



Academic Session	
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Total Award £	
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Initials Date

Before completing this application form, please read the Guidance Notes at the back of this booklet.

Student ID number	
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Family Name (in block capitals)

First Name

Title (Mr / Ms / Mrs / Miss)

Nationality

Date of birth (day/month/year)

Fee status ☐ UK ☐ EU ☐ Overseas

Contact address

Postcode

Telephone number

Email address

Part 2: PhD Programme details

Degree programme title	<input type="text"/>		
Department	<input type="text"/>		
Tutor/Supervisor	<input type="text"/>		
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>		
Start date of programme (day/month/year)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year of programme	<input type="text"/>		
Is this your final year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Expected date of submission	<input type="text"/>		

Part 3: Your living arrangements

Do you live:

<input type="checkbox"/> Alone?	<input type="checkbox"/> in a hall of residence?
<input type="checkbox"/> with your partner or spouse?	<input type="checkbox"/> with your parents or guardian?
<input type="checkbox"/> in shared accommodation?	

How many other adults live at this address?

Do you share all household expenses? ☐ Yes ☐ No

Do you have any children who are financially dependent on you? ☐ Yes ☐ No

Please give details of dependent children
(continue in a separate document if necessary)

Full name	Date of birth	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have any adults who are financially dependent on you? ☐ Yes ☐ No

Please give details of any dependent adults
(continue in a separate document if necessary)

Full name	Date of birth	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 4: Disability/Special medical needs

Do you have a disability or chronic medical condition?

☐ Yes

☐ No

Are you in receipt of Disabled Students' Allowance (DSA)?

☐ Yes

☐ No

Do you wish to apply for any financial assistance towards any special equipment/
material not covered by DSA or for assistance towards the cost of a diagnostic test?
(dyslexic students)

☐ Yes

☐ No

Please give details, including the date of first diagnosis and a copy of your inclusion
plan (continue in a separate document if necessary)

Part 5: Expected Income for the academic session of your final year

Income	Total amount you have secured from each source at beginning of the academic year £	EXPECTED – Total amount until submission Enter number of months until submission <input type="text"/> £
1 Disabled Students' Allowance	<input type="text"/>	<input type="text"/>
2 Doctoral Loan	<input type="text"/>	<input type="text"/>
3 LSE Scholarship	<input type="text"/>	<input type="text"/>
4 Parent/family contribution towards fees	<input type="text"/>	<input type="text"/>
5 Parent/family contribution towards living costs	<input type="text"/>	<input type="text"/>
6 Sponsor contribution towards fees	<input type="text"/>	<input type="text"/>
7 Sponsor contribution towards living costs	<input type="text"/>	<input type="text"/>
8 Earnings from employment	<input type="text"/>	<input type="text"/>
9 Savings (amount available) Please do not leave blank	<input type="text"/>	<input type="text"/>
10 Child maintenance	<input type="text"/>	<input type="text"/>
11 Child Tax Credit	<input type="text"/>	<input type="text"/>
12 Child Benefit	<input type="text"/>	<input type="text"/>
13 Working Tax Credit	<input type="text"/>	<input type="text"/>
14 Housing Benefit/Local Housing Allowance/Council Tax Benefit	<input type="text"/>	<input type="text"/>
15 Income Support	<input type="text"/>	<input type="text"/>
16 Jobseeker's Allowance	<input type="text"/>	<input type="text"/>
17 Partner's contribution (if relevant)	<input type="text"/>	<input type="text"/>
18 Other income (please give details)	<input type="text"/>	<input type="text"/>
TOTAL	Total SECURED FUNDING <input type="text"/>	Total EXPECTED <input type="text"/>
Overdraft facility (at 1st October of this year)	<input type="text"/>	Total Income (secured and expected) + overdraft facility <input type="text"/>

Part 6: Expenditure for the final academic session

/

Please state your essential monthly expenditure. Expenditure not considered essential will be discounted eg, internet charges, gym membership

MONTHLY EXPENDITURE**£**

- | | | |
|----|----------------------------------------|----------------------|
| 1 | Food | <input type="text"/> |
| 2 | Household essentials | <input type="text"/> |
| 3 | Laundry | <input type="text"/> |
| 4 | Gas | <input type="text"/> |
| 5 | Electricity | <input type="text"/> |
| 6 | Water | <input type="text"/> |
| 7 | Telephone | <input type="text"/> |
| 8 | TV licence | <input type="text"/> |
| 9 | Council Tax | <input type="text"/> |
| 10 | Clothing | <input type="text"/> |
| 11 | Entertainment | <input type="text"/> |
| 12 | Contents insurance | <input type="text"/> |
| 13 | Accommodation
(please give details) | <input type="text"/> |

For any bills paid quarterly please give figures for one month only

Please state whether your accommodation costs include meals (eg, catered halls) or any bills

