

**STUDENT SUPPORT**

**APPLICATION FORM**

**PLEASE DISCUSS YOUR APPLICATION WITH YOUR TUTOR BEFORE COMPLETING THIS FORM**

Full name: Email:

Course/Year:

Name of Tutor:

HAVE YOU BEEN GRANTED STUDENT SUPPORT BEFORE: EITHER MONETARY OR MATERIAL (e.g. IT equipment, teaching aids, etc.?) **Yes / No**

If YES, please give details:

*NOTES*

1. Please note that there are two Student Support Funds: **SFS (General) and SFS (Covid)**. Your Tutor will help you determine which fund is appropriate for your support.
2. Applications for **Student Financial Support (General)** should only be made in cases where, due to unforeseen circumstances, you are unable to meet your immediate financial obligations.
3. Applications to the **Student Financial Support Fund (Covid)** can be made in cases where support is needed towards accommodation, travel, equipment, or other expenditure related to the Covid-19 emergency.
4. This application must be accompanied by a statement explaining why support is needed. In complex or substantial cases, you should include an itemised budget showing how the support funding will be used.
5. For applications for Student Financial Support (General), if you were required to give a Financial Guarantee, please explain why this cannot be relied on. Your Tutor will advise on whether any documents are required to support your claim.

6. In the case of applications for Student Financial Support (General), evidence must be presented confirming which other funding avenues have been explored prior to submission of this application, e.g., Board of Graduate Studies, University funds, Department and Faculty funding **(*this is not necessary for applications to the SFS-Covid*)**.

7. Applications must be discussed with your Tutor prior to submission.

8. All applications should be submitted **TO YOUR TUTOR** electronically.

STUDENT STATEMENT: (please attach a separate document if necessary)

I have included an itemised budget (where appropriate) **Yes / No**

I have included the support documents advised by my Tutor(if any) **Yes / No**

I will provide proof of purchase where applicable **Yes / No**

Delivery address where applicable:

Contact telephone number:

*(this may be forwarded to external suppliers in case of any delivery queries)*

Student’s signature: Date:

**FOR TUTORIAL USE**

TUTOR’S COMMENTS:

I support/do not support\* this claim and recommend an application to the Student Financial Support Fund (General) / Student Financial Support Fund (Covid)\* (please delete accordingly).

In monetary support cases, funds will be credited to the student’s college account.

Signature: Date:

**Please send completed form and any supporting documents to** [**studentsupport@queens.cam.ac.uk**](mailto:studentsupport@queens.cam.ac.uk)

FINANCE TUTOR’S COMMENTS:

Amount Awarded: £ Tutorial Fund: