

UWA STUDENT GUILD | GUILD GRANT APPLICATION FORM

ELIGIBILITY

Applicants must:

- 1) Be a currently enrolled student at UWA and a current member of the Guild.
- 2) Demonstrate severe financial hardship.
- 3) Show that all other options have been exhausted.
- 4) Show that you are unable to make repayment of a Guild Loan due to financial hardship.

TERMS AND CONDITIONS

- 5) All applicants must meet the eligibility criteria.
- 6) The maximum amount for a Grant is \$400.
- 7) Students can apply for 1 Grant per calendar year up to a maximum of 3 Grants over the course of study. Students that have received 3 Grants and wish to apply for another will be required to meet with a Student Assist Officer for budgeting and discussion of other financial hardship options on at least 2 separate occasions before they are eligible to re-apply.
- 8) Grant payments will be made via bank transfer. Cash cannot be given unless there are exceptional circumstances and prior arrangement has been made.
- 9) If a student presents to Student Assist in extreme financial need, a Guild Student Assist Officer can approve an Emergency Loan to fill the financial gap while the Grant is being processed. This is decided on a case-by-case basis.
- 10) Final decisions on grant applications will depend on the amount of the Grant:
 - ⇒ For grants up to \$250, a decision will be made by the Guild Student Assist Officer.
 - ⇒ For grants \$251-\$400, the written approval of 2 members of the Guild Executive (one being the President) is required.
- 11) A Student Assist Officer may request that the bill or expenses for which the student seeks a Grant be paid directly by the Guild or be paid by way of a voucher.
- 12) Students who have received a Grant cannot apply for an Emergency Loan within 6 months without meeting a Student Assist Officer first to discuss how their circumstances have changed.

PURPOSE OF GUILD GRANTS

- 13) A Guild Grant can only be granted for unforeseen and unavoidable expenses, or in situations where such expenses have severely impacted on the student's ability to meet basic living expenses.
- 14) A Guild Grant must be directly or indirectly related to your studies, for unforeseen and unavoidable expenses.
- 15) Grants cannot be distributed for:
 - ⇒ Course fees.
 - ⇒ Non-essential items such as social, sporting, or holiday costs.

⇒ On-going living costs (the Guild Grant Scheme is not aimed at providing ongoing financial support to students).

16) The UWA Student Guild reserves the right to refuse any grant application on any basis.

APPLICATION PROCESS

17) Once you have completed this application form and gathered all your supporting documentation (listed on page 8), please contact a Student Assist Officer at the Guild by emailing assist@guild.uwa.edu.au to book an appointment to lodge your paperwork.

18) All reasonable steps will be taken to decide upon Grants within the shortest possible time. This can sometimes take up to 1 week (or longer) for the money to show in your bank account.

19) Where not approved, the reasons for the decision will be outlined.



UWA STUDENT GUILD | GRANT APPLICATION FORM

Student Number

Surname

Given Name (s)

Address

Mobile Number

Home Number

Email

Enrolled? *Yes* *No*

Guild Member? *Yes* *No*

Course you are enrolled in

Driver's License / Passport Number

Course Status *Full Time* *Part Time*

Anticipated Completion of Course *Year* *Sem 1* *Sem 2*

STATEMENT OF FORTNIGHTLY INCOME & EXPENDITURE

| ACCOMMODATION | Cost / Fortnight |
|-----------------------------|------------------|
| Rent (your portion) | |
| Mortgage repayments | |
| Council rates | |
| Water rates | |
| Strata rates | |
| Home and contents insurance | |
| Maintenance or repairs | |
| Other (please specify) | |
| TOTAL ACCOMMODATION | \$ |

| EDUCATION | Cost / Fortnight |
|-------------------------|------------------|
| Fees | |
| SSAF | |
| Textbooks | |
| Printing and stationery | |
| Other (please specify) | |
| TOTAL EDUCATION | \$ |

| FOOD | Cost / Fortnight |
|--------------------------|------------------|
| Groceries | |
| Cigarettes | |
| Alcohol | |
| Dining out and takeaways | |
| Other (please specify) | |
| TOTAL FOOD | \$ |

| TRANSPORT | Cost / Fortnight |
|------------------------|------------------|
| Vehicle loan | |
| Vehicle registration | |
| Vehicle insurance | |
| Vehicle maintenance | |
| Fuel | |
| Parking | |
| Public transport | |
| Other (please specify) | |
| TOTAL TRANSPORT | \$ |

| INCOME | Income / Fortnight |
|---------------------|--------------------|
| Wages and salary | |
| Centrelink benefits | |
| Scholarship | |
| Allowances | |
| Maintenance | |
| Board | |
| Cash gifts | |
| TOTAL INCOME | \$ |

