



# Institution of Gas Engineers & Managers

## *Student Grants*

## Application

If you're in financial need and are on an Engineering Council accredited undergraduate degree, you can apply for a grant of up to £1,500. Grants are awarded per academic year.

Grants are provided towards living costs, travel, accommodation, course materials, software, books etc. Grant support towards industrial placement costs will **not** be considered, and we **cannot** give grants to pay tuition fees.

We also award grants if you have disability related costs, additional disability needs or ongoing health related needs.

**When completed, please email this form saved as a pdf to [funding@igem.org.uk](mailto:funding@igem.org.uk) with supporting documentation. (Please note the maximum file size of your emails should not exceed 10MB).**

If you **DO NOT** receive an acknowledgement within seven working days, please email [funding@igem.org.uk](mailto:funding@igem.org.uk) or telephone **+44 (0)1509 678 166** to ensure that the team have received your application.

**CLOSING DATE: 30 April 2021**

## Eligibility

- Grants are only available to applicants studying an Engineering Council accredited undergraduate degree course (**please visit <http://www.engc.org.uk/education-skills/course-search/accredited-course-search/> for a full list of accredited courses to check your eligibility**)
- Applicants must be an IGEM member at the time of applying and maintain their membership throughout their course or duration of study
- Applicants must have commenced their course before they apply
- IGEM employees are not eligible to apply



## Section 1. Applicant

Title	Full name
IGEM membership no	Tel no
Email	
Address during term time (that we can use). Please remember to keep IGEM informed of any change of address between now and September.	
Term time accommodation type: e.g. halls of residence / private rent / with parent(s) / other	
Permanent home address (if different to term time). Please remember to keep IGEM informed of any change of address between now and September.	

Do you have a partner with whom you share finances? (If yes, please tell us about this in your supporting statement)

YES      NO

Are you disabled and/or do you have ongoing health issues? (If yes, please tell us about this in your supporting statement)

YES      NO

Do you have any dependents: e.g. children, parents you provide care for? (If yes, please tell us about this in your supporting statement)

YES      NO

Are any of your dependents/people you provide care for disabled? (If yes, please tell us about this in your supporting statement)

YES      NO

## Section 2. Your course and employment (if any)

Place of study	
Name of course and qualification	
Start date (MM/YYYY)	Total course length (incl. any placement years)
Which year are you in now?	Have you repeated any years?
UCAS code (if known)	Pattern of study e.g. full/part-time
Journey distance & duration to attend course	

Paid employment: (except for final year/ final stage applicants, we would expect to see evidence of some employment to help self fund your costs to complete your programme)

Employer
Hours per week
Nature of job
Is your employment related to your course? (If yes, please tell us about this here)
Journey distance & duration to attend work

## Section 3. Your tuition fees

Fee status (UK/EU/Non-EU)	Annual fee amount
Who pays your fees? (e.g self, family, education authority)	Amount of tuition fee paid direct to course provider
How much of this tuition fee is paid by a loan that you will have to pay back?	

## Section 4. Your finances

Please complete all items that apply to you. Other sources of funding e.g. student loans, student grants, disability grants, academic institution hardship grants, should have been applied for prior to approaching IGEM.

Have you applied to your course provider for assistance with your finances and/or applied for all applicable benefits? (If yes, please tell us the status of this here)

If you are a UK national and you are under the age of 19, does someone receive Child Benefit for you? If so, who?

<b>INCOME</b>	<b>£ per annum</b>	<b>EXPENDITURE</b>	<b>£ per annum</b>
Student loan		Rent	
Maintenance grant		Mortgage	
University assistance		Council Tax (if applicable)	
Bursary		Gas/electricity	
SUBTOTAL 1		Water/sewerage	
		Telephone/wifi/broadband	
		TV licence	
		Vehicle insurance, tax, MOT	
		Content insurance	
		SUBTOTAL 1	
	<b>£ per week</b>		<b>£ per week</b>
Parental contribution		Food/household	
Net earnings		Toiletries/haircut	
Income support		Laundry	
Housing benefit		Public transport	
Council tax benefit		Petrol, car servicing, repairs	
Working/Child tax credit		Books, resources	
Child benefit (for your children)		Disability costs	
Lodger		Recreation	
Disability benefits/support		Other:	
Other:		SUBTOTAL 2	
SUBTOTAL 2			
<b>TOTAL per annum</b>		<b>TOTAL per annum</b>	



## Section 5. About your existing financial commitments

Please let us know about all of your debts, including any debts that you will need to repay at a later date e.g. you have agreed to repay family once you are employed. However do not include student loans which will be repaid direct from your salary once you reach the repayment trigger level, as you will not have any control over those repayments once deducted at source.

