

Student Grant Application Guidance and Supporting Paperwork

Application

Before completing the student grant application form, please read these notes carefully. If you have any queries regarding the completion of the form, please contact the ICE Benevolent Fund office on 01444 417 979.

Eligibility

You must have been a student member of the Institution of Civil Engineers for 1+ years who is disabled or disadvantaged and studying civil engineering as a first time undergraduate on an ICE accredited course. The grant offered by the Benevolent Fund is not intended to cover tuition fees. Unless your course fees for the year are covered it will not be possible to consider an application from you.

Processing your Application

Applications can be made at any time during the academic year. 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.

Part 1: Personal

Complete this section in full, including your ICE membership number. Include a telephone number or email where we can contact you if we have any 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.



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 children receive. If eligible you must have taken out the maximum student loan available before applying for help from ICE Benevolent Fund. Please ensure that the figures entered on the form are consistent with those on your bank statements. 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

Please provide a breakdown of your monthly living expenses.

Part 6: Debts

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

Part 7: Bank/Building Society Accounts/Savings

Please list all bank and building society accounts and provide copies of 3 months' statements for each account. Please be sure to include ALL bank accounts, even those you may hold jointly.

Part 8: Disabilities/Special Medical Needs

Please provide details of all disabilities or special needs. All information will be treated in the strictest confidence.

Part 9: University Supporting Statement

Your application will not be considered unless this part of the form has been completed by your Head of Department or his/her nominee. The Benevolent Fund may wish to contact this person, so please be sure to provide their up-to-date contact details.

Part 10: Declaration

Please read through the form and check the answers you have given before you sign and date the form. You can return the form by post to the address on the front page of the form. Remember to include all the supporting documentation or send it by email to info@icebenfund.com.



Part 11: Supporting Paperwork

You will need to provide supporting paperwork with your application. Wherever possible please send us photocopies or scans of original documents.

- Copies of all 3 months' statements for all bank and building society accounts.
- Evidence that the funds for the course fees are in place/course fees have been paid.
- Paperwork showing Student Finance maintenance and tuition fee loans and repayment schedules.
- Proof of rent/mortgage payments.
- Proof of your and your partner's income, including payslips.
- Student Loan Payment Schedule
- LEA Support Notice