Please refer to the accompanying guidance notes before completing this application form, and contact your college   
 hardship officer if you require assistance with your application. Please complete this form **electronically** answering all   
 relevant questions and attach copies of relevant documentation as requested.  
 You should ensure that you complete this form as clearly and comprehensively as possible, as incomplete information   
 may lead to processing errors or delay your assessment.

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| **1. PERSONAL DETAILS** | | | |
| Title | Mr  Ms  Miss  Mrs  Mx  Other (please specify) | | |
| First name |  | Preferred name |  |
| Surname / family name |  | Student number |  |
| Fee status | Home  EU  Overseas  Islands | | |

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| **2. COURSE DETAILS** | | | |
| Course title |  | | |
| Current year of course  (e.g. Year 2) |  | Course completion month and year *(PGR students should enter the estimated  submission date agreed with their supervisor)* |  |
| Please select the applicable duration of the 21/22 academic year according to your course type and year of study, and indicate your mode of study:  9 months  10 months  12 months  Other:      months **and**  Full-time  Part-time | | | |
| Please tick this box if you are undertaking a year abroad mobility, overseas placement (e.g. research) or fieldwork in 2021/22? | | | |
| **PGR students only: Please select the reason you are applying to the COVID-19 Assistance Fund for assistance**.  I am in financial difficulty due to impact of the COVID-19 pandemic, but am progressing on my course in the anticipated timeframe   I require additional time to complete my course, and therefore have additional costs to meet that cannot be met through other sources | | | |

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| **3. PREVIOUS AWARDS** | | |
| Please indicate if you have previously applied for one of the centrally-administered hardship/scholarship extension schemes listed below, and where applicable provide further details ([www.ox.ac.uk/students/fees-funding/assistance/hardship](http://www.ox.ac.uk/students/fees-funding/assistance/hardship)). | | Yes  No |
| **Award name**  Oxford Hardship Funding  Emergency Assistance Fund (EAF) *(TT20 only)*  COVID-19 Assistance Fund (CAF)  COVID-19 Scholarship Extension Fund (CSEF)  *(PGR students only)* | **Term and year of application:** | **Amount if successful:**  £      £  £      £ |

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| **4A. YOUR COURSE FEES/CHARGES** <https://www.ox.ac.uk/students/fees-funding/fees> | | | | |
|  | **2021/22 liability** | **Amount paid to date** | | **Date of payment/s, if known** |
| **Course Fees** | £ | £ | |  |
| **University Continuation Charge (if applicable)** | £ | £ | |  |
| **College Continuation Charge (if applicable)** | £ | £ | |  |
| **4B. YOUR SOURCE(S) OF FUNDING FOR COURSE FEES/CHARGES IN 2021/22** | | | | |
| **Type of funding (e.g. scholarship, loan, savings, family contribution)** (you may be asked to provide evidence of this funding once your application has been reviewed) | | | **Amount**  **(in GBP): £** | |
|  | | | £ | |
|  | | | £ | |
| **Total** | | | **£** | |

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| **5. YOUR SOURCES OF FUNDING FOR LIVING COSTS** | |
| **Please tell us about the confirmed sources of income available to you for your living costs at the start of the 2021/22 academic year for the 21/22 academic year**. | |
| **CONFIRMED SOURCES OF INCOME** (you may be asked to provide evidence of this funding once your application has been reviewed) | **AMOUNT** |
| Student loan and/or grant:  UK government loan/grant  US loan  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | £ |
| Non-repayable grant/bursary (please specify name) | £ |
| Scholarship/Award (please specify name) | £ |
| Personal savings (please enter the total of your current account(s) and savings account(s) balances as at 30 Sep 2021). (*You will be required to itemise these below in section 6.)* | £ |
| Family contributions | £ |
| Other (please specify e.g. net earnings) | £ |
| **Please tell us about any planned sources of income that are not yet secure for your living costs for the 21/22 academic year, e.g. for planned part-time employment during the vacations etc.** | |
| **PLANNED SOURCES OF INCOME** (please indicate steps you have taken to secure these funds, where possible ) | **AMOUNT** |
|  | £ |
|  | £ |
| **TOTAL EXPECTED INCOME FOR LIVING COSTS FOR 21/22 (CONFIRMED AND PLANNED)** | **£** |

