

**For Real Award 2018/19**

APPLICATION FORM

**Your Details**

Your Name: Click here to enter text. Student ID no: Click here to enter text.

*(7 digit number shown on your ID card)*

Contact address: Click here to enter text.

Postcode: Click here to enter text.

Contact tel: Click here to enter text.

Email: *Please note that we will only use University email addresses to communicate*

 *regarding Bursary applications*

Your course: Click here to enter text. Year of study: Click here to enter text.

**­­­­­­­­­­­­­­­­­­­­­­­­­­Please ensure you read the For Real Award 2018/19 Information & Application Guidance**

**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 Student Finance) as having a household income of under £42,875 |  |
| In receipt of Disabled Student Allowance (DSA)\* |  |
| In receipt of Care Leavers Bursary |  |
| Assessed (by Student Finance) as an Independent Student |  |
| In receipt of PLA or ADG (from Student Finance)\* |  |

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

NB: We will check University and Student Finance records to check all applicants’ eligibility.

**Activity Proposal**

Please fully describe the off-campus activity you are proposing to undertake. Include details of what, where, when and why you intend to do this. Please also provide details of any other people involved in your planned activity.

Click here to enter text.

**Activity Details**

Proposed date of departure: Click here to enter text.

Duration and return date: Click here to enter text.

Where will you undertake this activity: Click here to enter text.

If you are looking to undertake any form of work placement / employer-based activity, please provide the company or employer’s name here:

Employer / Host Organisation: Click here to enter text.

Case for Funding

To enable us to understand and assess the quality and value of your proposed activity, please provide us with some further information to address the specific questions below.

What is the purpose of your proposed activity?

Click here to enter text.

Why are you looking to do this and what do you hope to achieve from it?

Click here to enter text.

How will undertaking this activity support your studies and/or degree outcome?

Click here to enter text.

Would undertaking a different, less costly activity provide the same outcome/s?

Click here to enter text.

Please detail why this proposed activity, in the proposed location, at the proposed time, is of value to you.

Click here to enter text.

**Costs**

**Please provide a breakdown of the costs relating to your proposed activity. Please show all costs involved; how much you are contributing; and how much you would like to request from the For Real Award Fund.**

**NB: The fund can only consider contributing towards the cost of travel and accommodation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSE** | **DETAILS** |  **£** | **EVIDENCE ATTACHED \*** |
| Travel |  |  |  |
| Accommodation |  |  |  |
| Other costs you are self-funding |  |  |  |
|  | **Total:** | **£** |  |

***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**

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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NB: Please note that we will cross-check information provided against records held by the University and Student Finance.

**Before Your Application can be considered**

* Your application should be accompanied by a Supporting Academic Statement – without this we will not be able to consider you for an award.
* We will need to check that your planned activity has been risk assessed. Please ensure that either you have completed a risk assessment (for employer based placements) or your tutor has completed a paper risk assessment with you and that you have confirmed this on the Employability portal – follow the approporiate link from [www.falmouth.ac.uk/the-for-real-award](http://www.falmouth.ac.uk/the-for-real-award).
* Your award application must be received within the deadline – a minimum of 3 weeks prior to your date of departure & before the final deadline for the academic year -see info & guidance.
* You must be eligible.
* You must have provided sufficient information to enable us to clearly identify the value of your proposed activity. Funds are limited and we will assess applications in competition and comparison to others. You should ensure that you clearly state your case for support.

Privacy Statement & Information

The information provided by you will only be used for the purpose of assessing your application for a For Real Award.

Please note that information will be checked using University and Student Finance records and that we may liaise with other University Teams & Departments to corroborate information given on this form. Submitting an application signifies your consent for us to do this.

Information will be kept and retained for the purpose of follow up, statistical monitoring and to meet our obligations under financial record-keeping legislation.

We work within the University’s [Privacy Policy](https://www.falmouth.ac.uk/content/privacy-policy) & [Data Protection & Freedom of Information Guidelines](https://www.falmouth.ac.uk/data-protection-freedom-of-information).

**Student declaration**

In applying for a Falmouth For Real Award, 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 activity / trip as described in my application, I must contact the Student Funding Team as soon as possible to discuss this.
* If I use the award to fund anything other than the activity or trip as outlined in this application, I will be required to re-pay the full amount.
* I agree to comply with any and all health & safety measures required and as advised during completion of my risk assessment, including having adequate insurance to travel.
* 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 activity / trip and receipt of any award granted to me, being used by Falmouth University for marketing and promotional purposes.
* I agree to provide feedback to the Student Funding Team, on request.

Student name (in capitals):

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

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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 and value of the proposed activity 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 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 academic activity.

We would like you to indicate whether you have confidence in the student to undertake the activity 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.

We must ensure that all students and activities that receive financial support are undertaken only once appropriate health & safety considerations have been made. Before submitting an application for an award, students are required to have their activity approved and risk assessed. If they are undertaking a work-based placement, the student should complete the proposal and risk assessment via the Employability portal <https://careerhub.falmouth.ac.uk>. Alternatively, for self-intitiated study trips, please complete a paper risk assessment with the student.

Please use the Supporting Academic 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. If emailing, please ensure you email from your University staff 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

**For real award 2018-19 SUPPORTING ACADEMIC STATEMENT**

Please note: You should complete this supporting academic statement only after considering the attached application and reading the notes above.

Please comment on each of the points below:

|  |  |
| --- | --- |
| **Student Name:** |  |
| * The suitability, quality and value of the proposed activity, considering the student’s work and study aims
* Any broader benefits of the proposed activity, for example: developing good relations with a particular employer or local organisations
* Your confidence that the student will use the funds responsibly to undertake the activity as described in their application
* Your approval for the activity to be undertaken on the dates specified
 |
| **Referee Name:** |  |
| **Position:** |  |
| **Signed:** |  | **Date:** |  |