

Student Funding Team

**Benefaction of John Crane (1651) Application for Financial Assistance**

*From 1 October 2017, no funds will be released until funds have been spent and receipts/invoices and Tutors’ reports are received. In cases of ongoing treatment, the Tutors' Report should be supplied at the end of the course of treatment with the final receipt. If payment is required in advance of treatment, reasons for this should be provided.*

*From 1 October 2019, Students and Colleges have a maximum of two years in which to claim their award. Colleges are also reminded that funding can only be released upon receipt of invoices dated whilst the student was still a current registered student of the University.*

**To be completed by the Tutor:**

|  |  |  |
| --- | --- | --- |
| Student Surname/Family name: | Forename(s): | Date of Birth *(DD/MM/YYYY)*: |
| Gender *(M/F)*: | University Student Number *(USN)* or CRSid: | Term/Year of matriculation: |
| Faculty/Department: | Degree/Course of study: | Current year of study: |
| Is this the student’s final year? | Is this a repeat year? | Expected year of graduation: |
| Is the student out of residence? | Has the student made a previous application to the Crane’s Charity? | Student’s medical practitioner: |

|  |
| --- |
| Financial status and circumstances of the student:Student’s actual income:*(include income from loans, grants, bursaries, scholarships/studentships, sponsorship & all other sources)*Is this matter the subject of another application?*(e.g. to DRC, access/hardship funds, etc. – please give details)* |
| Nature, scope and duration of illness:*(If any period of illness was away from Cambridge explain why)* |
| Sum applied for (enclose detailed breakdown of costs): | £ |
| College contribution to the course of treatment:  | £ |
| Statement from the General Practitioner, or other registered medical practitioner/clinician, explaining the clinical basis of the application (statement may be supplied in a separate document):In exceptional circumstances, this statement may be sent directly to the Secretary at the address below. Please tick the box if this is being done *(the application will not be considered until the statement is received)*: |

**Tutor’s declaration:**

|  |  |  |
| --- | --- | --- |
| College: | Tutor (Title & name):  | Tutor’s email: |
| **I have read the attached ‘Advice to Tutors’, discussed the application with the student and have secured the student’s consent to provide the necessary medical and other information. The information given on this form is correct and reflects the student’s medical and financial circumstances to the best of my knowledge.** **The College is also aware, and accepts, that payments from the Crane’s Charity are retrospective and the College will be reimbursed for the cost of treatment upon the provision of both the Tutor’s Report and the receipts for the costs of treatment. Furthermore, the College accepts that both the Tutor’s Report and receipts for treatment must be submitted to the Secretary to the Distributors of the Crane’s Charity *within two years of notification of the award* in order to be reimbursed.**  |
| Tutor’s signature: | Date:  |

**Please send this form and supporting documentation as a single, legible, scanned PDF file to:**

Secretary to the Distributors of the Crane’s Charity at postgraduatefunding@admin.cam.ac.uk

*The Student Funding Team will use the personal information on this form to assess the application for funding and to distribute funding according to the rules of the scheme. This is so that we can fulfil our contractual obligations to students. We retain this information until the end of the academic year in which payment is distributed, after which it is pseudonymised. For more information on how the University of Cambridge processes personal information, please see* [*https://www.information-compliance.admin.cam.ac.uk/data-protection*](https://www.information-compliance.admin.cam.ac.uk/data-protection)*.*

**BENEFACTION OF JOHN CRANE (1651)**

**Information for Tutors**

**For further information please see the Crane’s Charity website**

[**http://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/assistance-medical-costs-cranes-charity**](http://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/assistance-medical-costs-cranes-charity)

Applications must be made by *College Tutors*. The Distributors ask Tutors to include in all applications a statement from a registered medical practitioner and/or other clinician directly involved in providing the relevant help, in sufficient detail to inform the medical members of the Distributors, giving a clear diagnostic formulation and if possible a prognosis. Ideally, the need for the treatment should also be recommended by a medical practitioner who is independent of the treatment provider, especially if the latter is providing treatment through a private business; such independent advice as to the appropriateness of the treatment may be given by, e.g. a Cambridge GP, College nurse, counsellor, or similar practitioner. It should be explained clearly and precisely in any application why treatment cannot be obtained under the National Health Service. The application form contains space for this statement, but the statement can, if preferred, be given in a separate letter. Exceptionally, for example if there are good reasons why the circumstances should not be known to the Tutor, a statement can be sent direct to the Secretary by the student’s medical adviser. If this is to happen the application form should be marked appropriately by the Tutor, and Tutors should be aware the application cannot be considered until the statement is received. All statements are considered in the strictest confidence.

The Distributors are not normally prepared to consider applications in respect of treatment which has already taken place or if the student is not in residence. They are, of course, prepared to consider setting this rule aside in exceptional circumstances, for example when private treatment is necessary in an emergency.

The Distributors believe that the fund can be used to best advantage if the better endowed Colleges are willing to pay for some part or all of the cost of treatment for their students so that the Distributors can make more generous grants to students from the less well-endowed Colleges. They require Tutors to state whether their College is able and willing to make a contribution. In addition the Distributors hope that Colleges would normally be able to deal with small bills themselves, without making an application to the Crane’s Charity.

The Distributors will consider applications at any time. Applications are considered by circulation; Tutors are advised that this process can take several weeks, and can become extended if further opinion/advice needs to be sought. The Distributors endeavour to determine applications within one month of receipt, provided that all the relevant information has been supplied.

From 1 October 2017 payments from the Charity to Colleges will be retrospective. Tutors should submit applications before a course of treatment and will be reimbursed upon the provision of both the Tutor's Report and receipts at the end of the course of treatment. All documents should be sent to the Secretary to the Distributors of the Crane's Charity,

Student Funding Team, Student Services Centre, Bene’t St, Cambridge, CB2 3PT (postgraduatefunding@admin.cam.ac.uk).

If payment is required in advance of treatment, please call (01223 3)32318 to discuss this before an application is submitted. Please note that Colleges are expected to provide funding to students whilst they await retrospective payments from the Crane’s Charity.

Tutors are expected, at the point of application, to have secured the student’s consent to provide such general confidential information. The Distributors have authorised the Secretary to decline to consider an application from a College if a report on a grant already awarded is outstanding, for no satisfactory reason.

Tutors are invited to consult the Secretary, if they need advice about the process of making an application.

*University Offices August 2019*