



UWA STUDENT GUILD
The University of Western Australia
M300, 35 Stirling Highway | Crawley, WA 6009
(08) 6488 2295 | hello@guild.uwa.edu.au
facebook.com/UWASStudentGuild | [@UWASStudentGuild](https://twitter.com/UWASStudentGuild)

UWA Student Guild
Student Assist Department

Guild Grant Application Form

Updated April 2021

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

- 1) All applicants must meet the eligibility criteria.
- 2) The maximum amount for a Grant is \$400.
- 3) 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.
- 4) Grant payments will be made via bank transfer. Cash cannot be given unless there are exceptional circumstances and prior arrangement has been made.
- 5) 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.
- 6) 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.
- 7) 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.

- 8) 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

- 1) 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.
- 2) A Guild Grant must be directly or indirectly related to your studies, for unforeseen and unavoidable expenses.
- 3) 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).
- 4) The UWA Student Guild reserves the right to refuse any grant application on any basis.

Application Process

- 1) 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.
- 2) 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.
- 3) Where not approved, the reasons for the decision will be outlined.

Section 1: Your Details

Student Number

Surname

Given Name(s)

Address

Mobile Number

Home Number

Email

Enrolled

Yes

No

Guild Member

Yes

No

Enrolled Course

Driver's License/Passport Number

Enrolment Status

Full Time

Part Time

Anticipated Course Completion

Year

Semester



Section 2: Statement of Fortnightly Income & Expenditure

ACCOMMODATION	Cost per Fortnight
Rent (Your portion)	
Mortgage Repayments	
Council Rates	
Water Rates	
Strata Rates	
Home & Contents Insurance	
Maintenance and Repairs	
Other (Please Specify)	
TOTAL ACCOMMODATION	

PERSONAL	Cost per Fortnight
Clothing	
Beauty & Hair	
Sports	
Entertainment (movies, concerts, etc)	
Cultural Events	
Holidays	
Other (Please Specify)	
TOTAL PERSONAL	

EDUCATION	Cost per Fortnight
Fees	
SSAF	
Textbooks	
Printing & Stationery	
Other (Please Specify)	
TOTAL EDUCATION	

HEALTH EXPENSES	Cost per Fortnight
E.g. health insurance, ambulance cover, doctor, chemist, dentist, alternative therapies, mental health expenses.	
TOTAL HEALTH EXPENSES	

FOOD	Cost per Fortnight
Groceries	
Cigarettes	
Alcohol	
Dining Out and Takeaways	
Other (Please Specify)	
TOTAL FOOD	

HOUSEHOLD	Cost per Fortnight
Gas	
Electricity	
Water	
Home Phone	
Mobile Phone	
Internet	
Other (Please Specify)	
TOTAL HOUSEHOLD	

TRANSPORT	Cost per Fortnight
Vehicle Loan	
Vehicle Registration	
Vehicle Insurance	
Vehicle Maintenance	
Fuel	
Parking	
Public Transport	
Other (Please Specify)	
TOTAL TRANSPORT	

PETS	Cost per Fortnight
Food	
Medical	
Grooming	
Other (Please Specify)	
TOTAL PETS	

INCOME	Income per Fortnight
Wages & Salary	
Centrelink Benefits	
Scholarships	
Allowances	
Maintenance	
Board	
Cash Gifts	
TOTAL INCOME	

TOTAL FORTNIGHTLY EXPENDITURE	
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TOTAL FORTNIGHTLY INCOME	
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Section 3: Statement of Financial Position

FIXED ASSETS	VALUE
House/Property	
Home/Property Contents	
Motor Vehicle 1	
Motor Vehicle 2	
Plant/Equipment	
Other (Please Specify)	
TOTAL FIXED ASSETS	

FINANCIAL ASSETS	VALUE
Bank Account 1	
Bank Account 2	
Bank Account 3	
Savings	
Investments	
Other (Please Specify)	
TOTAL FINANCIAL ASSETS	

LIABILITIES	BALANCE	FORTNIGHTLY REPAYMENT
Centrelink		
Total of All Credit Cards		
Afterpay Balance		
Zip Pay Balance		
Total of All Store Cards (e.g. Myer)		
Fines		
Tax Debt		
Personal Loan		
High Interest Loans (e.g. Nimble, Wallet Wizard)		
Other Loans		
Hire Agreements		
Outstanding Bills (e.g. phone, internet, gas, electric, water)		
Any other Outstanding Bills		
Bond Assistance		
Other (Please Specify)		
TOTAL LIABILITIES		

TOTAL ASSETS	TOTAL FIXED ASSETS	
	TOTAL FINANCIAL ASSETS	
	TOTAL ASSETS	

TOTAL LIABILITIES	
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NET ASSETS	
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Section 4: 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 our application.

Have you applied for Financial Assistance elsewhere?

Yes

No

If yes, please give details.

Please provide a statement to support your application.



Section 5: 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: _____

Section 6: 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

Office Use Only

Case Number

- Enrolment Checked
- Supporting Documents Checked
- Guild Executive Approval (if required)

Student Assist Officer

Signature

Date of Approval

