**Estranged & Care Leavers Interview Fund 2019/20**

This scheme is intended to assist Estranged & Care Leaver students who are in their final year or level 5 students applying for a sandwich placement. The fund can assist with costs associated with securing gainful employment, including the purchase of items and expenses. For example, public transport travel costs\* (if the company does not meet these costs), shoes, clothing, and accommodation.

[\*Unfortunately we are unable to pay petrol / mileage costs due to insurance reasons].

The Estranged & Care Leaver Interview Fund is available due to donations from former students of Sheffield Hallam University through the Hallam Fund. The maximum amount of money that can be awarded to any individual student will be up to £100. Please note that as the funds are limited, you are advised to apply early. Once the funds are exhausted, they will no longer be available.

The fund is operated on a first come first served basis. Completed applications and accompanying documentation must be submitted by 30 June 2020.

**Eligibility:**

To be considered for the fund, you must be an eligible care leaver or estranged student, enrolled and studying a degree / post graduate course, or equivalent at Sheffield Hallam University. This award is not income assessed.

* Students must be fully enrolled Home student
* Students must be in their final undergraduate or postgraduate year or be a level 5 student applying for a sandwich placement
* *Estranged Students:* Students need to be known to the University as estranged and be under 25 years of age at the time of enrolment with the University. Students will need to provide their confirmation letter that they have been accepted as estranged by Student Finance England.
* *Care Leavers:* Students must have spent 3+ months in care in the school years including and after Year 10. Students must be aged 25 or under at the time of enrolment with the University.
* You must have had an appointment with a member of the Careers and Employability team prior to your interview. The Advisor will support you with your interview preparation. You can book an appointment by visiting the [Careers Central website](https://careerscentral.shu.ac.uk/see-adviser/booking-appointment).

**What you need to do:**

* Complete this application form
* Provide an example of what you need to buy and receipts where items have already been purchased
* Provide proof of your job interview/assessment centre date (or other acceptable employability development)
* Submit your completed application and documentary evidence to [inclusivesupport@shu.ac.uk](mailto:inclusivesupport@shu.ac.uk) clearly marked 'Interview Fund Application' in the subject line. Please bear in mind that it is a first come first served process.

**What happens next:**

If you are successful in gaining an award, we will email your SHU email address. You are strongly advised to check your emails up to and including the closing dates of the scheme.

**PERSONAL DETAILS**

**Title: \_\_\_\_\_\_ Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you in your final year? Y / N**

**Are you applying for a sandwich placement? Y / N**

**Have you had an appointment with the careers team? Y / N**

**When was was your appointment date\_\_\_\_/\_\_\_\_/\_\_\_\_**

**BANK OR BUILDING SOCIETY DETAILS**

**Name of Bank/Building Society \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sort Code \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_**  **Account Number** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DECLARATION**

*I certify that I am fully enrolled on a course at Sheffield Hallam University in 2019/20 academic year and that the information I have given is correct.*

*I undertake to provide relevant documentation in support of this award if requested to do so by Student Funding.*

*I authorise Student Funding to contact any third party (examples could include SFE, NHS, UKBA etc. or other depts. in SHU) to confirm any information supplied regarding my request for support.*

*Your data only will be used for the purpose of administering and reporting on the funding you have received in line with the* [*Student Privacy Notice*](https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-students) *which can be viewed in full on our website. You will be expected to report back on the impact of your funding and you may also be contacted by the Development & Alumni Relations Office following your award to find out more about the difference it has made.*

***I confirm that I have read and consent to the above***

***I am Applying for the sum of: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Please tick this box to indicate you have attached all costings and letters***

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_**

General Data Protection Regulations 2018: The information provided by you for this application will be used to establish a computer based record which will allow the staff in Student Funding and Access Support to communicate with you. We will securely protect your application form, your photocopied documentation and the computer records within our office and we will keep hold of them for as long as audit requires. You will be given access to the information we hold about you if you request it. For further information and enquiries about Data Protection at Sheffield Hallam University please refer to the regulations and contact details at <https://www.shu.ac.uk/about-this-website/privacy-policy>

**OFFICE USE ONLY**

**Award: Amount £\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by:** **\_\_\_\_\_\_\_\_\_\_ Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Award email sent to Shu email: Date \_\_\_\_\_\_\_\_\_\_by \_\_\_\_\_\_\_\_Adhoc payment sent: \_\_\_\_\_\_\_\_ \_\_**