application form

Falmouth Travel Bursary

2017-18

**Your Details**

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

Contact address:

Post code:

Home tel: Mobile tel:

Email Address: ***Please note that we will use your University email address to communicate with you about your application.***

Course title: Year of study:

**­­­­­­­­­­­­­­­­­­­­­­­­­­Please ensure you read the Falmouth Travel Bursary 2017/18 Information before**

**completing your application.**

**Eligibility**

Please tick to confirm that you are:

|  |  |
| --- | --- |
| UK or EU student |  |
| Paying tuition fees this year of £9,250 |  |

And to show which eligibility criteria you meet:

|  |  |
| --- | --- |
| Assessed (by SLC) as having a household income of under £42,875 |  |
| In receipt of Disabled Student Allowance (DSA)\* |  |
| In receipt of Care Leavers Bursary |  |
| Assessed (by SLC) as an Independent Student\* |  |
| Have one or more dependents\* |  |

\*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, EU, EEA or Switzerland\*.

*\*Please check award information.*

Destination town/city:

Purpose of trip:

Proposed dates & duration of trip:

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

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

*Attach additional sheets if necessary*

**Costs**

**Please provide detailed information and a breakdown of the costs relating to your study trip, in the table below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSE** | **DETAILS** | **£** | **EVIDENCE ATTACHED \*** |
| Travel | Subtotal: | £ |  |
| Accommodation | Subtotal: | £ |  |
| Other | Subtotal: | £ |  |
|  | **Total Costs:** | **£** |  |
| Costs you are self-funding | Subtotal: | £ |  |
|  | **Total Requested from the Travel Bursary Fund:** | **£** |  |

***NB: Please tick box to confirm that you have attached evidence of your costs and demonstrated that they are economical options. Web addresses are not sufficient; but print outs from online searches/bookings are acceptable.***

**Your Financial Circumstances**

Please answer the following:

Have you received any support from Falmouth University’s Yes / No

Hardship Fund this academic year?

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

Do you have any dependants? Yes / No

*If ‘Yes’, please detail:*

Is there anything else about your current financial circumstances that you would like to

tell us about, in order to support your application:

…………………………………………………………………………………………………………………………………………...

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**Health & Safety Consideration**

Before we can consider a travel bursary application, we need to see that the proposed trip has been given appropriate health & safety consideration. As such, it is expected that all applicants will complete form GFT15 with the Health & Safety Co-ordinator for their academic department, prior to submitting a bursary application. To indicate that this has been done, please note here the name of your academic department’s H & S Co-ordinator, and the date your risk assessment was completed:

Departmental H & S Co-ordinator: ……………………………………………………………………………….................

Date form GTF15 completed: ……………………………………………………………………………………………………….

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**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 comply with any health & safety measures required and as advised.
* If travelling abroad, I have checked and will adhere to all and any advice provided by the Foreign Office in relation to travelling to my country of destination.
* I agree to information about my study trip and receipt of any bursary awarded to me, to be used by the Falmouth University, for marketing and promotional purposes.
* I agree to provide feedback about my trip to the Student Funding Team, on request.

Student name (in capitals):

Signed: ………………………………………………………………………………… Date: …………………………………………

Falmouth travel bursary 2017-18

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

In providing a Supporting Academic Statement, you are asked to comment on the suitability and value 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.

Finally, we must ensure that all students and trips that receive financial support are undertaken only once appropriate health & safety considerations have been made. If the applicant has not already contacted your academic department’s Health & Safety Co-ordinator, please refer them to this person. The student must complete form GTF15 (found on the staff sharepoint site) and provide the name and date of their contact with the H & S Co-ordinator, as part of their application. We will need to see that this has done before processing any bursary they may be awarded.

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 3 weeks prior to the student’s planned departure date. Please note that hard copy statements should contain your personal signature. We can only accept a statement without this if it is emailed directly to us, from your University email account. Applications and supporting statements should be submitted to:

The Student Funding Team

The Hub

Woodlane

Falmouth

TR11 4RH

Tel: 01326 213744 / 255159

Email: [studentfunding@falmouth.ac.uk](mailto:studentfunding@falmouth.ac.uk)

Falmouth travel bursary 2017-18 SUPPORTING ACADEMIC STATEMENT

Please note: You should complete this supporting statement only after considering the attached travel bursary application. We will be looking for evidence of the following:

* The suitability and value 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | | |
|  | | | |
| **Referee Name:** |  | | |
| **Position:** |  | | |
| **Signed\*:** |  | **Date:** |  |

***\*Please ensure this is a hard copy, personal signature unless you are submitting this page directly to*** [***studentfunding@falmouth.ac.uk***](mailto:studentfunding@falmouth.ac.uk) ***from your University staff email account.***