

## Queen Margaret University

### **GUIDANCE NOTES FOR COMPLETION OF INCOME/EXPENDITURE STEPS OF THE ONLINE APPLICATIONS FOR FINANCIAL ASSISTANCE**

**STEP 1** – Please remember to state the **amount** you are applying for in the appropriate box. You may apply for assistance from more than one fund on the same application form.

**STEP 5 – Income** – Please complete each box with the appropriate amount for the academic year.

For undergraduate students your academic year should be approximately 34 weeks or 8 months. For example this means that you would include the whole of your student loan and any bursary in the appropriate box.

For postgraduate students your academic year may be 12 months so please complete the form on this basis.

If you live with a partner then their net monthly income should be included multiplied by the number of months of the academic year.

It is important that you outline any 'other' income that has not been listed in the specific boxes.

**STEP 6 – Expenditure** – Please complete each box with the appropriate amount for each box.

For undergraduate students living in halls for example you would put your total halls bill for the year under rent. For private rented accommodation you would include the total of 8 months of rent.

There are reasonable set amounts for certain expenditures on this page. So for a standard academic year of 8 months there is an allocation of -

Books & Stationery - £400 (this can be multiplied for school age children in the household)

Food & Personal items - £2,000 per person in the household

Clothing - £400 per person in the household

It is important that you outline any 'other' income expenditure that has not already been listed in the specific boxes.

## **Evidence Required**

This evidence should be submitted after you have completed the online application. You can submit this in hardcopy to Student Services Reception on Level 1 or email it to [studentfunding@qmu.ac.uk](mailto:studentfunding@qmu.ac.uk) – PLEASE NOTE that photographs of documents are not acceptable, scanned documents or photocopies are.

- 1 – A minimum of an 8 week bank statement from all bank accounts held. These should include bank statements from a partner that you live with.
- 2 – A personal statement from you describing your circumstances and why you are applying. It is important that you give a full and detailed account of your circumstances. It is also helpful at this stage to include any money management plans you may have formulated which outline how your exceptional circumstances have affected you financially and how an award from one of the funds could help to remedy the situation.
- 3 – Your award letter from SAAS, SFNI, SFE or SFW detailing your student award. You should also include your letter from the Student Loans Company.
- 4 – Other financial information that helps to give a picture of your financial situation. For example credit/store card statements, utility bills and loan agreements.
- 5 – Consider why you are applying and submit any appropriate evidence to support the application eg if you have rent arrears include evidence of this.