

Guidance to Students

Please note:

1. This form should NOT be used for claims of curriculum-related activities, including Professional Experience Schemes.
2. When booking rail tickets, Student Rail Cards must be used to obtain the cheapest fare possible.
3. The funding awarded is not transferable to any other trip.

Q - Can the College help fund Summer courses?

A - No, unfortunately the College is unable to fund Summer courses.

Q - Can the College help fund accommodation costs?

A - No, the College is only able to assist with travel costs, and not accommodation from this budget.

Q - Who should authorise this request for support?

A- 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 your Head of School, the form should be sent to Adam Croucher, Assistant Head of Registry (Student Finance) for approval on behalf of the Chair of SAC. Requests made by the Development Office for students to attend concerts/events/auditions as College representatives will be approved by the Director of Development.

Q - Do I have to submit an absence request form?

A - Yes, although the College may approve your request for support, you still have to submit an absence request form using the regular procedure.

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 trip 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 trip.**

Q - How will I / we receive the funds?

A - Upon approval, the form will be passed to Student Finance who will either make payment via cheque or bank transfer. Receipts will need to be provided to validate the claim.

Q - I have lost / wasn't issued a receipt; will I now not receive the support?

A - In the unlikely event that a receipt can not be produced, each case will be looked at on merit and a member of Student Finance will make the decision.