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# Murray Edwards College

# Postgraduate Hardship Form

Postgraduate Students are reminded that the Board of Graduate Studies holds financial guarantees, received in fulfilment of the conditions of their admission to the course concerned. Those applying for financial assistance must demonstrate in what manner and by what amount the financial assistance originally guaranteed has ceased to be available, and should take into account all assistance being received from other sources.

Once you have completed the form, please make an appointment to take it to your Tutor for further discussion. You may be asked for documentary evidence to support any of the figures you give.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | **Tutor:** | |  | |
| **Subject:** |  | | **Year:** | |  | **Email:** |
| **Source of graduate funding (i.e. give name of sponsor or indicate “self-funded”)** | | | | | | |
| **Part A: Comments from Student** | | | | | | |
| Please state here any changes in your income or assets that have taken place since you gave your financial guarantee to the Board of Graduate Studies. | | | | | | |
|  | | | | | | |
| **Part B: Comments from Tutor** | | | | | | |
| Tutors are asked to comment on the students’ circumstances and to ensure that Part C is completed accurately. | | | | | | |
|  | | | | | | |
| **What other sources of funding has the student applied for**  **(if any)?** | | | |  | | |
| **Has the student applied for College funds in the past and**  **if so, how much has she received?** | | | |  | | |
| **Amount Sought (£):** | |  | | **Amount Awarded (£):** | | |
| **Tutor Signature:** | | | | **Date:** | | |
| **Approved for payment:** | | | |  | | |
| **Date of Graduate Funding Committee meeting:** | | | |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student name:** | | |  | | | | | |  |  | | | | | | | |
|  | | **Situation as at:** | |  | | | **(DATE)** | | |  |  | **This section** is designed to show your financial position at a given time. Make sure that you specify the date when you complete the form. You may be asked to provide an updated version if required by the Graduate Funding Committee. | | | | |  |
|  | **CURRENT ASSETS** | | |  | | | | | |  |  |  |
| Current Bank Account balance (only if in credit) **£** | | |  |  | **Specify 'Other':** | | | |  |  |  |
| Other £ | | |  |  | | |  |  |  |  |
| Savings Accounts £ | | |  |  |  |  |
| **(A) Total assets £** | | |  |  |  |  |
| **CURRENT DEBTS** | | |  |  | | |  |  |  |  |  |  |  |  |
|  |  |  | | | | |  |
| Unpaid College bill **£** | | |  |  |  |  |
| Bank Overdraft £ | | |  |  | |  |  |  |  |
| Credit Cards £ | | |  |  | | |  |  |  |
| Other debts £ | | |  | Specify ‘Other’ | | |  |  |  |
|  | | | |  |  |  |
|  |  |  |
| **(B) Total debts £** | | |  |  |  |  |
| **(A – B) Net assets £** | | |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INCOME VS EXPENDITURE** | | |  |  |  | Do you live in College Yes/No | | | |
| **MONTHLY INCOME** | | |  |  | **Monthly** | If so, what is your Room No. \_\_\_\_\_\_\_\_\_\_\_ | | | |
| Loans **£** | | | | |  |  | **Specify ‘other’** (include maintenance portion of  savings (in the case of self-funded), sponsorships, grants etc.): | | |
| Other £ | | | | |  |  | |  |
| Teaching/Invigilation Earnings **£** | | | | |  |
| **Total income £** | | | | |  |
| **MONTHLY EXPENDITURE** | | | | |  |  |  | | |
| **Rent & College Charges** | Rent £ | | | |  |  |  | | |
| Utilities, overhead, network charge £ | | | |  |  | | |
| **Other monthly expenses** | | Food & Groceries **£** | | |  |  |  | | |
| Travel £ | | | | |  |  | (local travel only) | | |
| Leisure / Entertainment **£** | | | | |  |  |  | | |
| Phone (inc. mobile) **£** | | | | |  |  | **Specify 'other'**: |  | |
| Books & Stationery **£** | | | | |  |  |  | |
| Clothes and other personal expenses. **£** | | | | |  |  |  | |
| Other (please give details in space to right) £ | | | | |  |  |  | |
| **Total expenditure £** | | | | |  |  |  | |
| **Childcare costs £** | | | | |  |  |  | |
| **TOTAL income less TOTAL expenditure £** | | | | |  |  | ***Please don’t include childcare costs.*** |  | |