

BELL, ABBOTT, AND BARNES FUNDS
APPLICATION FORM 2016–17

This form is to be completed by the applicant's Tutor, not by the applicant. The layout should not be altered in any way. Please read the Notes for Tutors' Guidance first.

The closing date for applications is the Division of the Term in which the application is made: **9th November, 13th February or 21st May.**

Applicant's full name:

Applicant's USN:

College:

Part I: Personal details

1. **Age:**

2. **Year of Matriculation:**

3. **Current year of study** (if he or she has previously intermitted, please indicate):

4. **Current Tripos and Part:**

5. **Expected year of graduation:**

6. **Academic results for each year to date** (in the case of a first year student, please give an indication of progress from supervision reports):

.....

.....

7. **Is the applicant:** Disabled (including SpLDs) A mature student
 A care leaver or homeless With dependants

8. **Fees category:** Home / EU / Overseas

9. **Country of residence if not the UK:**

10. **Name and country of secondary school, with year of leaving:**

.....

11. **Proficiency:** Can you confirm that the applicant's Director of Studies and supervisors report that he or she shows proficiency in his or her studies? Yes / No

12. **Preference:** Does the applicant have any preference under Statute E(II)? Yes / No

(If "Yes", please specify in your reference. In brief, applicants may have preference if they are children of clergymen of the Church of England, or have been educated at Christ's Hospital, St Paul's School or Merchant Taylors' School, or were born in the West Riding of Yorkshire.)

Part II: Financial Information

13. **Tuition Fees:** Total payable in 2016–17: £.....

14. **Maintenance:** Annual maintenance loans: £..... Annual grants: £.....

In the case of a UK applicant, Tutors **must** attach a copy of the applicant's "University or College Payment Advice 2016/17" from Student Finance, or a printout of the applicant's "Assessments" page that your College Office can download from the Student Loan Company's HEP Services.

15. **Cambridge Bursary Scheme** award for 2016–17: £.....

16. **Total parental/family contribution** to fees and maintenance in 2016–17: £.....

17. **College support**, e.g., hardship grants/loans, rent rebates, bursaries, vacation study grants; give amounts:

.....

18. **Any other bursaries, loans or grants;** give amounts:

19. **Has the applicant previously received an award** from the Bell, Abbott, and Barnes Funds?

Amount sought from the Bell, Abbott, and Barnes Funds in 2016–17: £.....

(The maximum total award that may be made in any academic year is currently £2,000)

Tutor's Letter of Support

Tutors must attach a signed letter in **detailed** support, referring to the above information where appropriate. Please address fully the points mentioned in the *Notes for Tutors' Guidance* attached to this form.

Budget

For requests exceeding £500, Tutors must include a budget showing the applicant's income and a summary of estimated expenditure and level of debt (e.g., overdraft) for 2016–17. Paragraph 3 of the *Notes for Tutors' Guidance* (attached) gives further information.

Tutor's Signature

I enclose a signed letter of support and, if required (see above), a budget. In the case of a UK applicant, I enclose a copy of the "Payment Advice" from Student Finance or "Assessments" from the Student Loan Company (see above). I understand that applications without these documents will be rejected.

Tutor's name (title, first name, surname):

Signed: Date:

Tutor's email address:

Please send this form in hard copy to:

Dr R. E. Hunt
Secretary to the Awarders of the Bell, Abbott, and Barnes Funds
Senior Tutor's Office
Christ's College

BELL, ABBOTT, AND BARNES FUNDS
ACADEMIC YEAR 2016–17

Notes for Tutors' guidance

The Bell, Abbott, and Barnes Funds provide aid to undergraduate students in financial difficulties. The regulations governing them may be found in University Statute E(II) and in the Ordinances (Chapter XII, Section 2). A web page for students about the Funds may be found at www.cam.ac.uk/BellAbbottandBarnes.

All sections of the form must be completed by Tutors themselves, not by their pupils. Please do not cut and paste the questions from the form into another document, because that would change the layout.

