

## CTAddFundForm: Application Form for Additional Funding for Current Trust Scholars

If you are a current student, and receive funding from the Cambridge Trust, please use this form to apply for financial assistance towards extension funding or exceptional funding.

For **conference funding**, please complete the separate **CTConfForm**. If you require conference funding as part of an extension funding application, please submit separate applications for both.

The Trust does not offer funding for fieldwork or the direct costs of research (e.g. bench fees, lab equipment, etc.). You should contact the Course Administrator in your Department who will be able to advise you about the application process if funds are available.

### IMPORTANT INFORMATION

- Additional funding is discretionary. There is no guarantee that the Trust will approve requests for additional funding, either in full or in part.
- Undergraduate students, students on one-year taught postgraduate courses and students receiving part-scholarships are not normally eligible for additional grants from the Trust.
- If funding partners contribute towards the cost of your scholarship, there is no need for you to apply directly to them as the Trust will administer this on their behalf. Please note, we may share your application with funding partners, if their input is necessary.
- Please do not apply for additional funding from the Trust until you have researched all other possible sources, within your College, your Department and other external organisations.
- Please do not apply to the Postgraduate Hardship Fund (PGHF) if you receive full funding (UCF and maintenance) from the Trust as you are not eligible for that funding.
- Please read the guidance below and the relevant sections of our **Guidelines for Scholars** before making an application.
- If you are applying for Leave to Work Away or for intermission, please consult the web pages of the University's [Cambridge Students](#) for the full procedure.
- You must have completed and returned your latest Scholars' Annual Report to the Trust before you make an application.
- If you are awarded funding from another source, the Trust reserves the right to adjust the value of any extension funding offered. You must inform the Trust if you are offered funding from other sources for your study at Cambridge at any time before or during this period. Failure to provide full details may lead to the cancellation by the Trust of this additional funding.
- If you require help finding alternative sources of funding, please [contact the Scholarships Team](#).

Applications are reviewed in the month following application submission (so, for example, if you submit in June it will be reviewed in July). You will be informed of the outcome as soon as possible.

Please note, the Trust's busiest period for extension funding applications is July – September so there may be a delay in getting back to you. Your patience is appreciated.

If you are applying for **extension funding**, please click [here](#).

If you are applying for **exceptional funding**, please click [here](#).

## **EXTENSION FUNDING**

Scholars who receive full maintenance from the Trust may apply for an extension of this funding. Awards from the Trust for a PhD are usually of a tenure of three years (unless otherwise stated in the case of MRes and PhD 1+3) and for a Master's degree, the tenure is usually 1 year (or sometimes 9 months or 2 years).

PhD students may remain on the Register of Postgraduate Students for a further 12 month 'writing up' period, and will normally be automatically exempt from payment of University Composition Fees during that time. Please be aware that all students requiring an extension to cover writing up periods need to apply to the Trust before any additional maintenance can be considered.

Please note:

- If you do not receive full maintenance from the Trust, you may not be able to apply for extension funding. Please [contact the Scholarships Team](#) for guidance.
- Applications will be considered by the Trust's Review Panel on a case-by-case basis.
- An application to extend your submission date should be made, using CamSIS, 3-6 months in advance of present submission deadline.

### ***Eligibility***

The Trust will consider applications for additional funding for a period of extension if:

- you have the support of your College Tutor and Supervisor.
- it can be shown that reasons beyond your control have contributed to the need for extra time.
- it is certain that no further University Composition Fee is payable on your behalf.
- you have a plan of work which will take you to completion.

### ***How to apply***

Complete **Part I** as fully as possible yourself. Pass the form to your College Tutor and ask them to complete **Part II**. Your Tutor should then forward the form to your Course Director/Supervisor for them to complete **Part III** and submit the completed form to the Trust. The Trust will treat all supporting personal information in strictest confidence.

### ***When to submit your application***

Applications for extension funding should be made as close to the end of your funding end date as possible, to enable the Trust to have a clear indication of your financial need at that time, and your timeline for completion.

