

Colchester Institute Foundation Trust (CIFT) Application Form

Formed in 1996 as a Registered Charity (No. 1060317), CIFT Colchester Institute Foundation Trust's principal purpose is to benefit Colchester Institute students who are experiencing financial hardship to the extent that they are unable to participate at College and complete or achieve their qualifications.

In a lot of cases, due to their college commitments, students are unable to undertake formal employment, and there are those whose financial situations are really desperate and there simply is not the financial support available within College funds to help them to continue to study and shape their futures.

Colchester Institute Foundation Trust welcomes applications from any student who is unable to access financial support offered through the usual college support funds. Students must be able to demonstrate commitment to their chosen course of study and the impact of the award could make the difference between them staying on the course or having to withdraw.

The CIFT Fund is limited. Any award is given at the discretion of the Trustees. It is expected that all other avenues of public funds available and that you are eligible to apply for must be exhausted first.

For example: Further Education students, can apply to the College Bursary Fund for financial support with College costs (including the College Bursary Fund Panel) for Higher Education students, the Hardship Fund is available to apply to via University Centre Colchester Academic Services.

Apprentices cannot apply to the College Bursary Fund but can apply to CIFT.

A report of how any award has contributed to the achievement may be asked for at the request of the CIFT Trustees.

CIFT Funds cannot be used to pay for tuition fees.

If your application to CIFT is successful, where possible CIFT award 'in kind' awards (travel pass, use of Student ID for food purchases) but where this is not possible, awards may be paid directly into your bank account by BACS. Please provide your bank details in the section below:

Name of Account Holder.....

Name of Bank.....

Sort Code.....**Account Number**.....

Roll No (Building Society only).....

Application for Colchester Institute Foundation Trust Award 2025 / 26

Name.....

Student ID Number.....

Email.....Phone.....

Course.....

FE Student ☐ HE Student ☐ Apprentice ☐

If you are an apprentice, what is your hourly rate of pay / monthly salary?.....

Have you applied for financial help from either:

College Bursary Fund **Y / N**

If you answered yes but were over the threshold to receive the College Bursary, did you send an email to Student Finance to request the panel to review your application **Y / N**

UCC Hardship Fund (for degree level courses) **Y / N**

Please describe what are you requesting financial support for.

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Please set out below the cost for this support and if you can contribute in part. CIFT prefer to support 'in kind' rather than cash awards. Please include whether the award can be made 'in kind.'
(e.g. a bus pass, a train pass or £5 per day on your Student ID card for food purchases on your college days)

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If you are requesting help with travel costs, please include how you travel to college / work and the distance travelled.

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Please write a short account outlining why you are applying for this award and how this will help with your studies at Colchester Institute / UCC. Please explain why you are unable to meet the costs in any other way.

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On occasions we may need to request details of your household income to ensure a full assessment of award. If this is required, you will be notified after you have applied. If you have applied to the College Bursary and / or submitted a supporting statement to the College Bursary Panel for consideration or have applied to UCC Hardship Fund, CIFT will contact the College Bursary or Hardship Fund to request this information.

Declaration:

I understand the CIFT application process, what information is required and confirm by signing below that the information I have provided on this form is correct and true.

I have exhausted all other funding options available to me and I require the above financial support from CIFT to remain on my programme at Colchester Institute/UCC. I understand that if my application is found to be inaccurate or false after I have been awarded, I will be asked to repay CIFT the whole sum of my award.

I understand that by signing this application form I give consent for representatives of CIFT to review my academic attendance, progress, achievement, and any applications made to the College Bursary Fund/UCC Hardship Fund and to seek feedback / supporting information from my course tutor, for the purposes of deciding on my application.

Student Signature.....Date.....

Support for CIFT application from Tutor

I support the student CIFT application **Yes / No**

If Yes, please confirm below that the CIFT award will support the student to complete their current programme.

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If No, please give an overview of why.

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If you have any concerns about the student's progress or ability to complete their current programme, i.e.: lack of attendance / engagement, please contact Clare Garner, Student Services Co-ordinator 01206 712307 as soon as possible.

Tutor Signature.....Date.....

Please return this form to Student Finance (Student.Finance@colchester.ac.uk).

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Checklist	Yes	No	N/A
Form fully completed by student			
Applied to bursary/panel/ hardship (if applicable)			
Bursary / hardship application verified			
Student declaration signed			
Tutor support completed			

Decision	Date
Approved / Rejected	
Amount Awarded	
Type of Award	
Approved	
Approved by (name)	
Authorised	
Applicant notified	
Comments:	