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| **6. BANK BALANCES AND SAVINGS** | | |
| For all current and savings accounts you hold, please provide both the balance of the account as at  **30 September 2021** and the current balance below, converting this to GBP (£) where applicable.  (You may be asked to provide evidence of this once your application has been reviewed).  Please make it clear if any funding currently in your bank account, or that was in your bank account on  30 September 2021, was attributable to any of the income sources listed in section 5, to avoid this being double  counted. | | |
| **Bank Account, e.g. HSBC Savings** | **Balance as at 30 September 2021** | **Current balance. Date:** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| By submitting this application I declare that I have provided the balances requested for all current accounts, savings accounts and other savings vehicles held solely or jointly in my name. I understand that any attempt to deceive the University or college in this application for financial support, by not declaring all accounts or savings vehicles in my name, will result in my application being referred to the Office of the Proctors and Assessor. | | |

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| **IMPACT OF COVID-19 PANDEMIC ON YOUR FINANCES** | |
| **7A. CHANGES IN INCOME** | |
| Where applicable, please indicate the amount by which your expected income has changed due to circumstances caused by the COVID-19 pandemic and confirm the source of income that this relates to. *There will be an opportunity to expand your answer fully in Section 11 and to cite other factors impacting on your finances which should not be included here.*    Where an income source has been reduced/is no longer available, please indicate whether and when this is likely to recover/be reinstated? | |
| **7B. CHANGES IN EXPENDITURE** | |
| Where applicable, please indicate the amount by which your expected expenditure has changed due to circumstances caused by the COVID-19 pandemic and confirm the area of expenditure that this relates to. *There will be an opportunity to expand your answer fully in Section 11 and to cite other factors impacting on your finances which should not be included here.* | |
| **8. EXPECTED LIVING COSTS EXPENDITURE IN 2021/22** | |
| Please provide details of your estimated expenditure for the categories below. The amounts you provide should reflect the expected expenditure that relates to your current circumstances, for example if you are working remotely for Michaelmas term 2021. | |
|  | **Your total estimated costs for the 2021/22 academic year** (duration as stated in section 2) |
| Accommodation costs🖹including council tax (please provide evidence of accommodation arrangements if not living in college accommodation) | £ |
| Food costs | £ |
| Personal items | £ |
| Social activities | £ |
| Study costs | £ |
| Other (please specify) | £ |
| Exceptional costs related to travel which fall outside the original budgeted amounts to travel to/from Oxford for the academic year (please specify) | £ |
| Exceptional costs related to dependants which fall outside the original budgeted amounts during your studies e.g. unforeseen childcare costs  (please specify) | £ |
| **TOTAL EXPECTED EXPENDITURE FOR LIVING COSTS IN 21/22** | **£** |

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| **9. COVID-19 ASSISTANCE FUND REQUEST** | |
| Please select the type of costs for which you are applying to the Fund for assistance.  Accommodation costs  Other living/study costs  Travel costs  Course fees/continuation charges | |
| **Please specify the minimum amount of COVID-19 assistance funding** t**hat you believe you would require for the remainder of the 21/22 academic year (max. grant of £5,000):** *(you should take into account the total expected income & expenditure in sections 5 and 8)* | **£** |
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| **10. STATUS OF OTHER ASSISTANCE REQUESTED**  **Please indicate any forms of support you are applying for/have received towards meeting your current costs, where relevant** | | |
| **Provider** | **Status (please highlight the option that applies, where relevant)** | **Amount requested/received** |
| Funding source (please specify) | Request submitted but outcome unknown/Request successful /Request unsuccessful | £ |
| University Travel Insurance (AON protect)/Other Travel Insurance | Claim successful/Claim unsuccessful | £ |