You should allow sufficient time between submitting an application and your funding award end date.

<b>If the first quarter of your period of extension is:</b>	<b>Please submit your completed form to the Trust:</b>
Michaelmas Term (1 October)	Between 30 June and 15 August
Lent Term (1 January)	Between 30 September and 15 November
Easter Term (1 April)	Between 30 December and 15 February
Long Vacation (1 July)	Between 30 March and 15 May

PLEASE ALLOW PLENTY OF TIME TO GET YOUR APPLICATION TO US. WE CANNOT GUARANTEE THAT IT WILL BE REVIEWED STRAIGHT AWAY.

### ***How much extension funding can I apply for?***

A discretionary maintenance allowance for the writing-up period of typically six months is available on request. In exceptional circumstances, the extension period may be longer to allow for successful completion of all studies.

After discussion with your supervisor and advisers, plans for submission of your thesis and completion of your research should be customised to fit within the length of additional time and the constraints the funding will allow.

Students should carefully consider, realistically, how much longer (in months) they will need to be supported up to submission. It is important to bear in mind that further extensions of support beyond this application may not be available.

Any support from the Trust will normally be limited to no more than a contribution towards maintenance costs for a brief additional period up to the point of submission only.

The Trust would ask for your understanding about customising your submission to fit within the additional time for which the funding is available. If you submit your thesis earlier than expected, or you find you have funds beyond what is needed, the Trust would welcome any return.

### **EXCEPTIONAL FUNDING**

Fully funded scholars should not normally need to apply to the Trust for exceptional funding as maintenance payments are calculated to meet living costs whilst studying. If, however, you run into financial difficulties, the Trust will consider applications for exceptional funding.

The Trust will consider exceptional funding applications for students with a partial award but please do bear in mind that adjustments to awards are not normally allowed and the Trust would expect to hold students to the financial guarantee that they undertake in order to secure their place.

#### ***What is "exceptional funding"?***

Exceptional funding (sometimes referred to as "hardship") is unforeseen additional funding that is needed due to reasons beyond your control.

This would include:

- Bereavement.
- Serious illness which has resulted in a period of medical intermission.
- This would not include:

Non-medical intermission (e.g. for an internship).

- Unforeseen childcare or dependant costs.
- Funding to cover a period of extension (please refer to the "extension funding" section).
- If you are unsure, please contact the Scholarships Team for guidance.

#### ***Eligibility***

The Trust will consider applications for assistance:

- If it is clear that exceptional funding is required because of an unforeseeable change of circumstances since you came to Cambridge, due to reasons beyond your control. It would not necessarily include the failure of overly optimistic funding plans.
- If you are nearing the end of your degree course.
- If the grant from the Trust (and other sources) will be sufficient to enable the successful completion of your course.

#### ***How to apply***

Complete **Part I** as fully as possible yourself. Pass the form to your College Tutor and ask them to complete **Part II**. Your Tutor should then forward the form to your Course Director/Supervisor for them to complete **Part III** and submit the completed form to the Trust. The Trust will treat all supporting personal information in strictest confidence.

#### ***When to submit your application***

Applications can be made at any time. If possible, please allow as much time as you can as we cannot guarantee an immediate response.

**Part I**      *to be completed by the Scholar*

Name:					
USN:					
Nationality:					
Degree & subject:					
Where are you currently residing? ( <i>town &amp; country</i> )					
College:					
Scholarship:					
Your email:					
College Tutor name:					
College Tutor email:					
Course Director / Supervisor name:					
Course Director / Supervisor email:					
The period of time you need the funding for:					
From:		To:		No. of months:	
When is your submission deadline (as shown on CamSIS):					
When are you planning to submit your soft-bound thesis:					
Request for: ( <i>please choose the most relevant option</i> )	Extension Funding		Exceptional Funding		
Briefly outline the reason(s) why you require this funding ( <i>max. 400 words</i> )					
Date of completing this application:					

**Part I**      *continued*

Where relevant, please complete all of this financial section. You must list your estimated expenses and apply for what you need based on these estimates, rather than a continuation of your current maintenance.

