Application guidance for students applying to the University's Financial Assistance Funds

Please read the following guidance before applying to the following funds:

- [Undergraduate Financial Assistance Fund](#)
- [Postgraduate Financial Assistance Fund](#)
- [Realise Financial Assistance Fund](#)
- [The Crane Fund](#)

This application process replaces the previous application processes as the University looks to improve student experience when applying for financial assistance.

What is new?

- New application form using Microsoft Forms
- Students may now apply directly rather than through their College Tutor

Application process

Prepare your application:

- Check you are eligible (see [website](#) for each fund's eligibility criteria as well as the [general eligibility principles](#))
- Check you can access the application form using Microsoft Forms
- Review the questions you will be asked in the Microsoft Word copy
- Draft your answers offline (you cannot partially complete your online application and return to finalise and submit it, it must be completed in one session)
- You should be aware that your application needs to have the support of your College Tutor and your Academic Supervisor (if you are applying to the Postgraduate Financial Assistance Fund). You should discuss your application with your College Tutor and Academic Supervisor before applying.

Submit your application:

- Click the link to the application form
- You will be asked to log in so that you can access the form – please ensure you use your CRSid@cam.ac.uk email address and Raven password to log in – if you are already signed into an alternative Microsoft Office 365 account on your device you will need to sign out of this account and clear your cache in order to access the form
- If you have forgotten your Raven password, please visit: https://help.uis.cam.ac.uk/service/accounts-passwords
- As above, please use your College Tutor's/Academic Supervisor's CRSid@cam.ac.uk email address as in order to access the Microsoft Form which they are required to complete they will need to log in with their University Office 365 account. You can find their CRSid@cam.ac.uk email address using the [University Lookup Directory](#)
- Please be aware that the online application form comprises several sections and it is not possible to partially complete the form, save it and return to it later – it must be completed in one sitting.
- Please note that the character limit for questions with long answers is 4,000.
- Complete and submit the online application form – the Student Funding and Fee Policy Team recommend that you save a copy of your application form for your records.
- If you experience any technical problems, please email financialassistance@admin.cam.ac.uk.

- If you experience any difficulties uploading a document as part of your application, you might need to try a few times or change to a different browser. If you are unable to upload a document, please email it to the email address as stated above and it will be attached to your application.

Support forms from your Academic Supervisor or College Tutor:

Your College Tutor (and Academic Supervisor for the Postgraduate Financial Assistance Fund) will receive an email with a PDF copy of your application attached asking them to complete a separate Microsoft 'Support Form'.

- This form must be completed within a week of the application submission.
- Please note that applications will not be considered unless the Support Form has been received.
- Your College Tutor (and Academic Supervisor) will be sent an automated reminder if they have not submitted their support form after one week.
- Your application will be automatically withdrawn if a support form has not been received after 1 month.

Outcome notification:

- You will receive an email informing you of the outcome of your application within the timeframe as published on each fund's webpage.

How will the information I provide in my application be shared?

The information you provide in your application will be held securely and only shared with individuals where it is strictly necessary to process and consider your application, this comprises:

- Your Academic Supervisor (Postgraduate Financial Assistance Fund only)
- Your College Tutor
- Student Funding and Fee Policy Team who administer these funds and review applications.
- The Medical Advisor (Apothecary) who reviews applications, reporting to the Distributors of the Crane Fund.
- The University's Financial Assistance Committee oversee decisions on financial assistance applications and the group includes College representation.
- Funding sponsors – the Student Funding and Fee Policy Team regularly share application data with the Cambridge Trust to ensure that students are accessing all available support from the Cambridge Trust before they are considered for financial assistance from the University.

General information on how the University uses your personal data is published on the University's website at: https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data.

GDPR notice

The Student Funding and Fee Policy Team will use the personal information in your application form to assess your application for financial assistance and to distribute funding according to the rules of the University's Financial Assistance Funds. The data the Student Funding and Fee Policy Team hold on you will be supplemented by information received from your College Tutor and Academic Supervisor (for the Postgraduate Financial Assistance Fund).

We retain your information for five years following your graduation after which it is destroyed. For more information on how the University of Cambridge processes your personal information, please see https:www.information-compliance.admin.cam.ac.uk/data-protection.