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UNIVERSITY OF  
LINCOLN

Date Received

Reference No.

CRTG-1920-

# COURSE-RELATED TRAVELLING GRANT 2019/20 APPLICATION FORM

Only complete this form if you are a University of Lincoln student travelling in 2019/20 as part of your course\*.

\*This travel can be anywhere in the UK or abroad for course-related activity; such as work placement, attending a conference, or study abroad. It must be relevant to your programme of study and supported by your academic tutor. This Fund does not apply to courses whose UK placements are an integral part of their course. **Only 1 application allowed per student per academic year.**



Surname	
First Name	
Student ID	

## Evidence Checklist

Please tick to confirm you have attached the following documents:

Bank statements  Evidence of income  Evidence of travel costs



Applications may be handed into the Student Support Centre or posted to Student Funding Team, Student Support Centre, University of Lincoln, Minerva Building, Brayford Pool, Lincoln, LN6 7TS. Queries to [studentfundingteam@lincoln.ac.uk](mailto:studentfundingteam@lincoln.ac.uk)

**Applications will close on Friday 22<sup>nd</sup> May 2020 or when the funds are exhausted, whichever is soonest.**

## APPLICATION GUIDANCE

- The Course-related Travelling Grant is intended as a contribution to assist UK and EU status undergraduate & postgraduate students funding course-related travel costs. Applications from overseas status students may also be considered on the recommendation of a Specialist Adviser.
- It is intended to support students from a widening participation background so financial information must be supplied with the application (**up-to-date 12 weeks bank printouts for all accounts held plus evidence of income (e.g. Student Finance, wages, sponsorship, etc).**)
- The Course-related Travelling Grant is open to students studying at the University of Lincoln during the 2019/20 academic year **with travel taking place during the period up to 14<sup>th</sup> September 2020.**
- You must have an official status of 'enrolled' when the travel takes place i.e. students whose course has officially finished at the point of travel will not be eligible.
- The maximum award is £500 (though this could increase if there are exceptional circumstances). The fund is limited and the decision made will be final.
- Students will be required to account for the expenditure of the Course-related Travelling Grant by providing receipts for the **full amount of the award.**
- Applications may be submitted until Friday 22<sup>nd</sup> May 2020 or when the funds are exhausted, whichever is soonest. The funds are finite so complete applications will be considered on a 'first come, first served' basis.
- The Student Funding Team will aim to let successful applicants know the outcome as soon as possible but **it could take up to 4 weeks from completed application submission.**
- Please also note the following:
  - Applicants are responsible for making their own travel arrangements.
  - The Course-related Travelling Grant can only help towards the following costs: travel tickets (e.g. airfare, train, etc), accommodation, registration/participation fees (if at conference), visa costs, etc. It **cannot** provide for daily living expenses or the purchase of equipment.
  - Travelling grants **cannot** be used for travel that has already occurred.
  - This travelling grant **cannot** be used for everyday travel/commuting.
  - Students whose travel costs relate to undertaking a UK placement as an integral part of their course are **not** eligible.
  - Students who are in receipt of funds from elsewhere or can claim funds from elsewhere (e.g. SFE Travel Grant, sponsorship, etc) to support their travel activity will have these other funds taken in to account before an award can be considered.

Your signature on the application form confirms that you have read and understood the guidance and that you agree to comply with the terms of any award made.

### To apply:

Please complete the following form in its entirety and submit it to the Student Funding Team at the address provided. **Remember to include bank printouts, evidence of your income and evidence of your predicted travel-related costs.**

Where applicants are chased for evidence by email to their University address, if the evidence is not received within 2 weeks, their application will be cancelled.

Successful applicants will be required to sign a Terms of Agreement form before travelling. You will also be asked to provide receipts and upon your return give a brief summary about your experience.

## Your Personal Details

First name(s)

Surname

Date of Birth

Contact Telephone Number

In most instances we will contact you by your **University email address**, however, award decision letters may be sent by post. Please provide your preferred postal address:

Postcode:
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## Outline of Proposed Travel:

Brief outline of proposed travel and research objective/s [max 150 words]	
Dates of Proposed Travel:	Departure: <span style="margin-left: 150px;">Return:</span>

**Case for Support:** Please explain, in no more than 500 words, why you are applying for this travel grant. Please explain how the proposed travel and research objectives relate to your studies and how you will benefit. Priority will be given to those students from a widening participation background. As financial circumstances will also be a major deciding factor in these awards, please explain why you require financial assistance and what other measures you have taken in order to fund your travels.

