

Guidance for Applying to the Graduation Gown Support Fund

What is the Graduation Gown Support Fund (GGSF)?

The GGSF is a fund designed to cover the graduation cap and gown hire costs for students unable to afford them.

The fund is administered by the LSESU Advice Service and successful applicants will be able to order their cap and gown free of charge. Please note, successful applicants will **not** receive the money as this will go to Ede and Ravenscroft (the cap and gown supplier) directly.

Who is eligible for the GGSF?

All students scheduled to graduate in the next upcoming graduation ceremony are eligible to apply for the GGSF.

In order for an application to be successful, applicants will need to demonstrate that they are currently unable to afford the cap and gown hire costs.

How can I apply?

You can apply by completing an application form and submitting this, along with the required evidence, to LSESU Advice Service via email (su.advice@lse.ac.uk). If you would prefer to submit your application in person then you can do so via the 3rd floor reception in the Saw Swee Hock Building. Ideally you should put your documents in an envelope and label it "Confidential – for the attention of the Advice Service". Please don't leave your documentation at reception if there is nobody there to take it from you.

What should I include in the application form?

The form has been designed to request minimal information however we do need to know why you will be unable to afford to cover the cost of your cap and gown yourself. You may find it helpful to consider the following:

- If you currently have sufficient funds in your bank account, why can these not be used to cover your cap and gown?
- What is your usual income source (e.g. student loan, part time work etc.)?
- Are you expecting any additional income before the end of the academic year (e.g. payment from part time work or contributions from friends/family)? If yes, why is this not sufficient to cover your cap and gown?

If you have any questions on the form please contact the [Advice Service](#).

What evidence is required?

You will need to provide one month's worth of recent bank statements for all accounts (including overseas accounts). You may also require evidence in relation to your supporting statement – for example, if you have money in your bank account that can't be used for your cap and gown due to upcoming expenses, it would be helpful to evidence these expenses. We advise you to include photocopies of your evidence (rather than originals) as we can't guarantee that advisers will be able to return any documents to you.

How are applications processed?

Your application will be read by one of our Advisers, who will make an initial decision. This will then be checked by either the Advice Manager or Head of Student Voice (in order to ensure consistency). The names and student ID numbers of successful applicants will be sent to the School, who will communicate this list with Ede and Ravenscroft.

The application process will not require a face to face meeting however there may be occasions when an adviser needs to contact an applicant for further information (or to seek clarification on an aspect of their form).

When is the deadline to apply?

The application dates will appear on the [LSESU GGSF page](#) once confirmed.

It is advisable to submit your application as soon as possible as applying towards the deadline gives less time for our advisers to request any additional information that might be needed.

When should I order my cap and gown?

You should only order your cap and gown when you have received confirmation that your application has been successful. You will also receive specific instructions outlining how to book.

Students who book their cap and gown before applying (or receiving a decision) will not receive a refund.

When will I find out if I have been successful?

We will endeavour to respond as quickly as possible. At the very latest, you should receive a decision within a week of the application deadline.

What happens if I am unsuccessful?

Unsuccessful applicants are welcome to submit an updated application should their situation change (or if there is information/evidence they left out) provided this is still within the deadline. Depending on demand, the Advice Service may need to impose a limit on the number of re-applications however this will be communicated in due course.

If you wish to appeal the Advice Service's decision then you can email the LSESU CEO, James Hann (J.Hann@lse.ac.uk), outlining your reasons for doing so.

Who will see my application?

Your application will be treated confidentially by the LSESU Advice Service. If your application is successful, we will share your name and student ID with the School.