level of study*
- Current year of course*
- Mode of study*
- (If studying part time) Please provide further details on your studying arrangements * - *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.*
- Start date of course*
- End date of course* – *this will be when you receive Leave to Supplicate if you are a DPhil student.*
- Estimated submission date (DPhil students only)

Previous awards

- Have you previously applied to the University Financial Assistance Committee (previously UHC) for funds and received an award?*
- (If yes) How much did you receive?*

Fee status

- Fee status*

Living arrangements

- During term time, where are you based?* - *do not select Oxford 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 not living in Oxford) Please explain why you are not resident in Oxford*
- Do you live:* - *alone, with your partner/spouse, with your parent(s)/guardian(s), or in a house share?*
- (If living with your partner/spouse) Do you each cover your own household expenses?* - *if your partner/spouse is covering your costs please include their bank statements and income in the income section.*
- (If no) 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.*
- (If not living alone) How many adults including yourself live at this address?*
- (If not living alone) Do you live with any non-students?*
- Do you have any child dependants?*
- (If yes) Please confirm how many and provide brief details including their age and if they currently live with you*
- 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 yes) Please provide brief 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 2024. 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 you can enter 0 (Zero) or leave the field blank. 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 2024 so that your funds are not double-counted. Enter all income for the assessment period above unless otherwise specified.

- Are you, or have you, been in receipt of UK Research and Innovation (Research Council) funding during your course? – *for DPhil students only*
- College or department award towards living costs and/or fees - *please provide details and include amount*
- Oxford scholarship towards living costs and/or fees - *please enter any scholarship awarded by the central university*
- Any other Oxford support towards living costs and/or fees – *please specify and include amount*
- Any support from the UK government
- Other external funding towards living costs and/or fees - *e.g. Research Council studentship; external scholarship; other*

- Employer contribution towards living costs and/or fees
- Expected income from working for current academic year (from 1 October 2024) - *please enter the net amounts; i.e. after tax and provide details of any paid employment in your supporting statements.*
- Annual family/partner contribution towards living costs and/or fees - *You must enter all expected contributions before the end of the academic year – not what you have received so far. Please specify any amounts paid out directly on your behalf, e.g. rent paid to a letting agency.*
- Any other income
- Please confirm how you have paid or intend to pay your fees for this academic year.* - *if your fees were paid using your own savings, please confirm if this was paid before or after 30 September 2024*
- 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 2024/25 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	£315	£2,835	£3,780
Accommodation (inc. utilities)	£745	£6,705	£8,940
Personal items	£190	£1,710	£2,280
Social activities	£40	£360	£480
Study costs	£35	£315	£420
Other	£20	£180	£240
Total	£1,345	£12,105	£16,140

- 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 utility costs (gas and electric) in addition to your rent/mortgage?*
- Costs 1 - 5 - *please indicate any costs above the University's estimated lower range of living costs plus any non-standard expenses you have incurred or expect to incur whilst on course this academic year (1 October 2024 to 30 September 2025), if you wish these to be considered. Students are expected to have made provision for all expected costs while on course including course costs (e.g. laptops, stationery etc), travel to and from the UK and continuing medical treatment for pre-existing medical conditions, including mental health conditions.*

- Please describe why you have incurred these additional costs or a justification for increased expenditure in this area. If you have more than five additional costs please include them here. When assessing your application, it is at the Student Fees and Funding team's discretion whether to take these additional costs into consideration.

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 select from the options below the reason that best describes why you are applying for financial assistance (you may select more than one option)* - *you will be required in the following question to provide more detail regarding your answers and the reason for your application.*
- 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 **after you started your course**, and how this could not have been predicted.*
- If this is not your final year do you have funding in place to support your costs in future academic years*?
- (If this is not your final year) How do you intend to fund your costs for future academic years?* - *please include an indication of levels of funding available to you for the remainder of your course. Awards are made on a one-off basis and students who are unlikely to be able to fund their course in future years will be unlikely to receive an award.*
- 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 2024/25 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 (Part C)

If you are an undergraduate, including Graduate-Entry Medicine and PGCE students, you do not need to submit a Part C form.

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 provide a 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.*

Oxford Financial Assistance

2024/25 Application Guidance Notes for Students



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 declaration

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.

How to appeal a decision (Oxford Assistance Fund)

Informal resolution where there is new evidence

If new information comes to light within 14 days of the decision letter which you were not able to provide previously, and which may materially affect a decision, you have the option of contacting the Student Fees and Funding team via student.funding@admin.ox.ac.uk to see if informal resolution is possible. This could include referral back to the Committee where there is clear evidence of a material change in circumstances. The email should include any new information for consideration, to assist the team in establishing whether a further review of the application may be undertaken.

Formal appeal

If you are not satisfied with the outcome of your application, or any informal resolution process, you must submit an appeal within either (a) 28 days of the date of the decision letter or (b) 14 days of the outcome of the informal resolution process. Before appealing, you should send a summary of their grounds for appeal should be sent to Student Fees and Funding via student.funding@admin.ox.ac.uk who will advise you on the most appropriate course of action. To make an appeal, you should complete and submit the Oxford Assistance Fund Appeal Form available here: <https://forms.office.com/e/NQ7MnVkZaY>.

Appeals will be considered by the Chair of the University Financial Assistance Committee or their nominee and the results of the appeal will be sent to you within 28 days of receipt of the appeal, copied to your College. Decisions made regarding appeals conclude the University's procedures.

An appeal must be made on one or more of the following grounds:

- (i) The student has new or more detailed information relating to their situation which was not available to them at the time of their original application; and/or
- (ii) The decision was procedurally flawed, for example: it was not conducted in accordance with the stated procedure or there was bias or a perception of bias in the decision-making process.