

**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. This form is designed primarily for applications relating to **financial hardship** or **PhD overruns precipitated by the Covid pandemic**, though it may be used for other purposes where appropriate. If in doubt, please check with your Tutor.
2. Applications for **financial hardship** should be made only in cases where, due to unforeseen circumstances, you are unable to meet your immediate financial obligations. You are expected to apply also to the equivalent University fund, with Queens’ aiming to make an additional contribution. If you were required to give a Financial Guarantee, please explain why this cannot be relied on.
3. Applications to support **PhD overruns precipitated by the Covid pandemic** will be considered up to a maximum of three months. You are expected to apply also to the equivalent University fund, with Queens’ contributing up to three months only if there is equivalent funding from the University.
4. Where a corresponding application is being made to the University, please apply to the University first, completing this form only if your University application is successful.
5. In complex or substantial cases, you should include an itemised budget showing how the support funding will be used. Your Tutor will advise whether any documents are required to support your claim.
6. Applications must be discussed with your Tutor and then submitted **TO YOUR TUTOR** electronically.

STUDENT STATEMENT (in cases where a corresponding application is being made to the University, please cut and paste from the University application):

|  |
| --- |
|  |

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

I have included the supporting 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 (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** [**financial.tutor@queens.cam.ac.uk**](mailto:financial.tutor@queens.cam.ac.uk)

|  |
| --- |
| **FINANCIAL TUTOR’S COMMENTS:** |

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Amount Awarded: | £ | Tutorial Fund: |  |