Debt collector & type (e.g. visa credit card)	Amount outstanding	Monthly repayment
Total of debts outstanding and repayments		

## Section 6. Supporting documentation required

Please confirm that you have sent the items listed below. **Please note that we will not be able to process your application and/or make a decision until we have all of the requested information.**

3 months bank/building society statements for EACH account (please explain any payments or withdrawals over £100 that appear on your statements)

Evidence of the rent, mortgage or board you currently pay e.g. tenancy agreement, mortgage statement

Financial notification form (student finance) (if applicable to you)

Student loan schedule (if you do not have this, please tell us the dates that payments are due)

Other documentation as appropriate e.g. evidence of benefits claimed & any documents regarding exceptional costs; anything else that you think we should be aware of to help us understand your situation and need for assistance

## Section 7. Supporting Reference

Please provide details below of a departmental referee who can submit a statement in support of your application. They must be able to comment on your performance and progress to date, and be able to explain the extent to which your financial and/or other pressures are affecting you. Please download and send them the reference request form. The referee needs to send this back to us directly by **30 April 2021**, using the details provided on the form.

Full name	
Organisation	Job title
Tel no	Email
Full address (including postcode)	



## Section 8. Your supporting statement

In no more than 500 words, please complete a supporting supporting statement ensuring that you tell us:

- About any disability and/or health issues that you, your children, or anybody that you care for have; if you have answered yes to any of the last four questions in **Section 1**
- How you are experiencing financial difficulties and why you are financially disadvantaged
- The extent to which you feel that you may not be able to complete your studies (or how the same would be impaired) without receiving IGEM financial assistance

(Please continue on a separate sheet if required)



## Section 9. Declarations

**Please indicate to confirm that you have read, understood and agree to the following (as applicable to you)**

I hereby declare that all questions contained in this form have been fully and truthfully answered to the best of my ability and that details of income, expenditure and capital are correct

Where I have provided the details of my partner, dependent and/or children I confirm that I have done so either with their consent or due to their being unable to give their consent

In accordance with the GDPR, I hereby explicitly consent to permit IGEM staff to process and retain the data provided in this form and in all other communications from me to IGEM in connection with my application

I understand that deliberately providing any false, incomplete, and/or misleading information on this form may disqualify my application

Signature

Date



## Application Process for IGEM Student Grants

**CLOSING DATE FOR APPLICATIONS: 30 April 2021.**

### 1. Acknowledgement of application form

You will be sent confirmation from the Scholarship Panel upon receipt of your application.

### 2. What happens next?

Your application will be assessed by the Scholarship Panel.

The Scholarship Panel meets in May to select candidates to invite to interview. Candidates who are short-listed, will be contacted by email.

Candidates who have **not** been short-listed for an interview will be informed by email after the meeting in May.

**PLEASE NOTE THAT THE SCHOLARSHIP PANEL WILL NOT ENTER INTO ANY CORRESPONDENCE REGARDING ITS DECISION.**

### 3. Interviews

Interviews for short-listed candidates have been arranged for July 2021. ***We regret that an alternative date cannot be arranged.***

#### What happens at the interview day?

Those short-listed will be invited to attend a virtual interview with the Scholarship Panel. The interview will last approximately 45 minutes and will be based on your application submitted.

If you have any additional requirements to assist you to attend your interview, please notify us in advance so that we can organise the necessary arrangements.

### 4. After the interview

As soon as possible after the interview, the Scholarship Panel will notify applicants of the outcome of the interview via email.

**NOTE: APPLICANTS MUST BEAR IN MIND THAT THE SCHOLARSHIP PANEL DOES NOT OFFER FEEDBACK FROM THE INTERVIEW AND ITS DECISION IS FINAL.**

### 5. Successful applicants

Successful applicants will be sent an offer by email outlining the amount agreed by the Scholarship Panel.

This will include a reminder of the conditions attached to the grant.

Successful applicants are required to notify IGEM in writing that they accept the terms and conditions of the grant as outlined in the offer letter.

Upon receipt of the confirmation, IGEM will arrange for delivery of the funding to your bank account with the bank details you provide.