

LINACRE COLLEGE  
LINACRE HOUSE TRUST  
APPLICATION FOR HARDSHIP GRANT

**Notes for applicants:**

*Please read these notes before completing your form.*

The Linacre House Trust makes awards to current Linacre students on the grounds of hardship and may provide help in the form of a grant or loan, depending on the applicant's circumstances. The usual amount given is less than £1,000 and may be partially in the form of a loan.

The Linacre House Trust considers grants on a rolling basis, and two weeks should be allowed for processing and consideration. Urgent applications may be considered more quickly, but please note that your application is urgent at submission.

**All parts** of the completed application form should be sent to the **Academic Administrator** ([academic.admin@linacre.ox.ac.uk](mailto:academic.admin@linacre.ox.ac.uk)), **Linacre College in order to be considered promptly**. Electronic submission is preferred but hard copies will also be accepted.

**Eligibility Criteria – Please see Linacre College website for Eligibility.**

**Funding Priorities:**

The Trust has fairly modest funds available each year to support students. Priority is therefore given to students whose hardship has been caused by accidents, illness, legal expenses, child care costs, or unexpected loss of support. Support may be offered to students whose funding has expired but who have not yet been able to complete their degree.

*Information must be included on the application form itself. **Enclosures will not be accepted.***

*The Committee may request further information about your financial situation.*

*Please fill in the form as completely and clearly as possible.*

**LINACRE COLLEGE**  
**Linacre House Trust - Application for financial assistance**

**PART A: TO BE COMPLETED BY THE STUDENT**

**Personal Information**

Surname:	First Name:
Nationality:	College:
Date of Birth:	Course of study (degree):
Subject:	Date course started (term & year):
Number & ages of any dependent children:	Married / Single / Living with partner <i>(please delete as appropriate)</i>
Name and address of supervisor/tutor:	
Your home / permanent address:	

**Finances**

(1) Please provide full details of your actual or estimated income IN UK STERLING from all sources for the current year, including funds for University and College fees. Comments on these figures may be included in Section (8) on page 3.

<b>Source of Income</b>	<b>Amount £</b>
LEA grant / Oxford Bursary / Opportunity Bursary	
Research Council Studentship	
College grants/loans	
Other grants/scholarships including child care grant or child related costs grant	
Other loans	
Family support	
Personal funds	
Income from savings/investments (outline nature and amount of savings in Section 8)	
Spouse's net earnings (a certain amount will be disregarded in the assessment)	
State benefits	
Other income (specify)	
<b>TOTAL</b>	

(2) Does your expenditure (including that relating to your partner and/or children, if applicable) exceed the minimum amount recommended by the University for living expenses? (See <http://www.ox.ac.uk/feesandfunding/fees/livingcosts/graduates/> for details.)

Yes  No

If yes, please give reasons

(3) Please outline the Financial Guarantee/Declaration that you provided to the College prior to commencing this degree and why this is no longer adequate/applicable:

(4) Please outline your plans for funding the remaining years of your degree (if applicable):

(5) Please state the amount of Hardship funds for which you wish to apply

*(Remember that the amount for which you wish to apply should reflect the extent to which you consider your actual/estimated income falls short of your needs.)* £

(6) Are you still liable for University and College fees? Yes  No

If yes, who pays for these?

(7) Have you applied / Are you applying for financial support from any other source(s)?

Yes  No

If yes, please list these sources:

(8) Have you made any previous application to the Linacre House Trust? Yes  No

If yes, please give the date of application and result:

## Reasons for Application

(8) Please state the grounds on which you are applying, highlighting details of changes in your financial circumstances since the start of your course, and provide any other information relevant to your statement of finances in (1). If you have any exceptionally heavy expenses, you may also draw these (and the reasons for them) to the Committee's attention.

### Declaration

I certify that, to the best of my knowledge, this is a true statement or (as appropriate) estimate of my income from all sources for the period of my course, and I undertake to notify you without delay of any significant change in my income during that period.

Signed

Date

**LINACRE COLLEGE**  
**Committee on Student Hardship**  
 Application for financial assistance

**PART B: TO BE COMPLETED BY THE TUTOR / SUPERVISOR**

<p>The student named below is applying to the Linacre House Trust for financial aid. The Committee would be grateful for a brief comment on the student's academic progress as well as any other matters you consider relevant. In the case of research students, please include an estimated date of completion and comment on how realistic you believe the applicant's timetable for completion to be.</p>		
Name of student:		
<p>Tutor's / Supervisor's Comments:</p>		
<p><b>Declaration by Tutor / Supervisor</b>          I confirm that the applicant has discussed his/her application with me.</p>		
Prof / Dr / Mr / Mrs / Ms	Name	Date
Signed	Address	
<p><b>Please return this form to the College Secretary, Linacre College by Monday of 2nd Week for the 3<sup>rd</sup> Week meeting or the Monday of 6<sup>th</sup> Week for the 7<sup>th</sup> Week meeting.</b></p>		

**OFFICE USE ONLY**

University fee:	Income from Part A:
College fee:	Subsequent college assistance:
Maintenance level:	Sub-total:
Child allowance:	Minus Partner's Income Disregard:
Total Needs	Total Income:
NET SURPLUS / SHORTFALL (delete as applicable):	

## Equal Opportunities Monitoring Form

Linacre College is committed to a policy of Equal Opportunities. It is our aim to ensure that all applicants are treated equally regardless of their sex, race, colour, ethnic origin or disability. To do this we need to know about the people who apply to the College and we would be grateful if you would complete the following questions. This form will not be kept with your application and will not be seen by the people involved in making a judgement on your application. The information that you give will remain completely confidential and will only be used to monitor our equal opportunities policy. The data will be used in line with the data protection act. The information you provide will be destroyed twelve months after an application is made.

### Ethnic Group

Please tick the box which you feel most adequately describes your ethnic origin.

<input type="checkbox"/>	White British	<input type="checkbox"/>	Other black background
<input type="checkbox"/>	White English	<input type="checkbox"/>	Asian – Indian
<input type="checkbox"/>	White Irish	<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	White Irish Traveller	<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	White Welsh	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	White Scottish	<input type="checkbox"/>	Other Asian background
<input type="checkbox"/>	Other white background	<input type="checkbox"/>	Mixed white & Asian
<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Other mixed background
<input type="checkbox"/>	Mixed white & black Caribbean	<input type="checkbox"/>	Other ethnic background
<input type="checkbox"/>	Black African	<input type="checkbox"/>	Prefer not to specify
<input type="checkbox"/>	Mixed white & black African	<input type="checkbox"/>	

### Gender

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female
<input type="checkbox"/>	Prefer not to specify

### Disability

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

### Nationality

<input type="checkbox"/>	“Home”
<input type="checkbox"/>	EU
<input type="checkbox"/>	Non-EU

<p>Application for:</p> <p>Hardship Grant</p>
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