

The ALF provides financial assistance for students whose financial circumstances are exceptional and particularly those students who need financial help to meet extra costs that cannot be met from other sources of support. The fund can also help to alleviate unexpected financial hardship. The Fund's assistance will, in all circumstances, be a **contribution** towards the solution of the financial difficulties.

The fund is only available to 'home' students – it is not available to non-UK residents. Awards made from the Access to Learning Fund are grants and are therefore non-repayable.

PLEASE NOTE:-

Applications may take up to 4 weeks to process.

Before you start: Confirm your eligibility

1: I am paying fees at the “home/EU” rate, not “overseas”.

Yes. (If you are paying “overseas” fees please complete the SOAS Hardship Fund application form)

2: I am (tick one)

A UK national, someone with Indefinite Leave to Remain or Right of Abode, the child of a Swiss national, the child of a Turkish worker, a refugee or the family members of a refugee, or someone refused asylum but given Humanitarian Protection or their family or meet the Long Residence category.

A non-UK EU national who was living in the UK and Islands before the start of my course for 5 years (post 2016 starters) or 3 years (pre-16/17 students).

An EEA migrant worker or their family member, and on 1 September 2018 just before the start of my course I lived in the UK and had lived somewhere in the EEA or 3 years.

Someone else. You are probably not eligible for the Access to Learning Fund. Please speak to Student Advice and Wellbeing for advice before continuing with this application).

3: UNDERGRADS: I have taken the maximum Maintenance Loan I am entitled to for this year. (If you are not entitled to a Maintenance Loan, or you have not taken the maximum, speak to Student Advice and Wellbeing for advice before continuing with this application)

4: POSTGRADS: I have an income of at least £218 per week (£181 per week if you have dependants and/or cannot work) from earnings, partner's earnings, savings, loans, etc. to pay rent, basic living costs and course costs. (If you do not have this basic income, you may need to speak to Student Adviser about other options such as changing mode of study)

For Office Use	Y/N	Notes
Enrolled 2018/19		
Emergency Loan		Amount: Date:
Scholarship		
ASSF Eligibility		
Non-Standard Award		
Shortfall		
DSA costs?		

Part 1. Personal details

1 Student ID number (6 digits).

2 Your first names (in full)

3 Your family name

4 Your gender

5 Your date of birth (DD/MM/YYYY)

6 Your age (in years) on 01/09/2018

7 Your full **correspondence** address

Postcode

8 Telephone Number

9 E-mail address

10 Personal status/Accommodation details

Do you live:

alone?

in a hall of residence?

with your partner or spouse?

with your parents or guardian?

* in shared accommodation?

* If shared, how many other adults live at this address?

Do you share all household expenses?

Yes

No

11 Course title

12 Faculty

Undergraduate

Postgraduate

13 Are you studying:

Full time?

Part time?

14 Start date of course (month& year)

15 Year of course

1

2

3

4

Other

16 Is this a repeat year?

Yes

No

17 Is this your final year?

Yes

No

Part 2: Your dependants

18 Do you have any children who are financially dependent on you?

No

Yes Give details

Full name

Date of birth

(If you need to, continue on a separate sheet and attach it to this form.)

19 Do you have any adults who are financially dependent on you?

No

Yes Give details →

Full name

Date of birth

(If you need to, continue on a separate sheet and attach it to this form.)

Part 3: Disability/Special medical needs

20 Do you have a disability or chronic medical condition?

Yes

No

21 Have you applied for Disabled Students' Allowance (DSA)?

Yes

No

22 Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA?

Yes No

This may include additional costs of a diagnostic assessment or your contribution towards a laptop. Please include any receipts and a copy of your DSA entitlement letter.



Give details (if you need to, continue on a separate sheet and attach it to this form).

Part 4: INCOME AND EXPENDITURE





Complete both the **Income** and **Expenditure** tables, and wherever you see the evidence symbol, include **copies** of your evidence and tick the evidence. Do not include originals, only copies. Please give a **weekly** figure in all cases.












To convert any yearly figures to weekly, divide by the following number of weeks:

- 43 weeks if you have dependants and/or you are unable to undertake paid work due to ill-health or disability
- 39 weeks for all other undergraduates
- 52 weeks for postgraduates.



INCOME






 = Evidence required

	Weekly income Number of weeks used: 39 (UG) <input type="checkbox"/> 43 (UG) <input type="checkbox"/> 52(PG) <input type="checkbox"/>
Maintenance grant (pre-2016 starters) £1906 is disregarded. Subtract £1906 from your grant, then divide by 39/43 weeks. If the answer is a negative figure, write £0.	£  <input type="checkbox"/>
Maintenance Loan You must have taken your maximum loan. Divide your maximum loan by 43 or 39 weeks. (post 2015 starters) £1906 is disregarded. Subtract £1906 from your grant, then divide by 39/43 weeks. If the answer is a negative figure, write £0.	£  <input type="checkbox"/>
Bursary/Scholarship/Grant	£
Parents Learning Allowance Adult Dependants Grant Divide by 43 weeks	£  <input type="checkbox"/>
Child care grant Divide by 43 weeks	£  <input type="checkbox"/>
Undergrads: Income from earnings, overdraft, savings We use standard annual figures calculated by the National Association of Student Money Advisers	<input type="checkbox"/> Any undergrad using the 43 weeks calculation: £0 <input type="checkbox"/> Other final year undergrad: £635 divided by 39 weeks = £16.28 <input type="checkbox"/> Any other undergrad: £1906 divided 39 weeks = £48.87
Postgrad income from earnings, partner's earnings, savings, Post grad loan, PCDL etc. A standard minimum weekly income assumed for full time post-graduate applicants. Part-time applicants will be assessed on actual income. Please provide evidence of income.	<input type="checkbox"/> Postgrad with dependants, or who cannot work due to ill-health or disability: £181 <input type="checkbox"/> Part-time postgraduate £ <input type="checkbox"/> Other postgraduate: £218

