

OXFORD HARDSHIP FUNDING

2021/22 Hardship Application Guidance Notes for Students



The Microsoft Forms online application form and guidance notes will be used to assess students applying for support through the Oxford Hardship Fund (OHF). More information about the fund can be found at the following webpage:

<https://www.ox.ac.uk/students/fees-funding/assistance/hardship/ohf>

Please take time to read through the above webpage before completing the online application form as it provides full details on eligibility and the criteria against which your application will be considered.

Please note that returning students and UK undergraduates starting a course in 21-22 whose finances have been impacted by the Coronavirus pandemic should contact their college hardship officer for further guidance on applying to the COVID-19 Assistance Fund (CAF), as it is not possible to apply to the Oxford Hardship Fund in conjunction with CAF.

If you require any assistance with completing the form please contact student.funding@admin.ox.ac.uk. Your application will not be processed unless all the relevant sections have been completed and requested documentation uploaded. Answer all questions as fully and clearly as possible. Guidance on completing the form is provided below.

The form must be completed in one sitting (you cannot save and come back to it later) so please familiarise yourself with what is required and have all necessary documentation to hand before beginning an application.

How to apply

- Your college hardship officer will provide you with the link for Part A.
- You should complete and submit Part A, uploading the required supporting documents.
- On submission you will receive links to Parts B and C via email. Your college should complete and submit Part B. The appropriate officer to complete Part B of the form varies across colleges but could be your Senior Tutor, Bursar or Academic Administrator. Please ask your college office if you are unsure of who to contact.
- You will also need to approach your Tutor or Supervisor and ask them to complete and submit Part C.
- Student Fees and Funding will send an email confirming receipt of your completed application (Parts, A, B and C) to both you and your college. Any queries will be addressed to you, with your college copied into the email.

Please see below for a full list of the questions contained in Part A and the supporting documents that will be requested.

Completing your online application form

* indicates compulsory questions

Section 1: Personal details

- Title
- First name*

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- Preferred name
- Surname/family name*
- Student number*

Your student number can be found via your Student Self Service account (www.ox.ac.uk/students). Please note that this is different from the barcode number on your University Card.

- University email address*
- Fee status*

Section 2A: Course details

- Level of study* e.g. undergraduate, postgraduate etc.
- Mode of study* e.g. full time, part time
- Number of weeks spent studying in Oxford this academic year if on a modular course

Modular courses are usually offered by the Department of Continuing Education or Department of Computer Science, for example part-time masters courses where you are only required to be in Oxford for a certain number of weeks per academic year for specific modules. You do not need to include this information if you are on a full-time degree course.

- College*
- Course title (including award e.g. BA History)*
- Faculty/department*
- Start date*
- Length of course (years)*
- Current year of course*
- Expected completion date*
- Are you currently suspended?*
- Start date of current/previous suspension
- End date of current/previous suspension

Section 2B: Undergraduates only

- Are you studying on a course with extended terms?*

Extended terms should only be selected by undergraduate students who are on a course that requires study in Oxford outside of Weeks 1 to 8. This generally applies to undergraduates in their final year of certain courses, for example Chemistry. Clinical Medicine and PGCE students also have extended terms.

- Are you currently on your year abroad?*
- Is your year abroad paid or unpaid?*
- If paid, how much?*
- Are you receiving Erasmus or Turing funding for your year abroad?*
- If you are an undergraduate with Home fee status, have you been financially assessed in your government maintenance support application?
- If no, please explain why this is the case

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If you are a Home undergraduate who has not been financially assessed in your application for government maintenance support this does not make you ineligible to apply, however if this is the case you should explain in section 2 why you have not been assessed. We will include the maximum amount a financially assessed student can obtain, unless there is a valid reason you were not assessed.

