



Guild Grants

Eligibility

Students must:

- Be a currently enrolled student at UWA.
- Be a current member of the UWA Student Guild (You'll need the Guild Presidents approval if you aren't a member).
- Show that you've exhausted all other options.
- Show that you're unable to make repayment of a Guild loan due to financial hardship.

Terms & Conditions

- A Guild Grant can only be granted to enrolled UWA students.
- A Guild Grant can only be granted for unforeseen and unavoidable expenses or in situations where the need to meet these expenses has severely impacted on the student's ability to meet basic living expenses.
- The Guild Grant Scheme is not aimed at providing ongoing financial support to students
- Students can apply for one grant per year up to a maximum of three grants (unless exceptional circumstances apply).
- Student that have retrospectively applied for more than three Guild Grants in the past will be required to meet with a Student Assist Officer for budgeting and other financial hardship options on at least two separate occasions before they are eligible to apply for a Guild Grant again.
- Students that have been approved for a grant – cannot apply for an emergency loan within a 6-month period without meeting with a Student Assist officer first to discuss how their circumstances have changed.
- The student can demonstrate severe financial hardship.
- All applicants must meet the eligibility criteria.

A Guild Grant cannot be distributed for:

- HECS or course fees;
- Non-essential items such as social / sporting costs;
- Holiday costs;
- On-going living costs.
- If a student presents to Student Assist in extreme financial need, a Guild Student Assist Officer can decide if an Emergency Loan can be granted on the spot to fill the financial gap while the Grant is being processed. This is decided on a case by case basis. When the Grant is approved the Emergency Loan will be offset by the funds provided from the Grant. If this occurs, the loan offset must be approved by a Director.
- Final decision making for requests will depend upon the amount of Grant requested:
- Up to two hundred dollars (\$250.00), an immediate decision will be made by the Guild Student Assist Officer;
- Amounts of two hundred and fifty-one dollars (\$251.00) require two (2) members of Guild Executive (one being the president), with a maximum cap of four hundred dollars (\$400.00).
- A student cannot be given cash unless there are exceptional circumstances.
- A Student Assist Officer can request that the bill / expenses for which the student seeks a Grant be paid directly by the Guild to the supplier or be paid by way of voucher.
- Confidentiality of student records will be maintained within the Guild in accordance with the Guild Privacy Policy.
- Each application will be assessed against the eligibility criteria and judged on its own merits. The value of any Grants will be determined after consideration of your application, the type of assistance being sought, the number of students seeking grants and the availability of funds/items.
- A Guild Grant can be made for many purposes including:
 - Emergency medical expenses such as prescriptions, glasses etc.;

- Essential textbooks or related study expenses;
- Unexpected child care costs; and
- Travel expenses to attend University.
- A Guild Grant cannot be made for payment of:
 - HECS or course fees;
 - Non essential items such as social / sporting costs;
 - Holiday costs;
 - On-going living costs

Application Process

- Once you have completed this application form and gathered all your supporting documentation together, please contact a Student Assist Officer at the Guild by emailing assist@guild.uwa.edu.au to book an appointment to lodge your paperwork. A list of the required documents can be found on page six. Please note you are required to supply documentary evidence for all of the sections.
- Decisions are based on the amount of the Grant:
 - Up to \$250: an immediate decision will be made by a student assist officer;
 - \$252 to \$400: two members of the Guild Executive will decide, including Guild President.
- Where not approved, you'll receive further correspondence outlining the reasons for the decision.



Guild Grant Application Form

Student Details

Student Number _____

Surname _____ Given Name/s _____

Address _____

Post Code _____

Telephone No _____

Email _____

Enrolled Yes No

Guild Member Yes No

Drivers License or Passport No _____

In what courses are you enrolled? _____

What is your study load? Full time Part time

Anticipated completion of course? Year _____ Semester 1 2

Income and Expenditure Form - FORTNIGHTLY

PERSONAL		GROCERIES		DEBT	
Clothing		Food/Groceries			Balance
Sports & Recreation		Cigarettes		Centrelink	Fortnightly Repayment
Entertainment		Alcohol		Credit Card 1	
Lotto		Takeaways		Credit Card 2	
Magazines/Papers		Other		Store Card i.e. Myer	
Birthdays		GROCERIES		Fines	
Cultural Events		HEALTH		Tax Debt	
Holidays		Health Insurance		Personal Loan	
Haircuts		Doctor		Hire Goods	
Union Fees		Chemist		Foxtel	
Pets		Dentist		Mobile Phone	
Other _____		Ambulance Cover		Internet	
PERSONAL TOTAL		Alternative Therapy		Lay-bys	
		Mental Health Exp		Bond Assistance	
		Other		UWA Loan	
ACCOMODATION		HEALTH TOTAL		Outstanding Power	
Rent (your portion)				Outstanding Phone	
Mortgage Payments		TRANSPORT		Outstanding Gas	
Council Rates		Car Loan		Other _____	
Water Rates		Car Registration		Other _____	
Strata Fees		Car Insurance		Other _____	
House Insurance		Petrol		TOTAL DEBT	
Contents Insurance		Car Maintenance			
Other _____		Parking			
ACC. TOTAL		Public Transport			
		Other _____		TOTAL EXPENDITURE	
HOUSEHOLD		TRANSPORT		Personal	
Gas				Accommodation	
Electricity		EDUCATION		Household	
Water		Fees		Groceries	
Home Phone		SSAF		Health	
Mobile Phone		Textbooks		Transport	
Internet		Printing/Stationary		Education	
Foxtel		Childcare		Debt - Repayments	
Other _____		Other		TOTAL EXPENDITURE	
HOUSEHOLD TOTAL		EDUCATION			

INCOME		ASSETS			
Wages		Home/Property		SURPLUS/DEFICIT INCOME	
Wages - Partner		Home Contents		INCOME	
Centrelink Payments		Motor Vehicle 1		LESS	
Scholarship		Motor Vehicle 2		EXPENDITURE	
Allowance		Investments		BALANCE	
Maintenance		Other			
Board		ASSETS TOTAL			
Other _____					
INCOME TOTAL					
LIQUID ASSETS					
Bank Balance					
Savings					
TOTAL MONEY					

Statement Date: _____

Grant Application Details

What amount of financial assistance are you requesting? \$ _____

For what purpose do you require the Grant (documentation for the purpose of the Grant is to be provided)?

Have you applied for financial assistance from any other source? Yes No

If yes, please give details:

You may provide here a statement to support your application:

Declaration

I do sincerely declare that all information supplied by me in this application for a Grant is true and correct in every particular.

I agree to the terms and conditions of the Guild Grants Scheme.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

Signature of student: _____ Date: _____

Signature of witness: _____ Date: _____

Name of witness: _____

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

Supporting Documentation

You will need to provide supporting documentation with your application - bank statements, proof of identity, residential status and documentation for the purpose of the Grant. Proof of income and proof of expenses for the income & expenditure statement must be established prior to the application being reviewed.

Purpose of the grant

E.g. dental quote, Student Connect Textbook list.

Bank Statement

Current itemised bank statement from ALL BANK ACCOUNTS for a minimum of 2 months.

Proof of Identity – choose ONE ONLY and TICK

- Student Card
- Drivers 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
- Pay slips for at least one month
- Scholarship documentation
- Other _____

Proof of Expenses - - choose ONE ONLY and TICK

- Gas Bill
- Electricity Bill
- Telephone/Mobile Bill
- Other _____

UWA Student Guild (Office Use Only)

Case Number _____

Guild Member Checked _____

Enrolment Checked _____

Supporting documents checked