



UNIVERSITY OF
LINCOLN

Additional assessing notes are available at
<https://lincn.ac/8r>



COURSE-RELATED TRAVELLING GRANT

2023/24 APPLICATION FORM

Only complete this form if you are a University of Lincoln student travelling in 2023/24 as part of your course*.



*This travel can be anywhere in the UK or abroad for a 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 where UK placements are an integral part of their course. **Only 1 application allowed per student per academic year.**

Surname	
First Name	
Student ID	



Applications may be emailed to studentfundingteam@lincoln.ac.uk

The Fund will be open from 23rd October 2023

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 only be considered if there is a referral from a Specialist Adviser within Student Support & Advice.
- It is intended to support students from a widening participation background so financial information must be supplied with the application (**up-to-date 3 months bank printouts for all accounts held plus evidence of income (e.g. Student Finance award letter, wages, sponsorship, etc)**).
- The Course-related Travelling Grant is open to students studying at the University of Lincoln during the 2023/24 academic year.
- You must have an official status of 'enrolled' when the travel takes place i.e. students whose course has officially finished before or during the period of travel/activity will not be eligible. You will not be eligible for travel occurring after you have completed your course, even if you intend to return for postgraduate studies.
- 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 close on the last official day of your course for final year students – for most students this is the date as registered with the Student Loans Company. Continuing students must have an enrolled status. Applications may also close if the funds are exhausted. 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 – the conference could be in person attendance or virtual), 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. If you commute to University from within Lincolnshire you may apply to the Commuting Travel Grant - <https://lincn.ac/8r>
 - 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, Erasmus/Turing Scheme Funds, sponsorship, etc) to support their travel activity will have these other funds taken in to account before an award can be considered. Students must ensure they have disclosed any other funds they are receiving to assist with the course-related travel.

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 email 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 10 working days, 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

Outline of Proposed Travel:

Brief outline of proposed travel and research objective/s [max 150 words]	
Dates of Proposed Travel:	Departure: Return:

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 to fund your course-related experience.

Budget Details: Please state how much course-related experience 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:	

Other Funding Sources: Please list other sources of financial support (e.g. Turing Grant) and provide supporting evidence detailing the breakdown of these funds.

Funder	Amount	Confirmed

Support from Academic Member of Staff (e.g., a lecturer from your course): All proposed travel/research plans should have approval from an appropriate academic member of staff:

Staff name:	
Position:	
Email address:	
Signature*:	
Date:	

*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.

Evidence Checklist

Please tick to confirm you have attached **all** the following documents:

Bank statements **Evidence of income** **Evidence of travel costs**

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 - <https://lincn.ac/8fh>. 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:	

How did you hear about these funds?

- Email campaign or talk / presentation
- Social Media / posters
- Applied before
- From fellow students
- Via your academic or other University of Lincoln Department
- Referral from Student Support or Student Wellbeing
- Website
- Student Union
- Other

For Advice and Support, please email studentsupport@lincoln.ac.uk

