

# Application for support from the Dean's Benevolence Fund

**Important**

**Please complete the DBF flowchart document before completing this application form. You must submit your completed flowchart document with this application form.**

Your application will not be considered if you do not answer all the appropriate sections and attach copies of all relevant documents – including evidence of the total amount of government student loans obtained to date and 3 months of your most recent bank statements from all bank and savings accounts held solely or jointly in your name.

Answer all the questions, by **printing clearly in black ink** and by **ticking** the appropriate boxes.

Return your completed form to Kate McFarlane, Dean for Students Office, Garrod Building, Turner Street, Whitechapel, London E1 2AD. **Applications submitted without relevant bank statements will not be considered (see above).**

For advice about your finances, or to discuss which aspects of your situation might be important to include in this application, please make an appointment to see a Welfare Adviser either by calling in person at the Advice and Counselling Service (Ground Floor, Geography Building) or by phoning 020 7882 8717 or by visiting the website [www.welfare.qmul.ac.uk](http://www.welfare.qmul.ac.uk).

**Your personal details**

|          |                                         |      |        |      |    |    |
|----------|-----------------------------------------|------|--------|------|----|----|
| <b>1</b> | Student number                          |      |        |      |    |    |
| <b>2</b> | Your title (tick <b>one</b> box only)   | Mr   | Mrs    | Miss | Ms | Dr |
| <b>3</b> | Your first names (in full)              |      |        |      |    |    |
| <b>4</b> | Your family name                        |      |        |      |    |    |
| <b>5</b> | Your gender                             | Male | Female |      |    |    |
| <b>6</b> | Your date of birth                      |      |        |      |    |    |
| <b>7</b> | Your full <b>correspondence</b> address |      |        |      |    |    |
|          |                                         |      |        |      |    |    |
| <b>8</b> | Mobile/Telephone number                 |      |        |      |    |    |
| <b>9</b> | School E-mail address                   |      |        |      |    |    |

**10 Personal status/Accommodation details**

**11** Do you live in:

- |                             |                          |                               |                          |
|-----------------------------|--------------------------|-------------------------------|--------------------------|
| University Accommodation    | <input type="checkbox"/> | Shared accommodation          | <input type="checkbox"/> |
| With your partner or spouse | <input type="checkbox"/> | With your parents or guardian | <input type="checkbox"/> |

**12** How many adults live at this address

Do you share all household expenses Yes  No

13 Course title

14 Undergraduate  Graduate  GEP

15 Start date of course (DD/MM/YYYY)

16 End date of course (DD/MM/YYYY)

17 Year of course 1  2  3  4  5  6

18 Did you undertake an intercalated degree? Yes  No

19 Are you a graduate student? Yes  No

20 Are you a Home, EU or International student? Home  EU  International

21 Have you obtained a government student loan? Yes  No

22 Please give the total amount of all government student loans (all years – fees and maintenance)  
£

23 If you have children who are financially dependant on you please specify how many?

24 Have you sought financial advice from the QM Advice & Counselling Service? Yes  No

25 Have you applied for the Access to Learning Fund this year? Yes  No

26 Please give further details of the outcome of your application for Access to Learning Fund:

27 Have you applied for a Professional Study Loan or Professional and Career Development Loan? Yes  No

28 Please specify the amount of PSL/ PCDL £

29 Do you work part-time or during vacations? Yes  No

Please state the hours worked and your earnings for this academic year so far:

30 Please give details of your current debts:

|                                                        |   |                      |
|--------------------------------------------------------|---|----------------------|
| Professional Study Loan/PCDL                           | £ | <input type="text"/> |
| Total Government Student Loans (fees and maintenance): | £ | <input type="text"/> |
| Overdraft:                                             | £ | <input type="text"/> |
| Credit Cards:                                          | £ | <input type="text"/> |
| Total indebtedness:                                    | £ | <input type="text"/> |

31 How much funding is required? £   
Please use the budget planner below to calculate how much money you require

32 Do you see this as a one-off or a long-term problem? One - off  Long term

**MONTHLY INCOME AND EXPENDITURE STATEMENT**

For the purposes of this budget, work out how many weeks there are between now and the end of your current academic year

