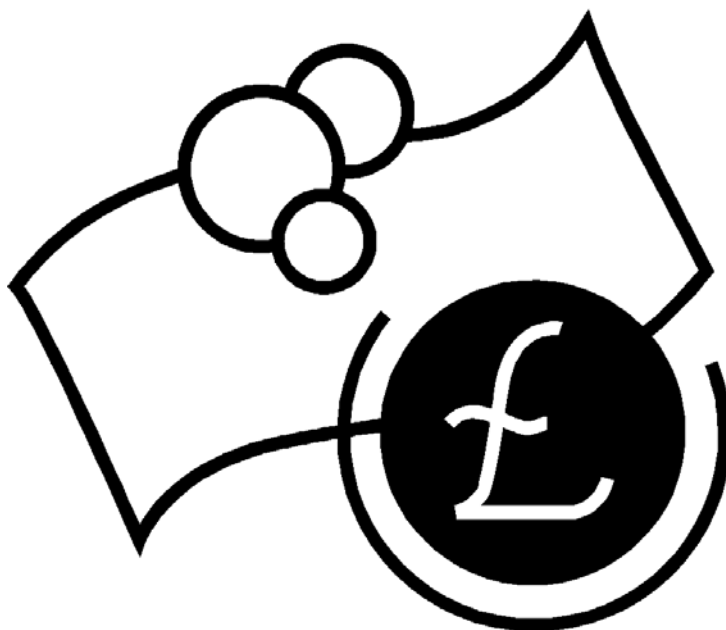


Fieldwork Bursaries

Full-Time Home Undergraduates 2011/12



What is the Fieldwork Bursary?

The Fieldwork Bursary has been introduced to help towards the costs of compulsory field trips undertaken by full-time undergraduate students and to mitigate against potential loss of earnings.

The Bursaries are fixed amounts and will be paid from The Access to Learning Fund (ALF), they are therefore subject to the same general eligibility criteria.

For further information about ALF visit :

<http://www.le.ac.uk/welfare>

Can I apply for a Fieldwork Bursary?

The Fieldwork Bursary is only available to full-time home (UK) undergraduate students.

The Bursary is targeted at students who are from low income families, which will be determined by their statutory support income (i.e. grants and loans).

N.B. *International students experiencing financial difficulties should seek advice from The International Student Advisers, also based in the Welfare Service.*

When and how do I apply?

You can apply for a Fieldwork Bursary by completing the “Application for Support from the Higher Education Access to Learning Fund” form or download from the website above.

Contact the Student Welfare Service (details at the end of the leaflet) to request an application form.

Any award will be subject to availability of funding - the University receives a limited amount of money and every effort is made to ensure that it remains available throughout the year, however, this cannot be guaranteed.

Applications cannot be considered until it has been confirmed that the trip is a compulsory element of your course. It is therefore advisable to apply at least four weeks before your trip so that we can try and ensure you receive any due payment before you travel. However, an application may be considered retrospectively if made within the same academic year as the field trip was taken.

Will I qualify?

There are two types of Bursary – The Vacation Fieldwork Bursary and the Term-time Fieldwork Bursary.

If you do not receive the maximum maintenance loan you are not eligible to apply for a Vacation or Term-time Fieldwork Bursary. You are, however, entitled to apply for a Hardship Award from the Access to Learning Fund (ALF). Your assessment will take account of some of your fieldwork costs and you may, therefore, receive an award based on the standard calculation outlined in the leaflet “Guide to The Access to Learning Fund”.

The following describes the assessment for a Vacation Fieldwork Bursary. The same assessment is applied for the Term-time Bursary but any resulting award will be halved.

Vacation Fieldwork Bursary

The Bursary will consist of a daily allowance. The amount of the daily allowance is determined by your student income.

The maximum award is £500 for a single trip. The maximum total fieldwork bursary within one academic year is £750

If you are a full-time student who began your course **before September 2006** you will receive

- £15 per day allowance for your field trip if you receive a maximum maintenance loan **and** maximum fee award

OR

- £10 per day allowance for your field trip if you receive a maximum maintenance loan but are required to contribute towards your fees.

If you are a full-time student who began your course **from September 2006 onwards** you will receive

- £15 per day allowance for your field trip if you receive a maximum maintenance loan plus at least £1212 Maintenance/Special Support Grant

OR

- £10 per day allowance for your field trip if you receive a maximum maintenance loan plus a Maintenance/Special Support Grant of under £1212.

