

FALMOUTH TRAVEL BURSARY 2017/18 INFORMATION

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).

Eligibility

To be eligible to apply for a Falmouth Travel Bursary, students must be

- ✓ either UK or EU domiciled
- ✓ an undergraduate student
- ✓ attending a full fee course on either the Penryn or Falmouth campus

The following students are **not** eligible to apply:

- ✗ International students (ie paying international fee rates)
- ✗ Intermitting students
- ✗ Students studying a franchised course such as ACM; DIME; Falmouth Flexible; etc.

Additionally, all applicants must meet at least one of the following criteria:

- ✓ Assessed by Student Finance as having a household income of under £42,875
- ✓ Be in receipt of Disabled Student Allowance (DSA)
- ✓ Be in receipt of a Care Leavers Bursary
- ✓ Assessed by Student Finance as an independent student
- ✓ Be in receipt of either Childcare Grant (CCG) or Adult Dependents Grant (ADG) from Student Finance

NB: All applicants' eligibility will be checked using information from University student records and Student Finance records.

What does a Travel Bursary cover?

A Falmouth Travel Bursary can be requested to help cover the costs of travel and accommodation for a single study-related trip which you are organising yourself, and are undertaking in addition to your course requirements, in order to inform and support your studies. A travel bursary cannot help with day-to-day expenses such as food, regular rent or course costs, but may be able to consider other additional costs necessary to be able to undertake your trip.

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 may be able to help, however, see www.falmouth.ac.uk/student-funding/undergraduate/placement-travel-bursaries for more information.

How do I apply?

To complete an application you must do the following:

- 1) Read the Falmouth Travel Bursary Information fully;
- 2) Contact your academic department's Health & Safety Co-ordinator to discuss any health & safety requirements associated with undertaking your trip. You should complete form GTF15 with them (which they can find on the staff sharepoint site), and undertake any action they advise or require. You do not need to include a copy of the form with your application, but you must state with whom and on what date, you have completed this form.
- 3) Research the costs associated with your trip, and print off any evidence required;
- 4) Complete the Falmouth Travel Bursary 2017/18 application form, attaching evidence of the costs and your research;
- 5) Ask your course leader or tutor to consider your application and provide you with a supporting academic statement – see below*
- 6) Submit your form, evidence and supporting statement to the Student Funding Team.

Applications can be submitted as hard copies, in person, at:

Falmouth Campus – the Student Funding Team office, The Hub
Penryn Campus – the Compass, Exchange Building

Or by email to: studentfunding@falmouth.ac.uk

*Please note – if you include a hard copy of the supporting academic statement with your application, it **MUST** contain the hard copy, personal signature of the person completing it. Alternatively, academics can email a copy of their supporting statement directly to the student funding address above, but this must be from the academic's University email account.

When can I apply?

You can apply at any time during the academic year, but **complete** applications **MUST** be received by the Student Funding Team no later than **3 weeks** prior to your planned date of departure. **NO** retrospective applications will be considered.

NB: Level 3 Students – complete applications must be received by Friday 26th January 2018, and must clearly demonstrate how the trip will inform the applicant's studies / coursework / dissertation.

When will I know the outcome of my application?

Applications are considered and decisions communicated as soon as possible, and usually within 7 – 10 days of receiving a completed form. Decisions are communicated via email to your University email address.

NB: If you are relying on a bursary to be able to undertake your trip, you will need to ensure that your application is submitted with plenty of time for it to be assessed; a decision communicated to you; and your payment received.

How will I receive my funds, if successful?

If you are offered a Travel Bursary you will be sent an acceptance form which you need to complete, sign and return to us ASAP.

Once we have received your completed, signed acceptance form, we will process your bursary payment. Bursaries are paid directly into students' bank accounts and take 2 weeks (from the date of approval) for funds to clear.

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 in your bursary application, 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 to request feedback and any evidence that may be required. In applying for a travel bursary, you also agree to the University using information relating to you receiving a travel bursary for promotional and PR purposes.

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, in particular the support of your tutor or course leader in the supporting academic statement provided. We will also consider the description you provide of your proposed study trip - its intended outcomes and potential impact upon your studies; the sum of money for which you have applied; and your personal and financial circumstances.

Please note that we will check students' eligibility using University and Student Finance records. If we cannot view relevant information (eg because you / your parents have withheld consent for us to be able to see it), then we will not be able to consider your application.

We 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 financial assistance. If you have already received a travel bursary, you are less likely to receive further funding 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?

The travel bursary fund is limited and bursaries will be awarded depending on a number of factors, including how many applications are being considered at any one time. Bursaries are relatively small and are unlikely to exceed £300.

You may be offered a bursary for less than the amount you have applied for, In this case, you will be asked to confirm (on the acceptance form) that you can cover the balance of costs needed to undertake the trip.

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

Travel bursaries are awarded only for the purpose of undertaking the trip detailed in your application. If the nature or details of your study trip change, or you become unable to fulfil your plans, you must inform the Student Funding Team as soon as possible.

If you have received a travel bursary, we may be able to agree some changes with you (eg change of departure dates), but in some circumstances you may be asked to repay the bursary. Agreement for any changes to your trip / itinerary, must be given in writing, in advance of your departure.

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.