

Application form for student enabling funding (non-fieldwork)

Department of Earth and Planetary Sciences

Birkbeck, University of London

A generous donation from a former anonymous student has allowed us to establish funds to provide students with financial assistance for non-fieldwork costs.

Applicants should be enrolled on a BSc, or postgraduate (PhD, MPhil, or Masters) at the Department of Earth and Planetary Sciences, Birkbeck College. Applicants should complete the accompanying application form and return it to Dr Eleanor Jennings (e.jennings@bbk.ac.uk).

This fund is a finite resource, so the following guidelines are to ensure that it is spent fairly and can be used to help as many students as possible.

Application deadline

There are three application deadlines per year. Please plan ahead. Applications may be considered throughout the year in cases of financial emergency.

- 1) 30 November
- 2) 28 February
- 3) 31 May

Conditions of receipt of fund

If you are awarded money, you are required to produce some evidence of expenditure at the end, to demonstrate that the fund was used as requested. Please nominate an end date (date at which you produce receipts or evidence) on the form. Failure to follow this procedure may result in you being asked to repay the money and/or jeopardise future applications to the fund.

Scope of fund: Undergraduate students

The scope of this fund is very broad, and this application form covers non-travel (i.e. non-fieldwork) costs. This application form should be used when applying for money for e.g. disability support (we may ask about current payments for disability support); computing equipment; textbooks (although we may direct you to the library); travel; childcare; anything else that enables you to complete your studies when financial hardship was a barrier. Awards will usually be limited to £500 and applications *must* be supported with evidence. It is only available in cases of financial hardship and failure of the college to provide funds (see below). If in doubt, please discuss with Eleanor Jennings.

Depending on what you need money for, other sources of funding may be available and should be applied to before applying for the student enabling fund (this fund is a last resort if you are unable to acquire college funds or are ineligible for them). Please contact Student Support directly <http://www.bbk.ac.uk/student-services/student-advice-service/cover-content/contact-us> to enquire

about eligibility to the various college funds, or browse this site: <http://www.bbk.ac.uk/student-services/financial-support/undergraduate-financial-support>.

If you have applied to a relevant college fund through Student Support and are told that you are ineligible, but are nonetheless experiencing demonstrable financial hardship, or if your request is outside of the scope of student services, you may then be eligible to apply here. Please explain to us what you have previously applied for, or not been eligible for, and **provide evidence** of this. We will generally not fund cases that where a student is over college income thresholds unless there are exceptional circumstances.

Scope of fund: Postgraduate students

Limited funds may be available for you if they will enable you to carry out your studies. Please discuss with Eleanor Jennings if you are unsure whether to apply. It may be appropriate to include a letter from your supervisor with your application to justify research-related expenses, although costs relating to personal circumstances do not require such a letter. This fund is generally unavailable to funded students seeking research-related costs unless you can demonstrate exceptional circumstances and need by providing a supplemental letter from your supervisor.

Application form: Student Enabling fund (non-fieldwork)

By signing here, you confirm that you are registered student in Earth and Planetary Sciences and that you have read the eligibility criteria and that meet the income criteria. You must be able to provide financial evidence if requested. These are found here: UG under Student Support scheme eligibility: <http://www.bbk.ac.uk/student-services/financial-support/access-to-learning-fund> and PG see Income Criteria: <http://www.bbk.ac.uk/student-services/financial-support/birkbeck-postgraduate-bursary>

Please append any additional information.

Name	Signature	Date

Programme of study:

Please explain why you are applying for funding

Other funds applied to / are you eligible for other funds, including college funds (UG only)? Please provide evidence as an attachment.
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Nominated end date (after this we will ask for evidence of expenditure)	
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Budget (itemised, please give adequate details). Add rows if required, or include additional pages.

Item	Cost
Total	

Project supervisor (Postgraduate students only)

Name	Signature	Date

Outcome

Amount	HoD Signature	Date