Section 3: Previous Awards

- Have you previously received an award from the Oxford Hardship Fund?*
- Please specify how much you were awarded from the Oxford Hardship Fund in £*
- Please specify when you received your Oxford Hardship Fund award*
- Have you previously received an award from the COVID-19 Assistance Fund?
- Please specify how much you were awarded from the COVID-19 Assistance Fund in £*
- Please specify when you received your COVID-19 Assistance Fund award*

Section 4: Disability

Under the Equality Act a disability is defined as a physical or mental impairment which has a significant, adverse and long-term effect on the person's ability to carry out normal day-to-day activities. For example, a specific learning difficulty such as dyslexia, dyspraxia or ADHD, a long term mental health condition, a sensory impairment affecting vision or hearing, a chronic health or medical condition, and physical or mobility impairment, an autism spectrum condition.

- Do you consider yourself to have a disability or chronic medical condition?*
- If yes, have you registered with the Disability Advisory Service?*
- Have you applied for Disabled Students' Allowance (DSA)?*
- Are you applying for financial assistance toward any special equipment/material not covered by DSA?*
- If yes, please specify the costs not covered by DSA (per year)

Examples might include equipment, software, accommodation, food, travel.

If you consider yourself to have a disability or chronic medical condition you will be expected to have applied for any support available through the Disability Advisory Service (www.ox.ac.uk/students/welfare/disability).

Section 5: Living arrangements

- Do you live Alone / With your partner/spouse / With your parent(s)/guardian(s)*
- Do you live In private accommodation / In college accommodation*
- If you are in shared private accommodation, how many other adults live at this address?
- How many of these adults are not students?
- Do you share all household expenses?
- How many children are financially dependent on you?
- How many adults are financially dependent on you?

Section 6A: Savings and bank balances

- Bank Account (e.g. HSBC Savings)*
- Balance as at 30 September 2021 in £*

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- Current balance in £*

Repeat for any additional bank accounts.

Section 6B: 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. Hardship awards will not be made to students choosing not to utilise a confirmed available source of funding, e.g. if they have chosen not to take out government loans, or are retaining a savings balance for another purpose.

Oxford Support

- College award in £
- Department award in £
- Oxford Bursary/Crankstart Scholarship (undergraduate) in £
- Other – please specify and include amount in £

Government Support

- Undergraduate maintenance loan in £
- Undergraduate maintenance grant in £
- Undergraduate tuition fee loan in £
- Master's loan – amount being used towards fees in £
- Master's loan – amount being used towards living costs in £
- Doctoral loan – amount being used towards fees in £
- Doctoral loan – amount being used towards living costs in £
- NHS/Teacher training bursary in £
- Child benefit in £
- Childcare Grant in £
- Childcare Tax Credit in £
- Universal Credit in £
- Parents' Learning Allowance in £
- Working Tax Credit in £
- Adult Dependents' Grant in £
- Disabled Students' Allowance in £
- Other – please specify and include amount in £

External Support

- Research Council award in £
- External Scholarship in £
- Other - please specify and include amount in £

If you are in receipt of a scholarship or grant from an external source, please include it here and explain what this covers in your supporting statement.

Individual Contribution

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- Net earnings in £
- Family/partner contribution in £
- Employer contribution in £
- Professional and Career Development Loan (PCDL) in £
- Other – please specify and include amount in £

Savings: you must include the total balance of any savings you may have. Where this repeats the information provided in section 6A please be clear so that this funding is not counted twice.

Net earnings: enter the amount you expect to earn through paid employment during each academic year. Do not include income that is included under another header.

Family/partner contribution: enter an estimate of the total contribution (as either regular or one-off payments) that you expect to receive from your family towards the costs of fees or living expenses this academic year. Please provide an explanation in your supporting statement.

Other: if you receive income which has not already been included, please list it here.

Income Summary

- Total income in £*
- If you wish to provide any further comments on your income, please do so here.

Section 7: Expenditure

Please provide all of your living costs including any non-standard expenses above the University's estimated lower range living costs, such as those related to dependants or a medical condition, and an estimate of your monthly outgoings. You should include a figure in each box; if an item is not applicable to you enter 0 (zero) or n/a. Indicate whether figures are weekly, monthly, termly or annual where requested.

