OXFORD LIFELONG LEARNING

Ewert House, Ewert Place, Summertown, Oxford, OX2 7DD
Tel: +44 (0)1865 280355
Email: student.support@conted.ox.ac.uk
Website: www.lifelong-learning.ox.ac.uk/

Continuing Education Hardship Fund grant application

Please read *About the Department for Continuing Education Hardship Fund* overleaf before applying for a Hardship Fund grant. If you believe the eligibility criteria are met, you may complete this form and submit it together with your statement and a copy of any documentary evidence to the Student Support Administrator at the address above. We will aim to respond as soon as possible.

Section A: Personal and course details

Title: _____ First Name(s): _____ Surname:_____

Address: _____

Postcode: _____ Tel/ Mob: _____ Email: _____

Course title: _____

Course Start Date (Month/Year): ____ /____Course End Date (Month/Year): _____ /_____

Section B: Statement

Please attach a statement to this coversheet (no more than one A4 page is required), telling us:

(i) the level of hardship funding support you are seeking (in £ Sterling); and
(ii) how the funding will be used to help you to participate in your course (please provide evidence of costs using the form on page 3).

You must also **demonstrate** the following in your statement:

- how your financial situation has changed since your studies began;
- why these changes are unexpected and could not have been predicted at the start of your course; and
- what steps you are taking to find alternative funding. Students on courses of more than one year will be expected to demonstrate that they have thought about how they are going to fund their studies in subsequent years.

Section C: Declaration

I understand that the information requested on this form is required to determine my eligibility for financial support in relation to undertaking the course specified in above. I understand that it will be held in accordance with the University's Data protection policy (https://compliance.admin.ox.ac.uk/data-protection-policy), and treated in the strictest confidence, kept securely, and not disclosed to third parties, except for statutory purposes. I declare that the information that I have provided on this form is true, correct and accurate to the best of my knowledge and belief.

Signed: _____ Date _____

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About the Department for Continuing Education Hardship Fund

The Department for Continuing Education Hardship Fund aims to assist students who experience unexpected financial difficulties due to circumstances which could not have been predicted at the start of their course.

Applications can only be made for assistance in the current academic year. The maximum grant is £250 in an academic year. Awards will not normally be made to assist with the payment of tuition fees for your course: the Department has a bursary scheme that provides tuition fee support for those in receipt of certain benefits or on low incomes. There is no list of aspects of your study in respect of which awards might be made, but grounds might include difficulty for financial reasons in meeting travel costs, purchasing essential books or other items that will enable you to participate fully in your course. The Continuing Education Hardship Fund is not intended to support living costs.

To be **eligible** for a hardship grant, you must:

- be currently enrolled on a non-matriculated course leading to a University award (that is, one where students are not members of colleges. Students on matriculated courses can apply to their college hardship fund.) This excludes suspended and lapsed students;
- have started your course;
- be in receipt of a departmental bursary (this requirement may be waived in exceptional circumstances).

You must **demonstrate** the following in your application:

- how your financial situation has changed since your studies began;
- why these changes are unexpected and could not have been predicted at the start of your course;
- what steps you are taking to find alternative funding (students whose course lasts more than one year will be expected to demonstrate that they planned how they are going to fund the rest of their studies).

The following are not considered unexpected, though we are prepared to consider exceptional circumstances:

- repaying debts which were in existence prior to start of your course;
- costs associated with dependants including maternity or paternity leave;
- sponsors who have allegedly withdrawn their support;
- fluctuations in exchange rates, unless catastrophic.

The Departmental Hardship Fund was established through the generosity of donors and staff of the Department who have raised money through charitable activities, and contributions from the Department for Continuing Education.

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Item and reason for additional cost **(e.g. book title, essential book for study)**	**Cost**	**Date of purchase**	**Evidence attached?** **(Please tick)**

You may add further rows, if required.