- | | | |
|----|-------------------------------------------------------------------------------------------|----------------------|
| | | <input type="text"/> |
| 14 | Childcare costs | <input type="text"/> |
| 15 | Travel costs
(daily travel during term time) | <input type="text"/> |
| | | <input type="text"/> |
| 16 | Private vehicle costs | <input type="text"/> |
| 17 | Books/course costs,
including photocopying | <input type="text"/> |
| 18 | Disability costs (not covered by
Disabled Students' Allowance, please
give details) | <input type="text"/> |

- | | | |
|----|--------------------------------------------------------|----------------------|
| 19 | Special financial commitments
(please give details) | <input type="text"/> |
|----|--------------------------------------------------------|----------------------|

Special financial commitments can include any payments you are obliged to make e.g. prescriptions, credit card repayments (you should include only the minimum monthly payment)

- | | | |
|----|-------------------------------------------------------------|----------------------|
| 20 | Insurance (excluding car/contents)
(please give details) | <input type="text"/> |
|----|-------------------------------------------------------------|----------------------|

Total per month**ADDITIONAL EXPENDITURE**

- | | | |
|-----------------|-------------|----------------------|
| 1. Travel costs | Spent | <input type="text"/> |
| | Anticipated | <input type="text"/> |
| 2. Tuition fees | | <input type="text"/> |

Travel costs refers to travel between your student accommodation and your permanent home at the end of your programme

Part 7: Further information

(1) When are you expected to submit your thesis?

(2) How did you fund previous years of your PhD?

(3) How will any funding given be used?

(4) What steps have you taken to secure funding for your final year?

(5) Please add any other information which you think might be relevant. (Continue in a separate document if necessary).

Part 8: Supporting documentation checklist

Please refer to Guidance Notes, Part 5

- ☐ Letter of support from supervisor including date of submission
- ☐ Evidence of benefits/tax credits claimed or received, including Child Benefit
- ☐ The last bank/building society statement for all accounts you hold. For any credit/debit over £100, please note beside it what this was for. A printout of an online statement is acceptable showing 1 full month of transactions
- ☐ Evidence of rent/mortgage. If you are living with parents/relatives, please provide a letter from them confirming your rent
- ☐ Evidence of application for a Doctoral Loan/Career Development Loan/Professional Studies Loan if eligible
- ☐ Any other relevant supporting documentation
Please give details

Part 9: Declaration

I declare that the information that I have given in this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the School. I further undertake to repay any grants obtained by me as a result.

Your name (CAPITALS)

Your Signature

Date
day month year

In-Course Financial Support

Guidance Notes

1: Confidentiality

All information submitted to us is treated with the strictest confidence. The data we request from you is covered by the notification provided by the School under the Data Protection Act (2018). The data will not be passed to any other party without your consent, except when the School is required to do so by law.

2: Eligibility

Registered PhD students in their final writing up stages can apply for financial support from LSE. This is particularly relevant if you have been funded for only the first three years of your PhD and are now close to finishing but cannot quite reach the point of submission due to financial difficulties. The purpose of this scheme is to enable you to submit within the normal maximum period of registration.

The awards offered under this scheme vary in size and depend on each applicant's situation, savings and other income. Income from any part time employment or teaching will be expected and taken into account.

If you are in receipt of a scholarship, you will only be assessed for the period after your scholarship ends. We cannot consider applications from anyone already funded for their 4th year.

Please note that if you submit your thesis early, before the end date of your scholarship or final year funding, you will not be entitled to any subsequent cheques.

MRes or MPhil level students, or PhD students who have knowingly registered under-funded at the start of their research programme and as a result have accumulated debts (including for fees) cannot be considered for this funding.

Please note that students who have already submitted their thesis and are awaiting their viva are not eligible.

The Students' Union Advice and Support Service, offer advice and administer a number of hardship funds, including assisting with childcare costs.

Their contact details are:

Telephone: **0207 955 7158**

Email: **su.advice@lse.ac.uk**

Website: **www.lsesu.com/advice**

3: How to apply

This funding is assessed using this LSE PhD Final Year Fund form

Awards are made throughout the academic session; there is no fixed deadline to apply. You can apply before the year begins or at any point in the year. It is not an annual scheme.

Your academic supervisor(s) will be asked to support you application and to confirm your expected date of submission and your agreed work plan to submission.

The Final Year of your studies, will depend on the length of your programme (MRes or MPhil start and department) and whether you are on target to submit on time. If you are not for reasons that are unexpected (health issues for example) then you can apply for in-course funding in any event. If you have taken time out to do a placement etc. then we will expect you to have factored that into your funding, but you are still eligible for the final year funding.

We do expect you to have secured some funding /savings for your final year.

The funding will not cover everything. It should line up with you not paying fees, and it is intended to support part of your living costs, on the assumption that you are able to do paid work also. It may be that you want to reduce work hours and so the fund will supplement the work you can do. The average award is about £6,000. The fund is pro rata'd for the length of time between your application and the planned submission date of less than one year.