		 <input type="checkbox"/>
UG only: Parent or partner's contribution	£	
Child Tax Credit	£	 <input type="checkbox"/>
Working Tax Credit	£	 <input type="checkbox"/>
Child Benefit (Fully disregarded)	£	
Housing Benefit/Council Tax Reduction	£	 <input type="checkbox"/>
Income Support	£	 <input type="checkbox"/>
Jobseeker's Allowance	£	 <input type="checkbox"/>
Universal Credit	£	 <input type="checkbox"/>
Post Grad Loan / PCDL	£	 <input type="checkbox"/>
Disability benefits	£	
Specify which ones: _____		 <input type="checkbox"/>
Occupational pension/Pension Credits	£	 <input type="checkbox"/>
Other income	£	 <input type="checkbox"/>
TOTAL WEEKLY INCOME	£	

EXPENDITURE

	Weekly expenditure (student and partner)	
<p>Composite living costs.</p> <p>This is a standard figure, set by NASMA, which includes your costs for food, household, laundry, gas, electricity, water, telephone, TV licence, clothes, contents insurance, entertainment, and clubs and societies:</p>	<p>Single student / lone parent £123</p> <p>Student with partner £168 (Please provide evidence of partners income if you wish to be assessed jointly)</p> <p>+ one-off premium for any student with a child £20</p> <p>+ extra costs per child £73</p> <p>Your total = £_____</p>	
Rent or mortgage	£	per week  <input type="checkbox"/>
<p>Child care costs</p> <p>Would you also like to apply for the SOAS Childcare Fund? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	£	per week  <input type="checkbox"/>
Weekly travel costs between home and university	£	per week

Private vehicle costs (road tax, insurance, maintenance, etc.)	£	per week	 <input type="checkbox"/>
Books, equipment, copying, course costs Capped at £10.71 /week	£	per week	
Disability costs not covered by DSA	£	per week	 <input type="checkbox"/>
Buildings insurance	£		 <input type="checkbox"/>
Prescribed medication	£		 <input type="checkbox"/>
Negotiated debt repayments	£		 <input type="checkbox"/>
If you are making regular payments to creditors. If monthly, calculate a weekly figure: multiply by 12, then divide by 52			
TOTAL WEEKLY EXPENDITURE			

If your weekly income is more than your weekly expenditure, you will not normally get any award. If your essential daily living costs are especially high, or you have costs due to unexpected or unforeseen circumstances, please complete the next section for a non-standard award, including all the relevant evidence of the costs.

Part 4 Extra financial information for non-standard award

- 24** A standard ALF application is based purely on the income and expenditure you have given above. If you wish to be considered for a non-standard award to help with other costs, please itemise and explain these costs here:



Part 5 Bank/Building Society details

Name of Bank/Building Society

Sort code

Branch title (eg Name of Town)

Account number

- Any award will be paid directly into the account stated above.
- You should supply copies of your last three bank statements relating to the above account. These statements must show your name and bank details – mini statements are not acceptable.
- You are also required to supply copies of your last three bank statements/show savings books for any other accounts you currently have.
- Please explain any debits or credits over £100 that appear on your statements.

Applications submitted without relevant bank statements will not be considered.

Confidentiality

Applications are seen only by Student Advice and Wellbeing staff. It may be necessary for additional supporting information to be sought from other university staff in order for a decision to be reached.

Data Protection Act 1998

SOAS is a data controller in terms of the 1998 legislation. The Student Advice and Wellbeing Department follows University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Advice and Wellbeing Manager.

Part 6 Documents required

Photocopies of documents attached.

NO ORIGINALS PLEASE.

- | | |
|---|--------------------------|
| Student Support Notification form 2018/19 (from Student Finance England) | <input type="checkbox"/> |
| Post Graduate Loan letter 2018/19 (from Student Loans Company) | <input type="checkbox"/> |
| Proof of child benefit or children's birth certificates | <input type="checkbox"/> |
| Bank/Building Society statements for all accounts for 3 months
(highlight and explain any credit/debit of over £100) | <input type="checkbox"/> |
| Evidence of rent or mortgage | <input type="checkbox"/> |
| Evidence of benefits received | <input type="checkbox"/> |
| Evidence of childcare costs (eg. receipts, invoices) | <input type="checkbox"/> |
| Postgrads only: Evidence of earnings (eg. Wage slips) | <input type="checkbox"/> |
| Evidence of sponsorship or bursary | <input type="checkbox"/> |
| Evidence relating to any special circumstances noted in section 6 | <input type="checkbox"/> |

- 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 also lead to disciplinary procedures resulting in possible expulsion from the university. I further undertake to repay any grants obtained by me as a result

Your name

Signature

Date

How to submit your application

Please submit your application with all required evidence to Student Advice and Wellbeing reception.