A fixed amount will be used in our assessment to cover essential expenditure. This is to account for costs such as food, laundry, clothing, household costs and other personal items. Where you have indicated costs above the lower range of living costs you should explain why these should be taken into account when considering you for an award in the supporting statement (Section 9). The University's estimated lower range living costs for 2021/22 are provided below. These figures are based on a single, full-time student with no dependants living in college accommodation (including utility bills).

	Per month	Total for 9 months	Total for 12 months
Food	£280	£2,520	£3,360
Accommodation (inc. utilities)	£655	£5,895	£7,860
Personal items	£130	£1,170	£1,560
Social activities	£45	£405	£540
Study costs	£45	£405	£540

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Other	£20	£180	£240
Total	£1,175	£10,575	£14,100

Please note that our assessment of accommodation costs will be based on actuals where a student is in college accommodation

Core Living Costs

- Food (per month) in £*
- Personal items (per month) in £*
- Social activities (per month) in £*

Accommodation Costs

- Your share of rent/mortgage/college accommodation costs including utilities (per month or term - please specify) in £*
- College Vacation rent, if necessary (per year) in £
- Council Tax, if applicable (per month) in £

If you live in college accommodation enter the cost of your room rather than the total cost of your battels. Please indicate if your accommodation cost includes utilities and/or any meals.

If you encounter any college vacation rent due to staying in Oxford over the vacations, enter the total here. Please explain why you think these costs should be included in our assessment in your supporting statement. Please note that Vacation Rent costs will only be considered if you are staying in College accommodation. Vacation Rent will only take into account Christmas and Easter Vacation for undergraduates on standard terms, or for postgraduates on a 9 or 10 month course.

- If you are paying Council Tax enter your exact contribution (you should not be paying Council Tax if all household members are students). 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.

Study Costs

- Course materials: text books, printing etc. (per month) in £*
- Other study costs – please specify and include amount (per month) in £
- Field trip costs, only if compulsory (per single trip) in £

Travel Costs

- Between home and Oxford (per single one way journey) in £*
- Car costs, only if essential (per year) in £

Please provide the estimated cost of a single journey between Oxford and your permanent residence, for example the price of a one-way train ticket. If you need a car for a reason such as disability or having children please enter an estimated figure of total costs (think about maintenance, insurance, tax and fuel) here and explain these in your supporting statement.

Medical Costs

- Are you eligible for free NHS dental treatment/prescriptions?*

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- If no, specify medical prescription costs (per year) in £*
- If no, specify optician/glasses/contact lenses costs (per year) in £*
- If no, specify dental costs (per year) in £*

You may qualify for free or reduced rate prescriptions, dental treatment, eye tests, glasses and other treatments and services. Details can be found at www.nhsbsa.nhs.uk/1874.aspx. If you are not eligible for free NHS treatment, please enter your total costs for medical expenses (such as NHS prescriptions), eye tests, glasses/contact lenses and dental treatment.

Other Costs

- Childcare costs (per month) in £
- Other – please specify and include amount (per month) in £

It is expected that students will have made full provision for themselves and their dependants before beginning their studies. If you are applying for assistance with non-standard costs, such as those related to dependants, you must complete the table in this section. You must also explain these costs in your supporting statement and why you believe these should be included in your assessment.

Section 8: Funding Amount

- Please provide an estimate of the minimum amount of hardship funding that you believe you would require for the remainder of the 21/22 academic year in £*

Section 9: 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.

- How were you intending to fund your studies? If your financial situation has changed since your studies began, please explain why this could not have been predicted at the start of your course.*
- What steps are you taking to find alternative funding and how will you fund any future years? Please include an indication of levels of funding available to you for the remainder of your course.*
- Where applicable, please explain any exceptional expenses included in Section 7, for example essential car costs, childcare costs or costs associated with dependants.
- Please provide a brief justification of the funding amount requested (provided in section 8)*
- Anything else you would like to add about your circumstances in making this application.