Number of weeks: \_\_\_\_\_ From: / / to: / /

| <b>Expenditure – list costs that you have to pay weekly, during the period stated above</b> | <b>Weekly</b> |
|---------------------------------------------------------------------------------------------|---------------|
| Rent                                                                                        |               |
| Gas                                                                                         |               |
| Electricity                                                                                 |               |
| Water supply                                                                                |               |
| Broadband                                                                                   |               |
| Mobile                                                                                      |               |
| Landline                                                                                    |               |
| Food shopping                                                                               |               |
| Household shopping                                                                          |               |
| Toiletries                                                                                  |               |
| Food and drinks during the day at College                                                   |               |
| Eating out / takeaway food                                                                  |               |
| Travel to College / placements                                                              |               |
| Travel - other                                                                              |               |
| BMA membership                                                                              |               |
| Social/entertainment                                                                        |               |
| Photocopying                                                                                |               |
| Healthcare / Prescriptions                                                                  |               |
| Laundrette                                                                                  |               |
| Gym / sport                                                                                 |               |
| Newspaper / Magazines                                                                       |               |
| Existing credit card / loan / debt repayments                                               |               |
| Childcare                                                                                   |               |
| Other regular payments e.g.child support                                                    |               |
| Regular payments relating to children e.g. lunch, fares etc                                 |               |
| Other                                                                                       |               |
| Other                                                                                       |               |
| <b>Subtotal over number of weeks stated above:</b>                                          |               |

|                                                                    |  |
|--------------------------------------------------------------------|--|
| <b>One-off costs</b>                                               |  |
| Tuition Fees (any amount for which you do not get a loan for fees) |  |
| Rental deposit                                                     |  |
| Home contents insurance                                            |  |
| TV Licence                                                         |  |
| Council Tax (if you are liable to pay – most students aren't)      |  |
| Books / course equipment                                           |  |
| Clothes                                                            |  |
| Shoes                                                              |  |
| Travel – start or end of term, or other visits / trips             |  |
| Gifts / special occasions                                          |  |
| Graduation costs                                                   |  |
| Haircuts                                                           |  |
| Dentist                                                            |  |
| Opticians / glasses / lenses                                       |  |
| Car – road tax                                                     |  |
| Car MOT                                                            |  |
| Other                                                              |  |

|                  |  |
|------------------|--|
| <b>Subtotal:</b> |  |
|------------------|--|

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|                          |  |
|--------------------------|--|
| <b>TOTAL EXPENDITURE</b> |  |
|--------------------------|--|

**Income: Please state any income that you have available between now and the end of your current academic year:**

|                                                                                                             |  |
|-------------------------------------------------------------------------------------------------------------|--|
| <b>You are unlikely to be eligible for all of these, but please complete all those that are applicable:</b> |  |
| Current available funds in bank account/s                                                                   |  |
| Student Finance Maintenance loan                                                                            |  |
| Student Finance Maintenance grant                                                                           |  |
| Queen Mary Bursary / National Scholarship Programme                                                         |  |
| Elective funding                                                                                            |  |
| Other Studentship / Prize / Bursary                                                                         |  |
| Trust or Charity funding                                                                                    |  |
| NHS Bursary                                                                                                 |  |
| Money from your family, friends or partner                                                                  |  |
| Sponsorship                                                                                                 |  |
| Bank Loan                                                                                                   |  |
| Access to Learning Fund                                                                                     |  |
| Queen Mary Hardship Fund                                                                                    |  |
| Available overdraft funds                                                                                   |  |
| Part time and / or vacation employment                                                                      |  |
| Savings                                                                                                     |  |
| Tax Credits                                                                                                 |  |
| Welfare Benefits                                                                                            |  |
| Student Finance / NHS payments for children or adult dependants                                             |  |

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|                     |  |
|---------------------|--|
| <b>TOTAL INCOME</b> |  |
|---------------------|--|

|                                                                                                  |  |
|--------------------------------------------------------------------------------------------------|--|
| <b>Total financial shortfall for period stated above (total expenditure minus total income):</b> |  |
|--------------------------------------------------------------------------------------------------|--|

**Student's Personal Statement:** Please provide some background to the circumstances which have caused you to be in financial hardship. Also, if you are not currently in your final year, how do you intend to resolve your financial difficulties in future study years if support is given for the current study year?

Name \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures in accordance with the Student Code of Discipline. I further undertake to repay any grants obtained by me as a result.