Term-time Fieldwork Bursary

Eligible Students will be assessed in the same way as for the Vacation Fieldwork Bursary but will receive 50% of any resulting award. The Bursary is **not** available for one-day trips, for example visits to exhibitions.

Examples:

Student A

- Course began September 2005
- Receives full fee grant and **maximum** maintenance loan
- Vacation trip 7 days
- Award (7 days x £15)
- Bursary = £105

- Term Time trip 14 Days
- Award (14 days x £15) = £210 ÷ 2
- Bursary = £105

Student B

- Course began September 2006
- Receives maximum available maintenance loan and **partial** Maintenance Grant
- Vacation trip 7 Days
- Award (7 days x £10)
- Bursary = £70

- Term-time trip 4 days
- Award (4 days x £10) = £40 ÷ 2
- Bursary = £20

Student C

- Course began September 2007
- Receives maximum available maintenance loan and **maximum** Maintenance Grant
- Vacation trip 34 days
- Award (34 days x £15) = £510
- Bursary = £500 (£500 is the maximum allowed for a single trip)

- Student takes second vacation trip 20 days
- Award (20 days x £15) = £300
- Bursary = £250 (£750 is the maximum allowed for one academic year)

Student D

- Course began September 2007
- Receives maximum maintenance loan but no Maintenance Grant
- Bursary = Nil*

*You are however still entitled to apply to the Access to Learning Fund. See "Will I Qualify"

What other help is available?

Student Finance Advisers

The Student Finance Advisers can advise on a range of financial matters, including how to maximise your income and the availability of external funding (such as statutory student funding and state benefits), and can offer help with budgeting. Please see contact information at the back of this leaflet.

Part-time Work

WorkBank is a student employment service which can help you to find work to fit in with your studies – see their website: www.theworkbank.co.uk The University Careers Service also has information and advice on part-time work – see their website: www.le.ac.uk/careers

Access to Learning Fund

Students in financial difficulties, whether relating to fieldwork or not, can apply to the ALF for discretionary assistance towards a range of costs, including childcare, travel, accommodation or general living costs.

Assistance is targeted at students most likely to be in financial difficulties such as those with children or other caring responsibilities, disabled students, final year students from low income families and those experiencing a major change in circumstances. Refer to the leaflet “Guide to the Access to Learning Fund” or go online to <http://go.le.ac.uk/accesstolearning> .

Bank Overdraft Facilities

Most full-time students are entitled to interest-free overdraft facilities – usually starting at around £1,000 in the first year. Pick up a leaflet from your bank or ask to speak to their Student Adviser. Alternatively, compare available accounts by using the internet or visiting local banks in your area.

Charities/Trust Funds

There are a number of grant-making organisations that may consider help for students, particularly in certain priority groups (e.g. lone parents, students with disabilities). The “Educational Grants Directory 2009/10” is held in the University library but for extra resources you may need to visit a main reference library such as Bishop Street Reference Library in Leicester city centre. The Student Finance Advisers can also help you to identify appropriate organisations.

Useful websites

General Finance Information and Advice

Direct Gov: www.direct.gov.uk

Uniaid: www.uniaid.org.uk

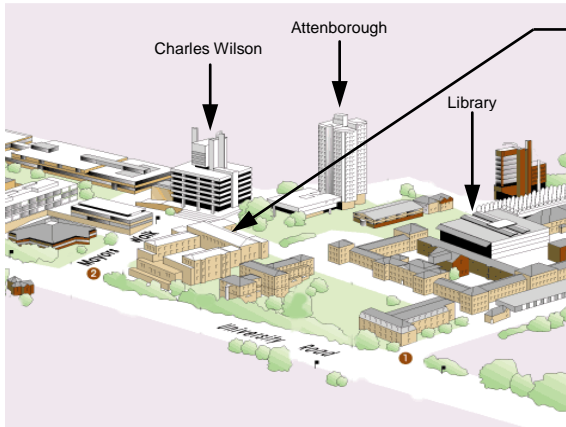
Educational Grants Advisory Service: www.family-action.org.uk

Database of UK Charities: www.guidestar.org.uk

www.turn2us.org.uk

Money Saving Advice: www.moneysavingexpert.com

Where to find the Student Welfare Service



Student Welfare Service

The Student Welfare Service is located on the 1st floor of the Percy Gee Building, (above Willingales) on the main University Campus.

How to contact the Student Welfare Service

Student Welfare Service
1st Floor Percy Gee Building
University Road
University of Leicester
Leicester
LE1 7RH

T: 0116 223 1185
F: 0116 223 1196
E: welfare@le.ac.uk

www.le.ac.uk/welfare