

## Student Grant Application Form: Guidance Notes

Before completing the student grant application form please read these notes carefully. By following these notes you will minimise the chances of your application being rejected. If you have any queries regarding the completion of the form, please contact the Benevolent Fund office on 01444 417 979.

### Eligibility

You must be a member (any grade) of the Institution of Civil Engineers; disabled or disadvantaged, and studying civil engineering as an undergraduate on an ICE accredited course at a UK university.

**Please Note** The grant offered by the Benevolent Fund is not intended to cover course fees. Unless your course fees for the year have been paid we cannot consider your application.

### Processing your application

Applications can be made at any time during the academic year. We will process your application as quickly as practicable. It is **essential** that supporting documentation is included (see checklist overleaf). Photocopies of documents are acceptable. If you send original documents we will copy and return them to you. If you do not provide all the supporting documentation your application will be rejected and you may not re-apply.

### Part 1. Personal Details

Complete in full, including your ICE membership number. Include a telephone number or e mail where we can contact you if we have urgent queries.

### Part 2. Reason for Application

Please give a brief reason why you are applying for financial assistance. If you need more space please use a separate sheet.

### Part 3. Course and Dependant Details

Please answer all questions to provide an overall picture. You **must** tell us about any partner and /or children with whom you are living. If you do not your application will be rejected and you may not re-apply.

### Part 4. Monthly Income

Please list **ALL** income for your family unit in the appropriate space. This includes any income or benefits your partner and/or adult children receive. If you do not tell us about all income your application will be rejected and you may not re-apply.

If eligible you must have taken out the maximum student loan available before receiving help from ICE Benevolent Fund.

You should ensure that the figures entered on the form are consistent with those on your bank statement. You should also explain any deposits of £100 or more for which there is no supporting documentation.

If you have a type of income which is not listed on the form please list it on a separate sheet.

### Part 5. Expenses

We use a scale of 'composite' living costs, based on Department of Work and Pensions figures. The scale includes gas, electricity, water, telephone, TV licence, food, clothing, and household expenses. These should not be entered on the form.



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Charity registered in  
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### **Part 6. Debts**

Please complete. The ICE Benevolent Fund grant is not aimed at reducing debt, but if you are heavily indebted please give an explanation in your statement ( Part 2)

### **Part 7. Bank/Building Society Accounts/Savings**

Please list and provide copies of 3 months statements. You must provide details of **ALL** bank statements, including those you may hold jointly. If you do not, your application will be rejected and you may not re-apply.

### **Part 8. Disabilities/Special Medical Needs**

Please complete. All information will be treated in the strictest confidence.

### **Part 9. University Supporting Statement**

Your application will not be considered if this part is not completed by your Head of Department or his/her nominee. The Benevolent Fund may wish to contact this person.

### **Part 10. Declaration**

Please read through the form and check the answers you have given before you sign and date the form.

Return the form to the address on the front, and remember to include all the supporting documentation.

### **Part 11. Checklist**

Before returning the form, please ensure that you have included all the relevant information. Where possible please send us photocopies or scans of original documents. If you do not include all the relevant documents your form will be returned to you.

- LEA Support Notice
- Student loan Payment Schedule
- Copies of Bank Statements covering the last 3 months.  
(These must include your student income and any other credits must be explained. All items over £100 should be explained)
- Proof of Rent/Mortgage Payments  
(e.g a copy of your housing contract, rent book, or building society notification)
- Confirmation of payment of Course Fees
- Proof of partner's income (e.g. payslips)
- Breakdown of anticipated course costs if over £250 per year.