1. In assessing applications, the Awarders rely greatly on Tutors' comments in support of their pupils, and we appreciate the time they give to this. We aim to distribute the Funds as fairly as possible to those in greatest need and are able to help in any genuine case, whether for ongoing problems caused by long-term hardship or immediate problems caused by unforeseen change of circumstances. In addition to the points listed below, we are happy to take account of any additional personal or family circumstances that Tutors wish to explain. *All information about applicants is treated confidentially*, although anonymised data is shared for statistical purposes.
2. Eligibility: all undergraduate students are eligible, including clinical medical students. To be precise:
 - Students must be reading for one of the following degrees: B.A., Mus.B., B.Th., M.B. B.Chir., Vet.M.B., or an integrated Master's degree (M.Eng., M.Math., M.Sci.) taken as Part III of a Tripos. Graduate students reading for the degree of Master of Advanced Studies (M.A.St.) are *not* eligible, even though it is awarded for the same course as an equivalent Part III integrated Master's degree; those students are instead eligible for Graduate Hardship funding.
 - Affiliated students (those who already have a degree from another University and are taking the Cambridge B.A. in two years rather than three) are eligible.
 - Clinical medical students reading for an intercalated Ph.D. during their M.B. B.Chir. course are not eligible for the duration of their Ph.D., and should instead apply for Graduate Hardship funding.
3. A clear appraisal of your pupil's financial position is essential. As well as declaring all existing sources of income and pending applications for help from other sources, please use your reference letter to indicate the size of any outstanding debt and, where this is large, any relevant reasons for it. If you are requesting a grant of more than £500 then you **must** include a budget showing your pupil's forecast income for the current academic year, broken down into detailed categories, and a summary of their estimated expenditure for the same period. You may use the University's standard maintenance figure of £8,500 if you wish, rather than an individual calculation, giving if appropriate an explanation of any exceptional reasons why your pupil's expenditure may exceed this.
4. Please indicate how much support *you* think is necessary. Most *Grants* made are in the range £100–£1,000; larger sums, up to a maximum of £2,000 in any year, may be awarded in exceptional cases. *Exhibitions* (again up to a maximum of £2,000) may occasionally be awarded to second- or third-year undergraduates who have already shown significant distinction in a University examination but who face continuing hardship that was unforeseen when they matriculated. Exhibitions will normally be renewed annually, subject to evidence of ongoing hardship and continued academic success.
5. The following points are relevant to UK students:
 - You **must** include a copy of the student's "University or College Payment Advice 2016/17" from Student Finance, or alternatively a printout of the web page entitled "Assessments" for the student in question that is available to College Offices through the "HEP Services" website run by the Student Loan Company. Without one of these, the application will be rejected.
 - The student should already have been assessed for the Cambridge Bursary Scheme, and you should indicate the outcome in your answer to Question 15. If the outcome is still pending, please say so.
 - Does your pupil receive any other specialised support – for example, that aimed at disabled students, mature students, or those with dependents? (Disabled Students' Allowance, Parents' Learning

Continued overleaf...

Allowance, the University's Childcare Hardship Fund, and College funds, are relevant here.) When applicable, the Awarders normally expect these sources to have been fully investigated first.

- If parental income has collapsed, has your pupil applied for re-assessment by Student Finance?
 - The Awarders ask Colleges to buffer temporary problems caused by delays in the processing of loans by Student Finance. Tutors are asked not to apply to the Funds for this reason alone, so that resources may be conserved for those with continuing hardship once loans have been provided.
 - The Awarders will not normally consider UK undergraduates *in their first year* until the outcome of applications under the bullet points above has been resolved. Save in exceptional circumstances, Tutors are therefore asked to postpone first-year applications for UK students until the Lent or Easter Term, when the result of these applications will be known and the real extent of hardship can be assessed. We ask Colleges to provide any essential temporary short-term relief in the interim.
6. The following points are relevant to EU students:
- All those who are eligible should already have applied to the Cambridge Bursary Scheme before applying to the Funds, and the outcome should be indicated in your answer to Question 15.
 - EU students are eligible to apply for a fees-only loan from Student Finance, and should have done so. They should also have applied for any standard loans available to them in their home countries, comparable with the student loans provided for UK undergraduates. Please confirm these points.
 - If parental income has collapsed, has your pupil applied for re-assessment by Student Finance for the Cambridge Bursary Scheme?
 - Please give details in your reference letter of the financial assurances that were requested by the College on admission (and whether any guarantors have been pressed to honour their commitment).
7. The following points are relevant to overseas students:
- Overseas students should only have matriculated with adequate financial arrangements planned and secured in advance. The Funds regularly help those in *unexpected* difficulty, but the Awarders normally expect guarantors of overseas students to have been pressed to honour their commitment.
 - The University may be willing to reduce or remit its fees entirely in cases of hardship. The procedure for applying for remission of fees is described in section 10 of the Applications Committee's *Notes for Guidance for Staff and Students*. In appropriate cases the Awarders will expect such an application to have been made before, or concurrently with, an application to the Funds.
8. Please ensure that you indicate whether your College has already helped the applicant, or whether it would be willing and able to make a matching contribution to anything that the Funds might provide.
9. For medical costs, application should first be made to Crane's Charity.
10. Question 12: the full version of the rules for preference may be found in University Statute E(II). The Awarders shall give preference to "children of clergymen of the Church of England [who] show adequate proficiency"; or to candidates who were "educated at Christ's Hospital, now at Horsham in the County of Sussex, St Paul's School, now in the County of London, or the Merchant Taylors' School, now in the County of Hertfordshire, [who] show sufficient proficiency"; or to "candidates born in the West Riding of Yorkshire" who show proficiency.
11. Meetings of the Awarders are held each Term, normally a week after the deadline has passed. It is always helpful to receive applications well ahead of the deadline so that any queries may be resolved with Tutors in advance. In *truly* exceptional cases it is possible for applications to be considered between meetings.
12. Tutors will be informed of the outcome of the application within one week of the meeting by letter.
13. The Secretary is always glad to answer Tutors' questions about applications or about the interpretation of these guidelines. Tutors (but not applicants themselves) may contact him by email at the address below.

Dr R.E. Hunt, Secretary to the Awarders of the Bell, Abbott, and Barnes Funds
Senior Tutor's Office, Christ's College

senior.tutor@christs.cam.ac.uk