

## FALMOUTH TRAVEL BURSARY 2016/17 AWARD INFORMATION

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The Falmouth Travel Bursary is open to UK & EU undergraduate students who meet the eligibility criteria (see below). It is aimed at supporting students who are looking to undertake a self-organised, study-related trip in order to inform and support their academic studies here at Falmouth. Travel Bursaries cannot help with the cost of course-organised or mandatory trips, and can only be considered for trips being taken within the UK, EU, EEA or Switzerland (member countries and states as detailed on the Government website: [gov.uk/eu-eea](http://gov.uk/eu-eea)).

### Eligibility

You are eligible to apply if you:

- are a UK or EU, full-fee paying student (ie. paying £9,000 tuition fees);  
**and**
- are currently enrolled on and attending a Falmouth University undergraduate course  
**and**
- meet at least one of the following criteria:
  - ✓ Have an assessed household income of under £42,875 (as per your Student Finance assessment)
  - ✓ Are in receipt of Disabled Student Allowance (DSA)
  - ✓ Are in receipt of a Care Leavers Bursary
  - ✓ Have been assessed by the Student Loans Company as an independent student
  - ✓ Have one or more dependents (child or adult)

### What does the Bursary cover?

The bursary can be used to help cover the costs of a single study-related trip which you are organising yourself and plan to undertake in addition to your course requirements. The fund isn't able to support multiple trips or those which are part of your course, and won't cover anything relating to work placements or internships. The Falmouth Placement Bursary, however, may be able to help in these situations. For information and an application form, either contact the Student Funding Team or visit the webpages at:

[www.falmouth.ac.uk/student-funding/undergraduate/placement-travel-bursaries](http://www.falmouth.ac.uk/student-funding/undergraduate/placement-travel-bursaries).

A Travel Bursary may be able to contribute towards the cost of travel, accommodation and possibly gallery/exhibition entrance costs for a single trip, but cannot pay for courses, workshops, etc.

### How do I apply?

You need to complete a Falmouth Travel Bursary Application Form, which asks you to demonstrate your eligibility and provide information about your proposed trip and detail the costs relating to it. You need to provide evidence of these costs such as print outs from webpages, but please note that it is not sufficient to just write web addresses or links on your application form. You also need to get an Academic Reference from your Tutor or Course Leader to support your proposal and the dates you are intending to be away. You should provide your tutor or course leader with a copy of your application in order for them to have a full understanding of your plans before completing your supporting statement.

**When can I apply?**

You can apply at any time during the academic year, but applications **MUST** be received by the Student Funding Team no later than **2 weeks** prior to your planned date of departure. **NO** retrospective applications will be considered.

**NB: Level 3 Students** – applications must be submitted by Friday 7<sup>th</sup> April 2017.

**When will I know the outcome of my application?**

Applications take 2 – 3 weeks to be considered and decisions will be communicated as soon as possible. If you are relying on a bursary to undertake your trip, you will need to ensure that your application is submitted with plenty of time for it to be assessed and a decision communicated to you.

Please note that payment of the bursary may take a further 2 – 3 weeks to be processed, following a decision being made.

**Am I likely to be awarded a bursary if I apply?**

Funds are limited, and a range of factors will be taken into account when assessing your application, such as the support of your tutor in the reference provided, the description you provide of the proposed study trip and its intended outcomes, the impact upon your studies, as well as the sum of money for which you have applied, and your personal and financial circumstances. We will aim to target the funds at those students who are least likely to be able to cover the costs of the study trip without this type of assistance. If you have already received a travel bursary, you are less likely to receive a further award as priority will be given to other applicants who have not previously received support.

**Will I receive the full sum of money that I have applied for?**

We ask you to specify the amount you feel you will need to receive in order to undertake your proposed study trip, and if/how you intend to contribute to the cost of the trip yourself. The travel bursary fund is limited and awards will be made depending on a number of factors, including how many applications are being considered at any one time. Awards are relatively small and are unlikely to exceed £250.

**How will I receive my funds, if successful?**

We will pay the award by cheque to the applicant. It may take a total of 4-6 weeks from the time your application is received for your cheque to then clear with your bank.

**What are my commitments in accepting a Falmouth Travel Bursary?**

In accepting a Falmouth Travel Bursary, you are agreeing to undertake the study trip as described on your bursary application form, on the dates you have provided. Any changes to the details of your trip must be informed to the Student Funding Team as soon as possible.

You also agree to the Student Funding Team contacting you following the date(s) of your trip to request feedback and any evidence that may be required. In applying for an award, you also agree to the University using your information relating to you receiving the award for promotional and PR purposes. The Brand Communication Team may contact you about this following your trip.

**What if I change my mind about the details of my study trip?**

If you have secured an award and then change the nature of your study trip, you need to let us know as funds are provided only for use towards the study trip as outlined in your bursary application. Any changes should be notified to the Student Funding Team immediately with agreement given prior to any new trip/itinerary being undertaken. If you find, after securing funds, that an alternative study trip would be more useful to you, you must submit a new application, outlining the details of the alternative trip. The new application will be assessed separately, in the same way.