



Claire Godfrey Postgraduate Fund 2016-17

Important: please read these guidance notes very carefully before completing the form.

If you still require clarification before submitting your application form please contact funding@kcl.ac.uk

What is the Claire Godfrey Postgraduate Fund?

The Fund was established in memory of Claire Godfrey, a professional photographer, who died at the age of thirty-two. The objective of the fund is to support postgraduate students at King's who are suffering unexpected, study-related, financial hardship. For 2016-17, there is one scholarship worth £1,000 available.

Am I eligible to apply?

Applications are invited from postgraduate students from all Schools of study at King's College London, who are able to provide evidence of financial need and an academic reference. In order to be eligible to apply, you must be a **home** student for fee purposes.

How do I complete the application form?

Please ensure you answer all questions and complete all sections of the form. The questions on the form are designed to establish your financial situation and circumstances as clearly as possible. We want to ensure that eligible students in the greatest need receive the available funds.

You will need to supply documentary evidence of your financial circumstances with your application (see checklist below). If these are not supplied, your application will not be considered. The closing date for applications is **Friday 28 April 2017**.

What should I do with my completed application?

Completed applications should be handed in or sent to:
Student Funding Office, King's College London, Rm. 7.20 James Clerk Maxwell Building, 57 Waterloo Road, London SE1 8WA

When will I know the outcome of my application?

Provided your application form has been accurately completed and the appropriate documentary evidence supplied, you will be notified of the decision before the end of May 2017.

Student Checklist

- Bursary/Scholarship Letter
- Student Loan Company statement of accrued debt (including loans from previous degree, if appropriate)
- CDL / Professional Studies Loan Agreement (including loans from previous degree, if appropriate)
- 3 months of Bank / Building Society statements for all accounts held
- 3 months of credit card statements
- Evidence of Rent / Mortgage
- Evidence of benefits claimed

Please submit photocopies only, as originals cannot be returned.

Part 1: Your Personal Details

KCL Student Number	<input type="text"/>
Surname	<input type="text"/>
Forenames (in full)	<input type="text"/>
Date of Birth (dd/mm/yyyy)	<input type="text"/>

Part 2: Current Course Details

Full Course Title	<input type="text"/>
Qualification (e.g. MA, PGDip)	<input type="text"/>
Taught or Research?	<input type="text"/>
Year of Course	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Expected Course Completion Date	<input type="text"/>

Part 3: Your Dependants

Do you have any financial dependents who are resident with you?

Yes → Give details **Full Name** **Date of Birth** **Age**

No

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you need to, continue on a separate sheet and attach it to this form.

Part 4: Disability / Special Medical Needs

Have you applied for Disabled Students' Allowance (DSA)? Yes No

Do you have a disability or chronic medical condition which incurs extra costs? Yes No

If yes, please give details

<input type="text"/>
<input type="text"/>
<input type="text"/>

If you need to, continue on a separate sheet and attach it to this form.

Part 5: Financial Details

How much are your tuition fees for 2016-17? £

If you have fees outstanding for 2016-17, what amount? £

17 Please indicate below how your fees are being paid, and in what proportion:

- | | | | |
|---|------------------------|--|------------------------|
| <input type="checkbox"/> Self → | £ <input type="text"/> | <input type="checkbox"/> CDL/PSL → | £ <input type="text"/> |
| <input type="checkbox"/> Parents/Guardian → | £ <input type="text"/> | <input type="checkbox"/> NHS Bursary → | £ <input type="text"/> |
| <input type="checkbox"/> Partner/Spouse → | £ <input type="text"/> | <input type="checkbox"/> Other → | £ <input type="text"/> |

Please Specify ↓

If you have a Professional / Career Development Loan, what is the total and how much has yet to be paid out to you? Total £ Awaiting Payment £

Accommodation Details: do you live:

- | | |
|--|---|
| <input type="checkbox"/> alone | <input type="checkbox"/> in a Hall of Residence |
| <input type="checkbox"/> with Partner/Spouse | <input type="checkbox"/> with Parents/Guardian |
| <input type="checkbox"/> in shared accommodation | |

How many other adults live at this address?

