



Homerton College

Vacation Study Grant / Financial Assistance Application Form for Undergraduates A Y 2021/2022

Personal Details	
Name:	Year:
Course:	E-mail:
Address (residential building if in College)	
Postcode:(if living out)	Tel:

INCOME Summary for Academic Year 2021/22

Please read Point 1 of the accompanying notes before you fill out this section.

TUITION FEES:

It is assumed that ALL Home/EU (settled status) STUDENTS have accepted the full amount of Maintenance Loan offered by the Student Loans Company (SLC). If this is not the case, please attach a separate sheet explaining the reasons behind that decision.

MAINTENANCE LOAN AND GRANTS (Exact amounts as on the SLC form):

Total Loan (Means-tested) based on household income (where parents income has been declared to Students Finance)	£.....
Total Loan (Not means-tested) NOT based on household income (where parents income has NOT been declared to Students Finance)	£.....
Any other grants or loans by the UK; Scottish; Welsh or Northern Ireland authorities	£.....
TOTAL AMOUNT WHICH WILL BE PAID TO YOU:	£.....

OTHER SOURCES OF INCOME (Estimate if exact amount not known at this time):

Parental Contribution:	£.....
Cambridge Bursary / Homerton top-Up Bursary / Other Bursaries*:	£.....
Other Income*	£.....

*please give details in the space left below

TOTAL INCOME FOR ACADEMIC YEAR 2	£.....
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Actual/estimated OUTGOINGS Summary for Academic Year 2021/22*Please read Point 2 of the accompanying notes before you fill out this section.*

Accommodation:	£.....	Books:	£.....
Food:	£.....	Clothing:	£.....
Travel:	£.....	Dentist:	£.....
Entertainment:	£.....	Medication:	£.....
Household expenses :	£.....	Optician:	£.....
Telephone/Internet:	£.....	Other (please give details in the space left below):	£.....
TOTAL OUTGOINGS (ACTUAL AND/OR ESTIMATED):			£.....

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Difference between INCOME and OUTGOINGS for Academic Year 2021/22*Please read Point 3 of the accompanying notes before you fill out this section.*

TOTAL INCOME MINUS TOTAL OUTGOING (ACTUAL/ESTIMATED): £.....

Purpose of Application

<u>VSG</u> to Cover Accommodation Costs in College Outside Term time. Number of Nights Requested:
<u>Financial Assistance:</u> If you are applying for a <u>GRANT</u> from College (which I will not be required to pay back) to help with your hardship. Please arrange a meeting with the Finance Tutor, ASAP (DK211@cam.ac.uk) who would require you to complete a budget/cashflow before you can apply to College Hardship fund.	£.....

Reason(s) for Application*Please read Point 4 of the accompanying notes before you fill out this section.**Please continue on a separate sheet / overleaf if this section is not long enough.*

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Student Signature:.....Date:.....

Vacation Study Grant / Financial Assistance Application form (3 pages) and Notes (1 page)

Statement of General Support for Application from College Tutor (DoS if preferred)

Please read Point 5 of the accompanying notes before you fill out this section.

Please continue on a separate sheet / overleaf if this section is not long enough.

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Tutor/DoS Name (Please Print):.....

Tutor/DoS Signature:.....Date:.....

Documents Attached in Support of this Application

Please read Point 6 of the accompanying notes before you fill out this section.

Compulsory for all applications (please tick box to indicate that they are attached):

Copy of SLC Student Finance Breakdown:	
Copy of bank statements (from one or more a/c's) for the last 3 months :	

Optional (please tick box to indicate that it is attached):

Statement giving reasons for NOT taking out loan to cover Tuition fees or Maintenance cost:	
Statement of Support from Director of Studies confirming that there are insufficient funds available from elsewhere (Pink list, Department etc) and that there is good academic reason for College to fund the proposed activity:	

Please give details of any other documentation attached in support of your application below:

1	
2	
3	

Please return the fully completed form including all the documents to the Finance Tutor (dk211@cam.ac.uk), by email and just a copy of the application form to the Tutorial Administrator (tutorial@homerton.cam.ac.uk).

VSG/FA Application Form: Notes for Students

Filling out the VSG/FA Application Form is intended to be a straightforward process. These notes should help you to be confident about the information you put into the form and in any attached documentation.

If you are a Home student (i.e. usually from England, Northern Ireland, Scotland or Wales):

1. **Income Summary for Academic Year 2021/22**

Copy in the numbers from your Student Loans Company form into the 'Maintenance Loan and Grants Section': add in any other income to the section below labelled 'Other Sources of Income', add up the numbers and put the total into the box at the bottom of the page. **Please note: ALL the numbers here are for the ENTIRE ACADEMIC YEAR. If you are not sure of a number, E.g. parental contribution, please estimate it for the year.**

2. **Actual/Estimated Outgoings for Academic Year 2021/22**

This is exactly as it says – figures may be actual or estimated, depending on where we are in the academic year. Sometimes, it will be a mixture. If you are living in, your **accommodation** cost is the charge on your College Bill and your **food** costs are food costs on top of what you spend on your card in the Hall or the Buttery. **Travel, entertainment and living** costs etc. vary from person to person so just be as honest as you can about this. The '**Other**' box is for those who have had either regular costs that are not already taken into account or something catastrophic has happened e.g. stolen computer etc. Again, **please note: ALL the numbers here are for the ENTIRE ACADEMIC YEAR. You will probably need to use a combination of actual (costs already incurred) plus estimated (costs to come) to produce the figure you place in each section here.**

3. **Difference Between Income and Actual/Estimated Outgoings**

Take the number in the '**Total income for the academic year 2021/22**' box on Page one and **subtract** the number you get for '**Total outgoings (actual and/or estimated)**'. Put the number that results in the box here.

4. **Reason(s) for Application**

You do not have to write anything in this box but it will help the Committee to have an improved understanding of your application if you do put something here that expands on your 'Purpose of Application', detailed in the previous section.

5. **Statement of General Support for Application from Tutor (DoS if preferred)**

The 'Statement of General Support' usually comes from the Tutor but, if you prefer, you may ask your DoS:

- If you are requesting a VSG to cover more than two weeks accommodation in College, please ask your Tutor/DoS to specify why extra funding is justified in your case.
- If applying for financial assistance, please try to discuss your particular circumstances with your Tutor/DoS and the Finance Tutor. The Finance Tutor would require you to draw up a cash flow/budget statement and may suggest that your application is considered by the College Hardship Committee. Please email the Finance tutor if you need any help in drawing up the cash-flow/Budget

6. **Documents Submitted in Support of the Application**

- Copies of the SLC breakdown and 3 recent months bank statements are required and will be kept by the Finance Tutor confidentially simply to formally support the Income and Outgoings you have summarised on this form. [If you have more than one bank account, please provide details of all the bank accounts, including Savings a/cs].
- If you are applying for a VSG for something other than accommodation during the vacation, your DoS needs to confirm that insufficient (or no) funds are available from elsewhere and that the funding is needed for an academic purpose, usually in a separate letter (unless the DoS has already been asked to write the required statement of support).

If you are an EU or Overseas student, the main difference will be that the '**Other Sources of Income**' section on Page one is the part where you enter your income details. Everything else will be the same as detailed above.

Overseas Students: College and the University would generally refer to the "Financial Undertaking" as a reference point and as proof of available funds to complete the course, and would need to be convinced of any subsequent major changes to the level of income.