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. We will start accepting applications on 03/10/16

**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. (Or, if you started your course in 2010/11 or before, someone refused asylum but given DL, or their family)
- A non-UK EU national who was living in the UK and Islands before the start of my course for 5 years (2016 starters) or 3 years (continuing students).
- An EEA migrant worker or their family member, and on 1 September 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).

POSTGRADS: I have an income of at least £212 per week (£176 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, speak to the International Students and Welfare Adviser before continuing with this application.)

<table>
<thead>
<tr>
<th>For Office Use</th>
<th>Y/N</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled 2016/17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Loan</td>
<td></td>
<td>Amount: Date:</td>
</tr>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSF Eligibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Standard Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortfall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSA costs?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 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 01/09/2016**: 

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Give details</th>
<th>Full name</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have any children who are financially dependent on you?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any adults who are financially dependent on you?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### Part 3: Disability/Special medical needs

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Give details</th>
<th>Full name</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a disability or chronic medical condition?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you applied for Disabled Students’ Allowance (DSA)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Evidence required</th>
<th>Weekly income</th>
<th>Number of weeks used:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>39 (UG) □ 43 (UG) □ 52(PG) □</td>
</tr>
</tbody>
</table>

**Maintenance grant**
£1832 is disregarded. Subtract £1832 from your grant, then divide by 39/43 weeks. If the answer is a negative figure, write £0.

**Maintenance Loan (pre-2016 starters)**
You must have taken your maximum loan. Divide your maximum loan by 43 or 39 weeks.

**Bursary/Scholarship/Grant**

**Parents Learning Allowance**

**Adult Dependants Grant**
Divide by 43 weeks

**Child care grant**
Divide by 43 weeks

**Undergrads: Income from earnings, overdraft, savings**
We use standard annual figures calculated by the NASMA

- Any undergrad using the 43 weeks calculation: £0
- Other final year undergrad: £611 divided by 39 weeks = £15.66
- Any other undergrad: £1832 divided 39 weeks = £46.97

**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.

- Postgrad with dependants, or who cannot work due to ill-health or disability: £176
- Part-time postgraduate £
- Other postgraduate: £212

**UG only: Parent or partner’s contribution**
£
### Child Tax Credit

£

### Working Tax Credit

£

### Child Benefit (Fully disregarded)

£0

### Housing Benefit/Council Tax Reduction

£

### Income Support

£

### Jobseeker’s Allowance

£

### Universal Credit

£

### Professional Career Development Loan

£

### Disability benefits

£

Specify which ones: ______________________

### Occupational pension/Pension Credits

£

### Other income

£

### TOTAL WEEKLY INCOME

£

---

### EXPENDITURE

<table>
<thead>
<tr>
<th>Description</th>
<th>Weekly expenditure (student and partner)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composite living costs.</td>
<td></td>
</tr>
<tr>
<td>This is a standard figure, set by NASMA, which includes your costs for food,</td>
<td></td>
</tr>
<tr>
<td>household, laundry, gas, electricity, water, telephone, TV licence,</td>
<td></td>
</tr>
<tr>
<td>clothes, contents insurance, entertainment, and clubs and societies:</td>
<td></td>
</tr>
<tr>
<td>Single student / lone parent £120</td>
<td></td>
</tr>
<tr>
<td>Student with partner £163</td>
<td></td>
</tr>
<tr>
<td>(Please provide evidence of partners income if you wish to be assessed</td>
<td></td>
</tr>
<tr>
<td>jointly)</td>
<td></td>
</tr>
<tr>
<td>+ one-off premium for any student with a child £19</td>
<td></td>
</tr>
<tr>
<td>+ extra costs per child £71</td>
<td></td>
</tr>
<tr>
<td>Your total = £</td>
<td></td>
</tr>
<tr>
<td>Rent or mortgage</td>
<td>£ per week</td>
</tr>
<tr>
<td>Child care costs</td>
<td>£ per week</td>
</tr>
<tr>
<td>Would you also like to apply for the SOAS Childcare Fund? Yes No</td>
<td></td>
</tr>
<tr>
<td>Weekly travel costs between home and university</td>
<td>£ per week</td>
</tr>
<tr>
<td>Private vehicle costs (road tax, insurance, maintenance, etc.)</td>
<td>£ per week</td>
</tr>
<tr>
<td>Books, equipment, copying, course costs Capped at £10.71 /week</td>
<td>£ per week</td>
</tr>
<tr>
<td>Disability costs not covered by DSA</td>
<td>£ per week</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Buildings insurance</td>
<td>£</td>
</tr>
<tr>
<td>Prescribed medication</td>
<td>£</td>
</tr>
<tr>
<td>Negotiated debt repayments</td>
<td>£</td>
</tr>
</tbody>
</table>

If you are making regular payments to creditors. If monthly, calculate a weekly figure: multiply by 12, then divide by 52

<table>
<thead>
<tr>
<th>TOTAL WEEKLY EXPENDITURE</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Name of Bank/Building Society</th>
<th>Sort code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch title (eg Name of Town)</td>
<td>Account number</td>
</tr>
</tbody>
</table>

- 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 2016/17 (from Student Finance England)

Payment Schedule letter 2016/17 (from Student Loans Company)

Proof of child benefit or children’s birth certificates

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

Evidence of rent or mortgage

Evidence of benefits received

Evidence of childcare costs (eg. receipts, invoices)

Postgrads only: Evidence of earnings (eg. Wage slips)

Evidence of sponsorship or bursary

Evidence relating to any special circumstances noted in section 6

- 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.