For all in-course funding we have capped levels of expenditure we are prepared to cover – most students are within these. We do not cap accommodation as we will be able to see from the detail you provide what your rent is. The other caps are based on Government Guidelines from their funding schemes.

Everyone is different, so please talk to us about this, rather than other students who may get a different result because their financial situation is different.

We are not aware of any other university offering this. The ESRC and other Research Councils do not expect universities to provide funding after their award ends and they suggest that everyone should complete within the funded period if at all possible.

Once you have submitted the completed application form with any relevant supporting documentation you should expect to receive a decision within ten working days.

4: Completing The Form

Please answer all relevant questions on the application form by printing clearly in ink or by ticking the appropriate boxes.

If you have any problems completing the application form, please attend a PhD Drop In Session. Information about these sessions can be found on the following web page:

<https://info.lse.ac.uk/current-students/financial-support/drop-in-sessions> and

<https://info.lse.ac.uk/current-students/phd-academy/phd-journey/support-and-wellbeing>

You should try to ensure that you have made a start on your application form before attending a drop in session.

Part 1: Personal information

It is important that you complete this information accurately. In particular, please ensure you provide an up to date correspondence address since this is the address that our response will be sent to.

If we need to contact you about your application whilst it is being processed, we will email you. We will use your LSE email account, unless you specify otherwise.

Part 2: Programme details

Please provide details of your current LSE studies. We will cross check this information with your central School record.

Part 3: Your living arrangements

Please provide details of your current living arrangements. If you have dependants, please give details. We are able to factor the costs of supporting dependent children up to the age of 18 (where they remain in fulltime education).

Part 4: Disability/Special medical needs

You should follow up with the Disability and Wellbeing Service about any funds which might be available to you before requesting support for your disability/special medical needs on this form. <https://info.lse.ac.uk/current-students/student-services/disability-and-wellbeing-service>

Part 5: Income

On this page, you need to include all sources of income available to you for the current academic year. It is vital that you complete this section as accurately as possible.

There are two columns for your income information. The first column 'Total amount secured from each source at the beginning of your final year' requires you to state how much money you secured from each of your sources of finance.

The second column requires you to state how much additional funds you expect to receive before the end of your final year. It will be necessary to return estimates in this column

You should total your secured income and expected income, plus any overdraft facility available to you, to give a total income for the final year.

If you have a partner who is living with you and contributing to your share of living expenses, please indicate their contribution as part of your income.

You must include amount of savings you have access to.

Part 6: Expenditure

On this page, you need to include all your expenditure for the academic year, this can be based on estimates from a previous year.

If your partner is giving you a contribution to your studies, please do not include their expenditure. You can include dependent children up to the age of 18, as long as they are in full time education.

Where you are living in any other form of shared accommodation, you should include only your personal contribution towards household bills.

Part 7: Further information

This section is an opportunity for you to provide the information on when you are due to submit, how you will use any funding provided and to provide information on other sources you have looked in to for support during your writing up. If you have not had a scholarship for study, please explain how you have funded the previous years of study. If you prefer you may answer the questions on a separate document. You are advised to explain any unusual or exceptional costs appearing under your expenditure. If you are not undertaking any part time work, you should also explain why (eg, a disability).

Part 8: Supporting documentation checklist

This section is intended to ensure you have submitted all relevant supporting documentation with your application. Applications submitted without all the necessary supporting documentation take longer to process.

Supporting documentation

Supporting documentation is required in all cases. The documentation required will vary depending on the circumstances of your case.

Photocopies of supporting documentation are acceptable. Do not submit originals if you need them as they are not routinely returned.

You may be contacted separately and asked to supply relevant original documents.

ALL students must submit:

- The most recent bank statement you have available. Online statements are acceptable, but not mini statements or a statement of balance. For any credit/debit over £100, please note what this was for.
- Evidence of rent/mortgage (eg, copy of a tenancy agreement). If you are living with parents or relatives, please provide a letter from them confirming how much rent, if any, that you are paying.
- Evidence of any loans, if eligible.
- Evidence of any UK benefits or tax credits, including Child Benefit, if applicable.

Part 9: Declaration

You need to sign and date your form to confirm that the information you have given is true and accurate.

5: Outcome and notification

You should expect a decision to be made on your application within 10 working days. If your application is not complete, or further information or documents are needed, you will be contacted by email within 5 working days. This may extend the time taken to make a decision on your application.

We will write and email you with the outcome of your application. If you are made an award, we will provide full details on how you will receive it.

If your application is declined, the reason or reasons will be provided.

6: Contact details

Financial Support Office

Houghton Street

London

WC2A 2AE

Website: [**www.lse.ac.uk/financialSupport**](http://www.lse.ac.uk/financialSupport)

Telephone: 020 7955 6609