Do you pay your own rent, and if so, how much is this? No Yes → £

Do you share all household bills? No Yes

Part 6a: Student and Partner Income (Monthly)

	Student	Partner
CDL / Other Loan	£ <input type="text"/>	£ <input type="text"/>
NHS Bursary / Other Bursary / Scholarship	£ <input type="text"/>	£ <input type="text"/>
Professional Studies Loan	£ <input type="text"/>	£ <input type="text"/>
Earnings from Work	£ <input type="text"/>	£ <input type="text"/>
Parental / Partner Contribution	£ <input type="text"/>	£ <input type="text"/>
Child Tax Credit / Child Benefit	£ <input type="text"/>	£ <input type="text"/>
Working Tax Credit	£ <input type="text"/>	£ <input type="text"/>
Housing / Council Tax Benefit	£ <input type="text"/>	£ <input type="text"/>
Income Support	£ <input type="text"/>	£ <input type="text"/>
Jobseekers' Allowance	£ <input type="text"/>	£ <input type="text"/>
Disability Benefits	£ <input type="text"/>	£ <input type="text"/>
Other Earnings (please specify)	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>		
Total Student and Partner Monthly Income	£ <input type="text"/>	£ <input type="text"/>

Part 6b: Student and Partner Expenditure (Monthly)

	Student	Partner
Food / Household / Laundry	£ <input type="text"/>	£ <input type="text"/>
Gas / Electricity / Water	£ <input type="text"/>	£ <input type="text"/>
Telephone (landline only)	£ <input type="text"/>	£ <input type="text"/>
TV Licence	£ <input type="text"/>	£ <input type="text"/>
Contents Insurance	£ <input type="text"/>	£ <input type="text"/>
Council Tax	£ <input type="text"/>	£ <input type="text"/>
Credit Cards	£ <input type="text"/>	£ <input type="text"/>
Rent / Mortgage	£ <input type="text"/>	£ <input type="text"/>
Travel Costs (daily travel during term time)	£ <input type="text"/>	£ <input type="text"/>
Childcare Costs	£ <input type="text"/>	£ <input type="text"/>
Private Vehicle Costs (road tax, fuel, insurance, etc)	£ <input type="text"/>	£ <input type="text"/>
Books, Equipment & Other Course Costs	£ <input type="text"/>	£ <input type="text"/>
Disability Costs not covered by DSA	£ <input type="text"/>	£ <input type="text"/>
Other Costs (please specify)		
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Total Student and Partner Monthly Expenditure	£ <input type="text"/>	£ <input type="text"/>

Part 8: Bank / Building Society Details

You must declare all of your bank / building society accounts below.

You **must** supply copies of your last three months of bank statements and /or savings book relating to each of the below accounts. These statements must show your name, address and bank details – **mini statements are not acceptable**. Please submit photocopies only, as originals will be kept. Please explain any debits or credits over £100 that appear on your statements by annotation.

(a) Name of Bank / Building Society	Overdraft Limit
<input type="text"/>	£ <input type="text"/>
Type of Account (e.g. Student, Savings, Current)	Current Balance
<input type="text"/>	£ <input type="text"/>

(b) Name of Bank / Building Society	Overdraft Limit
<input type="text"/>	£ <input type="text"/>
Type of Account (e.g. Student, Savings, Current)	Current Balance
<input type="text"/>	£ <input type="text"/>

(c) Name of Bank / Building Society	Overdraft Limit
<input type="text"/>	£ <input type="text"/>
Type of Account (e.g. Student, Savings, Current)	Current Balance
<input type="text"/>	£ <input type="text"/>

If you need to, continue on a separate sheet and attach it to this form.

Part 9: Declarations

I declare that the information that I have given on this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application and disciplinary action may ensue.

Your Name (*in capitals*)

Your Signature

Date