

**APPLICATION FORM**

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**Your Details**

Full name: ..... Student ID no: .....

Contact address: .....  
.....  
..... Post code: .....

Home tel: ..... Mobile tel: .....

Email Address: .....

Course title: ..... Year of study: .....

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**Eligibility**

Please tick to confirm that you are:

UK student	<input type="checkbox"/>
EU student	<input type="checkbox"/>
Paying tuition fees of £9,000	<input type="checkbox"/>

And to show which eligibility criteria you meet:

In receipt of Maintenance Grant	<input type="checkbox"/>
In receipt of Disabled Student Allowance (DSA)*	<input type="checkbox"/>
In receipt of Care Leavers Bursary	<input type="checkbox"/>
Assessed as an Independent Student*	<input type="checkbox"/>
Have one or more dependents*	<input type="checkbox"/>

\*If you have ticked one of these boxes, please provide appropriate evidence that you meet this eligibility criteria and attach it to your application.

**Details of Your Proposed Study Trip**

NB: This bursary can only be awarded to support self-organised study trips undertaken within the UK.

Destination town/city: .....

Name of event/show: .....

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Proposed dates & duration of trip: .....

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Please outline the nature of the proposed trip, including itinerary where relevant, and places you intend to visit:

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Please outline the intended outcomes of the proposed study trip, making reference where necessary to your programme of study and present work interests.

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Attach additional sheets if necessary

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**Costs**

Please provide detailed information and a breakdown of the costs relating to your study trip:

Travel: .....  
.....  
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Total Travel costs: £ .....

Accommodation: .....  
.....  
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Total Accommodation costs: £.....

Other: .....  
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Total Other costs: £.....

Estimated total cost: £ .....

Details of any costs which you are self-funding and therefore not requesting help towards:

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.....

Total requested from Travel Bursary Fund: £.....

***Please attach evidence of your costs and demonstrate that they are economical options.  
Web addresses are not sufficient; but print outs from online searches/bookings are acceptable.***

**Your Financial Circumstances**

Please tell us about your current funding arrangements. Do you receive a:

- Maintenance Loan?                      Yes / No                      Amount for year: £.....
- Maintenance Grant?                      Yes / No                      Amount for year: £.....
- University Bursary?                      Yes / No                      Amount for year: £.....
- Other scholarships/awards?              Yes / No                      Amount for year: £.....

*If 'Other' please specify:* .....

Have you received any support from Falmouth University's Hardship Fund this academic year?                      Yes / No

Do you have any siblings currently studying at University?                      Yes / No

Do you have any dependants?                      Yes / No

*If 'Yes', please detail:* .....

**Student Declaration**

In applying for a Falmouth Travel Bursary, I understand and accept the following conditions:

- I undertake to use the funds only as described in my application.
- I understand that if I become unable to undertake the trip as described in my application, I must contact the Student Funding Team as soon as possible to discuss this.
- If I use the bursary to fund anything other than the study trip as outlined in this application, I will be required to re-pay the bursary.
- I agree to information about my study trip and receipt of any bursary awarded to me, to be used by the Falmouth University Student Funding and Brand Communications teams, for marketing and promotional purposes.
- I am happy for the Student Funding Team to contact me following my trip and to provide feedback if requested.

Student name (in capitals): .....

Signed: .....

Date: .....

Return your completed application including evidence of costs and supporting academic statement to:

The Student Funding Team  
 Kerris Vean, Falmouth Campus, Woodlane, Falmouth, TR11 4RH  
 Tel: 01326 213744 / 255159      Email: [studentfunding@falmouth.ac.uk](mailto:studentfunding@falmouth.ac.uk)

ENSURE YOU SUBMIT YOUR APPLICATION AT LEAST **2 WEEKS** PRIOR TO YOUR DATE OF DEPARTURE  
**RETROSPECTIVE APPLICATIONS WILL NOT BE CONSIDERED.**

## FALMOUTH TRAVEL BURSARY 2016-17

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### Information for Tutors & Course Leaders Providing a Supporting Academic Statement

In providing a Supporting Academic Statement, you are asked to comment on the suitability of the proposed study trip in contributing toward the student's work and/or study aims. We would like you to confirm that its intended outcomes relate to the area in which the student is currently working, and that it will be beneficial to their studies.

As part of their application, the student will have provided brief details relating to their personal and financial circumstances. To help us consider and prioritise applicants' need for support from bursary funds, you are asked to add anything else that you feel will help demonstrate their need for financial assistance in order to undertake the proposed study trip.

We would like you to indicate whether you have confidence in the student to undertake the study trip as described, and to use the funds only for the purpose for which they are intended. In addition, please indicate your approval (or not) of the dates that have been proposed.

Please use the Supporting Statement Sheet attached and ensure that it is either passed back to the student to attach to their application, or submitted directly to the Student Funding Team at least 2 weeks prior to the student's planned departure date. Applications and supporting statements should be submitted to:

The Student Funding Team  
Kerris Vean  
Woodlane  
Falmouth  
TR11 4RH  
Tel: 01326 213744 / 255159  
Email: [studentfunding@falmouth.ac.uk](mailto:studentfunding@falmouth.ac.uk)

## FALMOUTH TRAVEL BURSARY 2016-17 SUPPORTING ACADEMIC STATEMENT

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To the Referee: You should complete this supporting statement having considered the attached travel proposal. We will be looking for evidence of the following:

- The suitability of the study trip, considering the student's work and study aims
- Your confidence that the student will use the funds responsibly to undertake the trip as described in the application
- Your approval for the trip to be undertaken on the dates specified

<b>Student Name:</b>			
<b>Referee Name:</b>			
<b>Position:</b>			
<b>Signed:</b>		<b>Date:</b>	