

Part II: Financial Information

12. **Tuition Fees:** Total payable in current academic year: £.....
13. **Maintenance:** Annual maintenance loans (if applicable): £..... Annual grants: £
14. **Cambridge Bursary Scheme** award for current academic year: £
15. **Total parental/family contribution** to fees and maintenance in current academic year: £
16. **College support**, e.g., hardship grants/loans, rent rebates, bursaries, vacation study grants; give amounts:
.....
17. **Any other bursaries, loans or grants;** give amounts:
18. **Has the applicant previously received an award** from The Sheikh Family Bursaries Funds?

Amount sought from The Sheikh Family Bursaries: £.....

(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 for the current academic year showing the applicant's income and a summary of estimated expenditure and level of debt (e.g., overdraft) for current academic year. 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:

Senior Tutor
Secretary to the Awarders of The Sheikh Family Bursaries
Tutorial Office
Downing College
senior-tutor@dow.cam.ac.uk

THE SHEIKH FAMILY BURSARIES

Notes for Tutors' guidance

The COSARAF Charitable Foundation has pledged a gift to Downing College to establish a scholarship fund in order to award bursaries to home undergraduate Muslim students in financial need.

All sections of the form must be completed by Tutors themselves, and *not* by students. 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 that they give to this process. We aim to distribute the Funds as fairly as possible to those Muslim students in greatest need. We are able to help in any genuine case, whether for ongoing problems caused by long-term hardship or immediate problems caused by an unforeseen change in 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.St.) are *not* eligible, even though it is awarded for the same course as an equivalent Part III integrated Master's degree.
 - 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.
 - Students must be a Muslim home student in financial hardship. Those students who are first-generation university students will be given preference.
 - The definition of financial hardship is set out in the COSARAF Zakat Distribution Policy and awards will be made in line with this Policy (<https://www.cosaraf.org/zakat-distribution-policy/>).
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 estimated expenditure for the same period. You may use the University's standard maintenance figure of £9,160 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 amount.
4. Please indicate how much support *you* think is necessary. Most *bursaries* are in the range from £500 up to a maximum of £2,000 in any year. *Bursaries* (again up to a maximum of £2,000) may 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. Bursaries will normally be renewed annually, subject to evidence of ongoing hardship and continued academic success.
5. 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.
6. For medical costs, application should first be made to Crane's Charity: <https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/assistance-medical-costs-cranes-charity>
7. 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 in advance. In *truly* exceptional cases it is possible for applications to be considered between meetings.
8. Tutors will be informed of the outcome of the application within one week of the meeting.
9. The Secretary is always glad to answer Tutors' questions received by email about applications or about the interpretation of these guidelines. Tutors (but not applicants themselves) may contact him by email at the address below:

**Senior Tutor, Secretary to the Awarders of The Sheikh Family Bursaries, Senior Tutor's Office,
Downing College**

senior-tutor@dow.cam.ac.uk