

Date of receipt (office use only):

Application for support from the SOAS Hardship Fund

Important

- This form to be completed by International and EU students only
- Your application will not be considered if you do not answer all the appropriate sections and attach copies of all relevant documents.
- Answer all the questions clearly in ink or type, or by ticking the appropriate boxes.
- Bring your completed form to a drop-in session with the the International Student and Welfare Adviser

Have you previously applied for funds from the Hardship Fund during this academic year 2018/19?

Yes

No

Part 1: Your personal details

1 Student ID number (6 digits).

2 Your title (tick **one** box only)

Mr

Mrs

Miss

Ms

Other



3 Your first names (in full)

4 Your surname (in full)

5 Your gender

Male

Female

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

7 Your age (in years)

8 Your full **correspondence** address

Postcode

Part 1. Personal details (continued).

9 Telephone Number

10 E-mail address

11 Personal status/Accommodation details

Do you live: alone? in a hall of residence?
 with your partner or spouse? with your parents or guardian?
 * in other shared accommodation?

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

Do you share all household expenses? Yes No

Part 2: Course details

12 Course title

13 Faculty

Undergraduate Postgraduate

14 Are you studying: Full time? Part time?

15 Start date of course (month& year)

16 Year of course 1 2 3 4 Other

17 Is this a repeat year? Yes No

18 Is this your final year? Yes No

Part 3: Your dependants

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

No

Yes Give details →

Full name	Date of birth
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

Part 3: Your dependants (continued)

20 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 4: Disability/Special medical needs

21 Do you have a disability or chronic medical condition?

Yes

No

Give details

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

Part 5A: Student's income

	Wk/Mth/Yr
Savings	<input type="text"/>
Wages (after tax)	<input type="text"/>
Scholarship	<input type="text"/>
Student loan	<input type="text"/>
Other income (please specify)	<input type="text"/>
Parental/partner contribution	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total	<input type="text"/>
<input type="text"/>	<input type="text"/>

Part 5B: Partner's income

Wages (after tax)	<input type="text"/>
Other	<input type="text"/>
Overall total (5A +5B)	<input type="text"/>

Part 6: Student and Partner's expenditure

Composite Living Costs	Wk/Mth/Yr
Food/Household/Laundry	<input type="text"/>
Gas	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Telephone	<input type="text"/>
TV licence	<input type="text"/>
Contents insurance	<input type="text"/>
Council Tax	<input type="text"/>
Fees	<input type="text"/>

Rent/Mortgage	<input type="text"/>
Childcare costs	<input type="text"/>
Travel costs (daily travel during term time)	<input type="text"/>
Private vehicle costs (road tax/fuel/insurance/maintenance etc)	<input type="text"/>
Books/equipment/course costs (including photocopying)	<input type="text"/>
Disability costs (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
Insurance (excluding car/ contents insurance)	<input type="text"/>
Other costs (please specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total	<input type="text"/>

Part 7: Supporting statement

- 24 State why you are in financial difficulty, and why you believe your situation to be exceptional, and to merit support.

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

Part 8: 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 9: Declarations

- 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.

Your name

Signature

Date

Documents required

Photocopies of documents attached

Child Benefit book or children's birth certificates

Bank/Building Society statements for all accounts for 3 months
(explain any credit/debit of over £100)

Evidence of rent or mortgage

Evidence of savings

Evidence of childcare costs (eg. receipts, invoices)

Evidence of earnings (eg. Wage slips)

Evidence of sponsorship and bursaries

Evidence relating to any special circumstances noted in your supporting statement

**Please return the completed form with your supporting documents to room SL48 in the Paul Webley Wing.
Processing can take up to 4 weeks.**