**Estimated expenses in £ pound sterling** (*total amounts, please, not per month*)

Type:	Estimated cost (£):	Notes:
General living costs		
Rent		
Tuition Fees (UCF) <i>(UCF is usually completed before entering a period of extension)</i>		
Books or study equipment		
Study related travel costs <i>(not incl. conference-related costs)</i>		
Other ( <i>please specify below</i> )		
<b>TOTAL</b>		

**Please detail possible contributions from other sources:**

	Amount requested (£):	Amount confirmed (£):
Department / Faculty		
College		
Postgraduate Hardship Fund		
Cambridge Philosophical Society		
Personal		
Other sources ( <i>please specify below</i> )		
<b>TOTAL</b>		

<b>Please confirm the total amount requested from the Trust (£):</b>	
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## Scholar Declaration and Signature

I confirm that I have read the important information on page 1 and the guidance on page 2-3, and understand that:

- My application may be shared with a funding partner, if their input is necessary.
- I am required to inform the Trust if there are any changes to my plan for completing my PhD and submitting my thesis and if there any delays to my progress.
- I am required to inform the Trust if I am awarded funding from any other sources.

Scholar signature:	Print name:	Date:

*Electronic signature is acceptable*

Please pass your completed form to your College Tutor for them to complete [Part II](#).

## Part II *to be completed by the College Tutor*

College Tutors are requested to complete this section, and send the form to the applicant's Supervisor or Course Director to complete *Part III*.

Name:			
Date:			
Telephone:			
Email:			
Does this application have your support?			
		Yes	No
Do you have any comments?			
<b>If the scholarship is co-funded by the College</b> we would expect to share any additional Trust funding with the College (on the same terms). Is the College able to co-fund this application?			
Yes	No	N/A	If Yes, please state the likely amount (£ or %):
Has the College already offered any additional funding to the applicant?			
Yes	No	If Yes, please state the likely amount (£):	
Will the College offer any further additional funding to the applicant?			
Yes	No	If Yes, please state the likely amount (£):	

### Declaration and signature

We may need to share this application with funding partners. Are you happy for your comments to be shared?		
Yes		No
I confirm that:		
<ul style="list-style-type: none"><li>the applicant and the College have taken, or will take, all necessary steps to meet University or other regulations that are relevant to this application.</li></ul>		
<b>College Tutor signature:</b>	<b>Print name:</b>	<b>Date:</b>

*Electronic signature is acceptable*

### Part III *to be completed by the Supervisor/Course Director*

Supervisors are requested to complete this section, and email the fully completed form to [cambridge.trust@admin.cam.ac.uk](mailto:cambridge.trust@admin.cam.ac.uk).

Name:			
Date:			
Telephone:			
Email:			
Does this application have your support?			
Yes		No	
Do you have any comments?			
<b>If the scholarship is co-funded by the Department</b> we would expect to share any additional Trust funding with the Department (on the same terms). Is the Department able to co-fund this application?			
Yes	No	N/A	If Yes, please state the likely amount (£ or %):
Has the Department already offered any additional funding to the applicant?			
Yes	No	If Yes, please state the likely amount (£):	
Will the Department offer any further additional funding to the applicant?			
Yes	No	If Yes, please state the likely amount (£):	

#### Declaration and signature

We may need to share this application with funding partners. Are you happy for your comments to be shared?		
Yes		No
I confirm that:		
<ul style="list-style-type: none"><li>I have worked closely with the applicant to agree a timeline for completion, which I consider to be realistic and has my full support.</li><li>the applicant and the Department have taken, or will take, all necessary steps to meet University or other regulations that are relevant to this application.</li></ul>		
<b>Supervisor/Course Director signature:</b>	<b>Print name:</b>	<b>Date:</b>

*Electronic signature is acceptable*