**Budget Details:** Please state how much travel grant money you are applying for (maximum £500) and provide a breakdown of the expected costs for your proposed travel. Please also attach supporting evidence for the costs you state (e.g. a screenshot of airfare, accommodation quotes, registration invoices, etc).

Amount applied for:	
Breakdown of costs:	

**Support from Academic Member of Staff:** All proposed travel/research plans should have approval from an appropriate academic member of staff:

Staff name:	
Position:	
Email address:	
Signature*:	

\*by signing this form, you agree that you fully support the application and agree that you may be contacted for further information, should this be required.

**Student Declaration and Signature:** By submitting this application, you attest to the accuracy of the information you have given. You also confirm that you have read and understand the Student Support Centre Privacy Statement below. You give your permission for award information to be shared with other travel fund providers within the University of Lincoln (this is to avoid duplication of award). Any information contained within this application, later found to be incorrect or untrue may result in the withdrawal of any scholarship or scholarship offer.

Name:	
Date:	
Signature:	

## **Student Support Centre Privacy Statement**

### **Summary of Confidentiality and Access to Data**

#### **Data Protection and General Data Protection Regulation**

The Data Controller is the University of Lincoln. Personal data is defined as any information relating to you which enables you to be directly or indirectly identified. Your data will be processed in accordance with the General Data Protection Regulation and other relevant legislation. You have the right to see information about you kept on your Student file. If you wish to see your file you should discuss this with a member of the Student Support Centre, or alternatively contact [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk).

#### **Storage of information**

You have the right to expect all information the Student Support Centre hold about you to be treated sensitively and respectfully. Records will be held securely within the Student Support Centre. General information will be held for a maximum of 7 years after you leave the University and then destroyed. Information may be kept for longer if there is a legal reason to do so.

#### **Your responsibility**

It is your responsibility to advise the University of any changes to your circumstances to ensure information the Student Support Centre hold about you is kept up to date.

#### **Communication within the University**

Other members of the University involved in the provision of education and support services may need to be informed of your needs (e.g. Student Wellbeing, Personal Tutors and Residential Wardens). Information will only be provided to those who 'need to know'. Where the Student Support Centre need to communicate information by email, only essentially relevant details will be included, and will be sent securely according to the University policies and procedures. If the Student Support Centre need to consult with any other individuals about specific issues, all details will normally be anonymised.

#### **Communication outside the University**

Information will not be disclosed to anyone outside of the University without your explicit written consent, unless in exceptional circumstances. Should the Student Support Centre need to obtain information from someone outside the University you will be asked to sign a form authorising the request. The reason for the request will be explained to you at the time.

#### **Exceptional Circumstances**

Where the safety of an individual student or another person is considered to be at risk or the University have received a Concern for Welfare, the Student Support Centre take steps to minimise this risk. This may involve disclosing information to a third party. In rare circumstances, the Student Support Centre may be required by law to pass on personal information.

#### **Complaints**

If you have a complaint relating to any aspect of the Student Support Centre, you should raise it with the Head of Student Support in the first instance. If you are not satisfied with your response you can raise your complaint with Head of Student Services/Deputy Director of Student Affairs. Alternatively, you can make a formal complaint by using the University of Lincoln complaints procedure.

If you would like to seek clarification of the Privacy Statement please speak with a member of the team.

**For Student Funding Team use:**

Notes:

Checks:

Enrolment: YES / NO / N/A Initials \_\_\_\_\_ Date \_\_\_\_\_

OneUni: YES / NO / N/A Initials \_\_\_\_\_ Date \_\_\_\_\_

BAS/SIS: YES / NO / N/A Initials \_\_\_\_\_ Date \_\_\_\_\_

Attendance: YES / NO / N/A Initials \_\_\_\_\_ Date \_\_\_\_\_

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Contact Tutor? YES / NO / N/A Initials \_\_\_\_\_ Date \_\_\_\_\_

More evidence? YES / NO / N/A Initials \_\_\_\_\_ Date \_\_\_\_\_

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Make an award? YES / NO Initials \_\_\_\_\_ Date \_\_\_\_\_ Proposer

Initials \_\_\_\_\_ Date \_\_\_\_\_ Seconded

Amount: £ \_\_\_\_\_ Fund Source: \_\_\_\_\_

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Agreement & bank details request sent: Date \_\_\_\_\_

Returned: Date \_\_\_\_\_

Payment request passed to Finance: Date \_\_\_\_\_

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Receipts due Date \_\_\_\_\_

Receipts received Date \_\_\_\_\_

Brief summary received Date \_\_\_\_\_

For Advice and Support, please

