**APPLICATION FORM FOR UNIVERSITY FEE REMISSION**

Before completing this application form you should read the Notes for Guidance.

You may also wish to refer to the relevant Statutes and Ordinances (Ch. 3 Examinations) at: http://www.admin.cam.ac.uk/univ/so/

**1 Student details**

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| --- | --- | --- | --- |
| Title |  | USN |  |
| Surname |  | | |
| First Name(s) |  | | |
| Email |  | | |
| Course |  | | |
| Course start date |  | Course stage e.g. Part IA (UG)  Year 2 (PG) |  |
| Tutor name  (incl. title) |  | | |
| Tutor’s email |  | | |
| College |  | | |

**2 Application statement**

I ask that the student named above be granted a fee remission for the \_\_\_\_\_\_\_\_\_\_\_\_ term(s) in the \_\_\_\_\_\_\_\_\_\_\_\_academical year.

I confirm that the College has agreed to also remit its portion of the fee for the term(s) of fee remission being requested (please tick)

If this application interlinks with a period of intermission or withdrawal:

- Please state the dates of intermission or withdrawal that have been approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Please give the details of any previous periods of fee remission and/or AMA for an ‘extended period of study’:

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- I confirm that this period of intermission or withdrawal has already been approved by, or on behalf of, the relevant University Committee (please tick)

Please specify whether the student meets any of the following criteria:

Fees for their tuition are held in a bank account located within a country experiencing sudden currency devaluation of 50% or more.

Fees for their tuition are held in a country experiencing a significant political or natural emergency resulting in a loss of available funds.

The student would have no viable alternative other than returning to a country on the FCDO’s red or orange list (defined as a country to which all travel, or all but essential travel, is advised against) if they were required to intermit or withdraw from their course.

The student is on the Council for At-Risk-Academics Scheme

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| Please provide a clear statement of the reason for hardship, the student’s financial situation, and such financial support which the College expects to offer. |
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| Please state how the student’s tuition fees will be funded and what alternative sources of financial support have been explored. A student would be expected to provide evidence of the outcome of an application to their tuition fee funder (such as Student Finance England) in the documentation supporting their fee remission application: |
|  |

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| Please state how the student expects to meet their full living costs for the remainder of their course. A student would be expected to provide evidence of how their living costs will be funded in the documentation supporting their fee remission application: |
|  |

If this application is being made on the grounds of financial hardship, please state how much the student can contribute towards their tuition fee for the term(s) for which they are requesting fee remission.

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| Tutor’s signature  Date  Yes / No  The student is aware of the full contents of this application |

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| --- |
| Senior Tutor  Senior Tutor’s signature  Date |