Section 10: Declarations

Please read the statements on confidentiality and data protection.

Supporting documents

It is important that the requested supporting documentation is uploaded before submitting your form as otherwise we cannot process your application. You only need to provide evidence for questions that apply to you.

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- Official Bank/Building Society statements showing the 30 September 2021 balance. Statements should be provided for all current and savings accounts.*
- Official Bank/Building Society statements for the last three months. Statements should be provided for all current and savings accounts and any transactions over £75 should be explained.*

For all current and savings accounts that are held or jointly held in your name, provide an official bank/building society statement showing the balance as of 30 September 2021. This will be used to determine the starting level of funding available to you to fund your studies for the 2021/22 academic year. You must also provide official bank/building society statements for the most recent three months. Any credits/debits over £75 on these statements must be explained. Failure to declare any other current or savings accounts could be interpreted as an attempt to deceive the University and will be referred to the Office of the Proctors and Assessor.

If you have any credit card or loan repayments you should provide recent statements showing the current balance and minimum monthly repayment.

Scanned copies of printed statements or screenshots from internet banking facilities are sufficient, as long as these show your account number and the name of the bank/building society. Please note that we cannot accept Excel spreadsheets with a downloaded list of transactions.

- Evidence of rent/mortgage/college accommodation costs*

Debits from your bank statements are not sufficient evidence of the cost of any type of accommodation.

Provide copies of all available bank statements for this academic year.

If you live in private rented accommodation provide a copy of the relevant pages of your tenancy agreement, stating the monthly rent, length of agreement and number of tenants. If the rent is not split equally between tenants explain this in your supporting statement.

If you live in your own property and are repaying your mortgage, provide evidence of the monthly cost via a copy of your agreement or via a statement.

- Your financial notification (Student Finance Breakdown), which clearly shows the level of maintenance funding you are receiving as a loan and the level you are receiving as a grant, where applicable – Undergraduates only
- Evidence of: (postgraduates only)
 - Fees paid/payment plan
 - Net earnings
 - Student Finance Entitlement letter showing level of Master's/Doctoral Loan you are receiving
 - Any PCDL or other loan
- Evidence of:
 - Any awards provided to you by your college, department or the University
 - Any external awards for fees and/or living costs
 - Any NHS Bursary - Undergraduate Medicine students only
 - Any Government Teacher Training Bursary - PGCE students only
- Evidence of:

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- Any Council Tax you are liable to pay
- Any vacation accommodation costs
- Any compulsory field trip costs e.g. letter from department
- Disability costs not covered by DSA – Students with disabilities only
- Evidence of:
 - Any benefits claimed
 - Tax Credits - Students with dependants only
 - Universal Credit - Students with dependants only
 - Childcare costs - Students with dependants only
- A copy of your financial declaration provided to the college
- Additional evidence not covered above

Application deadlines

Applications for Home students will be accepted from Monday 4 October 2021 (MT0) until Friday 17 June 2022 (TT8) and are assessed on a rolling basis by the Student Fees and Funding team.

Please note that for the purposes of the Oxford Hardship Fund, Home students are defined as: UK students and those settled status students who qualify for government maintenance support.

Applications for all other fee status students (or Home students with need greater than £2,500) will be accepted from Monday 4 October 2021 (MT0) until Friday 29 April 2022 (TT1) and will be referred to the relevant University Hardship Committee termly meeting accordingly. The committee considers a gathered field of applications once a term.

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 Hardship Committee:

- Friday of 3rd week for Michaelmas term 2021 and Hilary term 2022
- Friday of 1st week for Trinity term 2022

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

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.

Appealing the outcome of your application

If you are not satisfied with the outcome of your application you may appeal in writing. Please see the relevant webpage for details on how to submit an appeal:

<https://www.ox.ac.uk/students/fees-funding/assistance/hardship/ohf>