

UNIVERSITY OF CAMBRIDGE

**STUDENT HARDSHIP LOAN FUND (LOAN FUND I) - FORM OF APPLICATION**

**PART I - TO BE COMPLETED BY THE APPLICANT**

<b>SURNAME:</b>		College:	
Forenames:		Date of Birth:	
Home Address:		Department:	
Course:		Present Year of Study:	
Exams to be taken:			
Expected Year of Graduation:		Proposed Future Employment:	
If employment assured, when will it commence?			
<b>FINANCIAL POSITION (see Note X):</b>			
<b>A. Expenditure</b>		<b>B. Income</b>	
Fees:	£	Grant:	£
Accommodation:	£	Parents' Contribution:	£
Subsistence:	£	Other – please specify:	£
Other – please specify:	£	TOTAL:	£
TOTAL:	£		
<b>C. Parents' Income:</b>		£	
Has the applicant applied for any other help, e.g. remission of fees, University or Departmental Hardship Fund, etc? Please give date and any amounts awarded:			
(a) Remittance of fees:	£	Date:	
(b) University/Dept Hardship Fund:	£	Date:	
(c) Other:	£	Date:	
Contribution to be made by College:		£	Amount of loan applied for: £
Signature of Student ..... Date .....			

Note X: The Committee requires a statement of normal expenditure and income on an annual basis. When an applicant wishes to depart from this basis, the period should be specified and reasons for this departure given.

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***PART II - TO BE COMPLETED BY THE APPLICANT'S TUTOR***

A letter of support from the applicant's tutor is required, which may be typed on this form. This should cover:-

- (1) confirmation that the details in Part I are correct;
- (2) whether the applicant is home or overseas for fee purposes;
- (3) an explanation of how the student's needs relate to his/her resources and how the need for this support now arises together with an explanation of why the change in circumstances could not have been foreseen when the student was admitted;
- (4) an assessment on his/her ability to repay, based on academic performance, temperament and employment expectations;

Signed .....

TUTOR

Date .....

## STUDENT HARDSHIP LOAN FUND (LOAN FUND I)

### Fair Processing Notice

In order to process your application for an advance from Loan Fund I it will be necessary for the University to hold and process certain personal data about you and (if necessary) any person who acts as a guarantor in connection with the advance. This data will have been obtained from you as a part of the application process.

The University will hold the information necessary to enable the Loan Fund I Committee (**the Committee**) to consider and approve your application. If your application is successful then the University will also hold your bank details to enable repayments to be made in accordance with the agreement you enter into at the time the advance is made. If the University is unable to trace you whilst any amount of any advance remains unpaid then the University may share your data with third parties (your College, the University's Alumni Office or tracing agents) to locate you and arrange for repayment of the advance.

Your data will be held by the University Pensions Office who are responsible for the administration of Loan Fund I.

If your application is unsuccessful your application and any associated paper work will be destroyed following the next annual meeting of the Committee.

If your application is successful your application and any associated paperwork will be destroyed following the next annual meeting of the Committee after the advance has been repaid in full.

It is important to inform the Committee about any changes to your personal detail to ensure that the information held is accurate and kept up to date. If you need to do this or wish to know more about the information held by the Committee please contact the University's Pensions Office using the following details:

Pensions Office  
University of Cambridge  
Greenwich House  
Maddingley Road  
Cambridge  
CB3 0TX

In addition you are entitled to request access to or removal of any personal data being held by the Committee.

If you have a complaint about the Committee's management of your data, you have a right to lodge a complaint with the Information Commissioner's Office, which can be contacted on 0303 123 12113 or via other methods of communication as explained on their website (<https://ico.org.uk>)