| PERSONAL | Cost / Fortnight |
|--------------------------------------|------------------|
| Clothing | |
| Beauty and hair | |
| Sports | |
| Entertainment (movies, concerts etc) | |
| Cultural events | |
| Holidays | |
| Beauty and hair | |
| Other (please specify) | |
| TOTAL PERSONAL | \$ |

| HEALTH EXPENSES | Cost / Fortnight |
|--|------------------|
| E.g. Health insurance, ambulance cover, doctor, chemist, dentist, alternative therapies, mental health expenses. | |
| TOTAL HEALTH EXPENSES | \$ |

| HOUSEHOLD | Cost / Fortnight |
|------------------------|------------------|
| Gas | |
| Electricity | |
| Water | |
| Home phone | |
| Mobile phone | |
| Internet | |
| Other (please specify) | |
| TOTAL HOUSEHOLD | \$ |

| PETS | Cost / Fortnight |
|-------------------|------------------|
| Food | |
| Medical | |
| Grooming | |
| Other | |
| TOTAL PETS | \$ |

| | |
|--------------------------------------|-----------|
| TOTAL FORTNIGHTLY EXPENDITURE | \$ |
|--------------------------------------|-----------|

STATEMENT OF FINANCIAL POSITION

| FIXED ASSETS | \$ | FINANCIAL ASSETS | \$ |
|---------------------------|----|-------------------------------|----|
| House / property | | Bank account 1 | |
| Home / property contents | | Bank account 2 | |
| Motor vehicle 1 | | Bank account 3 | |
| Motor vehicle 2 | | Savings | |
| Plant / equipment | | Investments | |
| Other (please specify) | | Other (please specify) | |
| | | | |
| TOTAL FIXED ASSETS | | TOTAL FINANCIAL ASSETS | |

| LIABILITIES | BALANCE \$ | F/ N REPAYMENT \$ |
|--|------------|-------------------|
| Centrelink | | |
| Total all credit cards | | |
| Afterpay balance | | |
| Zip Pay balance | | |
| Total all store cards (e.g. Myer) | | |
| Fines | | |
| Tax debt | | |
| Personal loan | | |
| High interest loans (e.g. Nimble, Wallet Wizard) | | |
| Any other loan | | |
| Hire agreements | | |
| Outstanding bills (phone, internet, gas, electricity, water) | | |
| Any other outstanding bills | | |
| Bond assistance | | |
| Other (please specify) | | |
| | | |
| LIABILITIES | \$ | |

| | | |
|---------------------|------------------------|-----------|
| TOTAL ASSETS | Total fixed assets | |
| | Total financial assets | |
| | TOTAL ASSETS | \$ |

| | | |
|--------------------------|-------------------------|-----------|
| TOTAL LIABILITIES | TOTAL LIABILITES | \$ |
|--------------------------|-------------------------|-----------|

| | | |
|-------------------|---------------------|-----------|
| NET ASSETS | TOTAL ASSETS | \$ |
|-------------------|---------------------|-----------|

GRANT APPLICATION DETAILS

What amount of financial assistance are you requesting? (Up to \$400)

For what purpose do you require the Grant? (Documentation for the purpose of the Grant will need to be provided with your application).

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Yes

No

Have you applied for financial assistance elsewhere?

If yes, please give details:

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Please provide a statement to support your application:

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SUPPORTING DOCUMENTATION

You will need to provide supporting documentation with your application. Documentary evidence is required for all sections.

For each type of evidence you are providing, please tick the box.

Purpose of the Grant

- E.g. Dental quote, textbook list.

Bank Transactions

- Current itemized bank transactions from ALL accounts for a minimum of 2 months.

Proof of Identity – choose ONE only and TICK

- Student ID Card.
 Driver's License.
 Passport.

Residential Status – choose ONE only and TICK

- Rental Agreement.
 Rent Receipts.
 Letter from Landlord.
 Other: _____

Proof of Income – choose ONE only and TICK

- Centrelink Statement.
 Payslips for at least 1 month.
 Scholarship Documentation.
 Other: _____

Proof of Expenses – choose ONE only and TICK

- Gas Bill.
 Electricity Bill.
 Telephone/Mobile Phone Bill.
 Other: _____

STUDENT DECLARATION

I sincerely declare that all information supplied in this application for a Grant is true. I am aware that it is an offence to make a declaration knowing it is false.

I agree to the Terms & Conditions of the Guild Grants Scheme.

Student Signature:

Date:

Name of witness:

Signed witness:

Address of witness:

All information remains the confidential property of the Guild Student Assist Office.

OFFICE USE ONLY

Case Number:

Enrolment checked

Supporting documents checked

Guild Executive Approval attached (if required)

Student Assist Officer name:

Signature:

Date of approval:
