

EU/INTERNATIONAL HARDSHIP FUND - FORM GUIDELINES

Important Information

- Financial Hardship must be unexpected and/or exceptional. We cannot assist with payment of tuition fees, or replace maintenance.
- Having had a previous award does not guarantee another award; all applications are assessed at the discretion of the University and AUSA.
- Return your completed application to the AUSA Reception (ground floor) in the Students' Union Building, Elphinstone Road.
- We will update you on the success of your application using your university email address, within 10 working days of receiving your application.

Further information and FAQ can be found online at:
www.ausa.org.uk/ausaadvice/hardshipfund

If you have any questions regarding the application then please contact AUSA Advice on ausaadvice@abdn.ac.uk or call **01224 274200**.

About You/Eligibility

Please fill out your personal details.

Your Financial Circumstances

Please complete this section fully making sure to include information about your family circumstances, partner, dependants etc.

Income

Please enter details of **all income** and money that you (& your partner/spouse, if applicable) receive. Give all sums as amount **per month**, rounding each to the nearest £.

If in receipt of a bursary/grant/scholarship, the annual figure should be divided by 9 for this purpose if you are an undergraduate and by 12 if you are postgraduate/PHD etc.

Expenditure

Please give specific details of anticipated household expenditure per month, again rounding each sum to the nearest £. These are amounts that you spend/pay on a monthly basis. If you have other types of expenditure not mentioned on the list please use the additional 'other' boxes to include these (please give specific details).

Further Information/Personal Statement

You should add further information here in support of your application. Any recent and significant changes in financial circumstances beyond your control should be specified.

The form does not provide a large space for this; therefore it is advisable to continue on to a separate sheet, or even type up a separate letter in support of your application.

Please give as much information about your circumstances as possible and any steps that you have already taken to support yourself or improve your circumstances.

If awarded, what would the fund be used for?

If you are seeking reimbursement on costs already occurred, then provide details of this and attach any relevant evidence.

Evidence

It is really important that you provide all evidence requested to support your application – we will not process your application if there is insufficient evidence provided.

We cannot return documents therefore please provide photocopies of your documents and make sure that you complete the evidence section to confirm what you have provided with your application form. If you are unable to print these documents you can email them to ausaadvic@abdn.ac.uk.

Please note that it is essential to provide bank statements for all accounts that you have, including any savings accounts, joint accounts and accounts in your home country. If you are providing a bank statement from your home country that is not in English then please provide explanation. If you are unable to attach any evidence, please explain the reason for this.

Declaration

Please read the declaration carefully and sign and date the form.

Please then return your completed application form and all relevant evidence to **AUSA Reception**, (ground floor) in the Students' Union Building, Elphinstone Road.