

FOR REAL AWARD 2018/19 – INFORMATION & APPLICATION GUIDANCE

THIS INFORMATION SHOULD BE READ CAREFULLY BEFORE SUBMITTING AN APPLICATION FOR A FOR REAL AWARD.

The Falmouth University For Real Award is open to all UK & EU undergraduate students who meet the eligibility criteria as stated below.

The award is aimed at supporting students to undertake off-campus activity that enhances and complements their academic studies, and contributes towards the prospect of an improved degree outcome. This includes both employer-based activity such as work placements and self-initiated, study-related trips.

Award applications can only be considered once an activity has been risk assessed and is academically approved. We will confirm that a risk assessment has been completed via the Employability portal.

Applicant Eligibility

To be eligible to apply for a Falmouth For Real Award, 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
- ✗ Intermitting students
- ✗ Students studying a franchised course at a partner institution such as ACM; FRA, 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 Parent Learning Allowance (PLA) 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.

Eligible Activities

Financial support can only be considered for off-campus activities that meet the following criteria:

- The activity has a clear academic purpose and its value to the applicant is clearly demonstrated
- The activity is academically supported and a supporting statement from a course tutor or leader has been included with the application
- The activity has been risk assessed and approved via the Employability portal – follow the appropriate link from the web page: www.falmouth.ac.uk/the-for-real-award
- The activity has been researched and costed appropriately, to show that expenses are reasonable, economical, and in addition to regular living & studying expenses

What does the Bursary cover?

A For Real Award can help cover travel and accommodation costs associated with undertaking off campus activity that meets the criteria as described above. It cannot be used to purchase or help cover the cost of entrance tickets, courses, workshops, food, clothing, equipment, printing, study materials or other items.

For Real Awards cannot support other types of activity including the following:

- activities lasting more than 2 - 3 weeks
- course trips
- sandwich year placements
- a semester or year abroad
- Erasmus study or placements*
- group productions or performances
- final project or exhibition material costs
- any activity following course completion
- business start-up

NB: This list is not exhaustive.

* The Erasmus Programme is funded separately and students interested in this should contact the Falmouth Erasmus Co-ordinator at: erasmus@falmouth.ac.uk.

How do I apply?

To complete an application you must do the following:

- 1) Check you are eligible to apply and that your planned activity can be considered for funding;
- 2) Research the costs associated with your proposed activity and gather evidence;
- 3) Discuss your plans with your tutor or academic course contact so that they can complete a supporting academic statement for you and a paper risk assessment if you are undertaking a self-initiated study trip;
- 4) Either complete or log your risk assessment on the Employability portal – follow the appropriate link from the web page www.falmouth.ac.uk/the-for-real-award;
- 5) Submit your application by email to: studentfunding@falmouth.ac.uk

Should you be unsure if you can apply, or would like to discuss your plans before applying, please contact the Student Funding Team - T: (01326) 213744 / 255159 or E: studentfunding@falmouth.ac.uk

When can I apply?

For Real Award applications can be submitted at any time during the academic year before the dates noted below and within the deadline of **at least 3 weeks** prior to your planned date of departure.

Level 1 and 2 students need to submit applications by 31st July 2019. Applications will not be accepted during August and September. As such, applications to support any activities planned to take place during August & September 2019, should be submitted before 31st July 2019.

Level 3 students – applications must be received by 25th January 2019, and all activity should be completed by 31st March 2019. Applications will need to demonstrate clearly how the activity will inform and/or influence your studies and/or final degree work.

Please note that applications received outside the deadline will not be accepted and **NO** retrospective applications will be considered.

What should I do if I need to change the dates of my activity?

Contact the Student Funding Team to discuss – E: studentfunding@falmouth.ac.uk or T: (01326) 255159 / 213744.

When will I know the outcome of my For Real Award application?

For Real Award applications will ordinarily take 1 – 2 weeks to be considered, however, this may be longer during extremely busy times of the year. Decisions will be communicated as soon as they are made, via email to the applicant's University email address. We do not use private email addresses to communicate about funding and finances.

NB: If you are relying on an award to be able to undertake your activity, 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.

You are advised NOT to make any bookings before you have secured any funding required.

Am I likely to be granted an award 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 statement provided; the quality and value of your proposed activity and its intended outcomes.

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 for an award.

We aim to target funds at those students who are least likely to be able to cover their costs without this type of financial assistance. If you have already received a For Real Award, you are less likely to receive further funding as priority will be given to other applicants who have not previously received support.

Will the award cover all of my costs?

It is unlikely that an award will cover all the costs relating to your activity. Awards can only consider helping with the cost of travel and accommodation relating to your activity. Awards granted may not cover the entirety of these costs and you are expected to cover any shortfall and/or other additional costs yourself eg through part-time work; parental help or savings. Please ensure that you state in your application, the total costs involved; how much you will contribute and how you intend to cover those costs. If you are offered an award, you will be asked to confirm that you are able to cover the balance of costs, on the acceptance form.

Applications with unrealistic or apparently exaggerated costs will not be funded.

How will I receive my funds, if successful?

If you are offered a For Real Award, you will be sent an acceptance form which you need to complete, sign (in hard copy) and return to us ASAP. We will process payment of your award only once we have received your acceptance form. Awards are paid directly into students' bank accounts and take 2 weeks (from the date of approving payment) for funds to clear.

What are my commitments in accepting a For Real Award?

In accepting a For Real Award, you are agreeing to undertake the activity as described in your award application, on the dates you have stated, and as approved on the Employability Portal.

Any changes to the details of your activity must be informed to the Student Funding Team as soon as possible, and always in advance of undertaking any alternative activity. 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 planned activity must be agreed, in writing, in advance of your departure.

You also agree to the Student Funding Team contacting you following the completion of your activity to request feedback and any evidence that may be required.

In applying for a For Real Award, you also agree to the University using information relating to you receiving the award for promotional and PR purposes.

What if I change my mind about my planned activity?

Awards are granted only for the specific activity as detailed in your application, and cannot be used for anything else. If, after being given an award, you do not undertake the activity as described, you will be required to repay the award amount in full. You must contact the Student Funding Team as soon as you know about any changes or decide not to go.

Queries about the For Real Award should be directed to the Student Funding Team:

E: studentfunding@falmouth.ac.uk T: (01326) 213744 / 255159