

# Queen Margaret University

## International Hardship Fund

**If you require this information in an alternative format please contact the Student Disability Adviser in Student Services of call 0131 474 0000.**

If you are finding it difficult to meet your living costs then QMU International Hardship Fund may be able to award you some money to help you in the short term.

The University manages an **International Hardship Fund**, introduced to help students whose continuing access to education may be placed in jeopardy due to financial difficulties. This especially applies to **lone parents, students with disabilities, students coping with medical problems and families on low income**. However, the Committee is happy to consider **any** student who finds themselves in financial difficulty due to unexpected exceptional circumstances. In judging which cases to support, the committee recognises that each case is unique and personal circumstances are always taken into consideration.

Please note: **The International Hardship Fund is not a source of alternative funding and therefore the Committee is unable to pay for course fees.**

For details of how to source funding for your course, please contact Student Services.

### **Eligibility**

You can apply to the International Hardship Fund if you are from any country outside the UK and are an undergraduate, post graduate or research student.

### **Criteria**

**You must have exhausted all other potential sources of funding available to you including:**

- Funding from your home country
- Scholarships, trust funds and charities
- Bank overdraft facilities
- Family/state support
- Part-time employment opportunities

### **Procedure**

Please complete the online **Application for Financial Assistance** available from Student Services. Completed applications should be submitted along with relevant documentary evidence to Student Services, by the advertised deadline dates.

**The Committee is unable to consider applications received after the advertised deadline date for each meeting. These will be considered at the next available meeting.**

**The Committee is unable to consider applications not completed correctly or that do not include the evidence requested.**

#### 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.
- 4** – Any award letter from your home country that details bursaries or loans that you are receiving.
- 5** – Other financial information that helps to give a picture of your financial situation. For example credit/store card statements, utility bills and loan agreements.

#### **Need Help with your application?**

Assistance can be obtained from Bill Stronach, the Student Funding Adviser who is a member of the Student Services team. Please call Stuart Russell, the Student Services Administrator or email [studentservices@qmu.ac.uk](mailto:studentservices@qmu.ac.uk) in order to make an appointment or drop into Student Services Reception located on Level 1.

#### **Outcome**

If you are successful with your application you will be informed **BY EMAIL normally within five working days** after the date of the meeting. Payment of any award will be made to your bank account and you will be informed in the email when you can expect payment.

If you are unsuccessful with your application you will be informed **BY EMAIL normally within five working days** after the date of the meeting. If you wish to appeal against this decision, you must do so before the deadline date of the next meeting. Details of this procedure and how to get help with it will be included with your email.

**Student Services  
August 2016**