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| **11: SUPPORTING STATEMENT** |
| **Please answer the following questions to explain why you are applying to the COVID-19 Assistance Fund.** |
| 1. How were you intending to fund your studies during the 2021/22 academic year? (please expand on the information provided in sections 4 to 6 above) |
| 1. Please provide a brief description of your current circumstances, including the ways in which your finances have been affected as a result of the COVID-19 pandemic (please expand on the information provided in section 7) |
| 1. Please provide a brief justification of the funding amount requested (as included in section 9) |
| 1. Please provide information about the other sources of funding you are investigating/have received for the 21/22 academic year in response to the situation (please expand on the information provided in section 10 and any other relevant sources) |
| 1. If you are not in your final year of study, please provide a description of how you plan to fund any future years, and indicate the expected levels of funding available to you for the remainder of your course. |
| 1. Anything else you would like to add about your circumstances in making this application. |

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| **BANK DETAILS -** | | | | |
| Name of Bank/Building Society | |  | | |
| Name on account | |  | | |
| Sort code |  | | Account number (8 digit) |  |
| I give permission for the college to credit any award directly to my college battels. | | | | |

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| **DECLARATIONS** | | |
| **GENERAL DATA PROTECTION REGULATION (GDPR)** | | |
| The University of Oxford and your college are the joint data controllers for the data you have provided in this form. Personal data requested in this form will be used solely for the purposes of your application, statistics and record keeping. We need to process your data for these purposes in order to take steps at your request prior to entering into a contractual relationship with you i.e. to consider your request for funding. If your application is unsuccessful, we will retain the data for as long as we need it to meet the University or college’s legitimate interests in answering any complaints or queries that may arise in relation to your application, as well as for statistical purposes. The data will not be passed to any other third party without your consent, except when the University or college is required to do so by law. We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.  Information on your rights in relation to your personal data are available at <https://compliance.admin.ox.ac.uk/individual-rights>. The University's policy on data protection is available at <https://compliance.admin.ox.ac.uk/data-protection-policy>. If you wish to raise any queries or concerns about our use of your data, please contact your college or Student Fees and Funding at [student.funding@admin.ox.ac.uk](mailto:student.funding@admin.ox.ac.uk). | | |
| **STUDENT DECLARATION** | | |
| I declare that the information that I have given on this form is correct and complete to the best of my knowledge. I understand that giving false information will automatically disqualify my application and may lead to disciplinary procedures resulting in possible expulsion from the University. I undertake to repay any grant funding I obtained through giving false information about my circumstances. | | |
| Name: | Signature: | Date: |

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| **SUPPORTING DOCUMENT CHECKLIST** |
| Please provide electronic copies of the following documents, where applicable, to support information you have  provided as part of your application. The documentation is itemised as it appears against each section of the form.  **SECTION 7: WHERE APPLICABLE**  Evidence of any specific costs incurred **relating to the COVID-19 pandemic** accompanied by an explanation in your supporting statement (this should be included in section 11 question 2).  **SECTION 8: WHERE APPLICABLE**  Evidence of your accommodation costs showing your rent/mortgage payable or other living arrangements, if you are not living in College accommodation.  **SECTION 10:** **WHERE APPLICABLE**  A statement from your insurer/funding provider confirming the outcome of your request for assistance.  --------------------------------------------------------------------------------------------------------------------------------------------------------  Please note that you may also be required to submit the following evidence following an initial review of your  application, if your college wishes to verify any of the information you have provided. Your college will notify you  directly if this is the case. The documentation is itemised as it appears against each section of the form.  **SECTION 4B AND 5: IF REQUESTED BY YOUR COLLEGE**  Evidence of any awards/grants/loans provided to you by external funding/loan providers towards fees and/or  living costs  Evidence of your net earnings from 1st October 2021.  **SECTION 6: IF REQUESTED BY YOUR COLLEGE**  Bank/Building Society statements showing the 30 September 2021 balances and the current balances.  Statements should be provided for **all current and savings accounts** and converted to GBP (£) where applicable.  **Please contact your college hardship officer if you have any queries regarding the supporting documentation requested above.** |