

Opportunity Fund Application Form

<u>Student Name</u>					
<u>Performance / College activity</u>					
<u>Course</u>	<u>Year</u>	<u>Student Status</u>			
		<u>UK</u>	<u>EU</u>	<u>OS</u>	
Details of claim (ie dates of work to be missed, loss of earnings, financial need, etc.) N.B - All claims must be for future events. Retrospective claims cannot be processed.					
<u>Head of School / O&E / Staff member comments:</u>					
<u>School (circle appropriate)</u>					
<u>SS</u>	<u>SKS</u>	<u>SVS</u>	<u>SWBP</u>	<u>COMP</u>	<u>COND</u> <u>POP</u>
<u>Amount Requested</u>			Head of School / O&E approval: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
<u>Amount Approved</u>					
<u>For Office Use Only:</u>					
<u>Authorised By:</u>			<u>Paid By:</u>		
<u>Deputy Registrar & Head of Student Services</u> <u>Date:</u>			<u>Student Finance</u> <u>Date:</u>		
<u>Opportunity Fund</u>	£		<u>Amount</u>		
<u>Other</u>	£				
<u>Other + budget code</u>	£		<u>DTB reference.</u>		
<u>Other + budget code</u>	£				
Please note you may be required to provide feedback / thank you letters to individuals or Trusts that donate to fund the support.					

Guidance to Students

Please note:

1. This form should NOT be used for claims of curriculum-related activities, including Professional Experience Schemes.
2. Maximum limits apply per activity / term / student. Student Finance staff can provide further information.
3. The funding awarded is not transferable to any other opportunity.
4. Applications will be assessed as quickly as possible, but students should apply as soon as they are aware they may miss scheduled work due to a College opportunity and always in advance. Retrospective claims cannot be supported.

Q - Who should authorise this request for support?

A- Orchestras and ensemble staff or your Head of School should approve the request. In the absence of your Head of School, you may request a suitable deputy to sign the request on their behalf.

Q - Who should I submit my completed request form to?

A - Once signed by O&E and / or your Head of School, the form should be sent to Daniel Bennett (daniel.bennett@rncm.ac.uk)

Q - Will I be required to pay back / work for the support offered?

A - You will not be required to repay any funds as long as the opportunity is completed to the satisfaction of the College / Organisers. **However, you may be required to provide feedback / thank you letters to individuals or Trusts that donate to fund the support provided.**

Q - How will I / we receive the funds?

A - Upon approval, the form will be passed to Student Finance who will make payment via bank transfer to a named UK bank account. Evidence of missed shifts will need to be provided to validate the claim.

Q - I am unable to provide evidence of missed work.

A - In the unlikely event that a rota / contract can not be produced, each case will be looked at on merit by Student Finance staff.