**Empower Bursary Request Form**

The Empower Bursary exists to support eligible students with **travel, subsistence and professional workwear costs for extra-curricular assessment- and employment-related activities, and training.**

**Please make sure you have completed the following eligibility steps before applying:**

**Tick here:**

|  |  |
| --- | --- |
|  | I am a current student registered with the University of Kent, studying in the UK |
|  | I am claiming for **extra-curricular unpaid work experience, assessment activities or training** (that does not make up part of my degree programme) |
|  | I have actively engaged with the Empower Scheme this academic year by both1. attending an [Empower appointment](https://careers.kent.ac.uk/)
2. attending a [Careers and Employability Service workshop](https://careers.kent.ac.uk/)
 |
|  | I confirm that I have included proof of the experience for which I am claiming. |

**Complete the below and send this form to** **empower@kent.ac.uk**

|  |  |
| --- | --- |
| **Full Name**  |  |
| **Kent Username** (ie. abc123) |  |
| **Kent Student ID**  |  |
| **Total amount being requested (£)** |  |
| **Breakdown of funding requested** (amount and use, i.e. Travel: £30)  |  |
| **What is the funding for?** (no more than 150 words and include relevant dates)**Please ensure that this is extra-curricular, ie. does not make up part of your degree programme.** |  |
| **What do you hope to gain from this opportunity?** (no more than 50 words) |  |
| **What proof have you attached?**You must provide proof of an invitation to the assessment-, employment-related activity or training event.  |  |
| *Please note:** *Once the bursary request has been approved and the finance form has been received, payment can take up to 14 days*
* *You are responsible for feeding back to the Empower team about the outcome of the opportunity –* [*book an Empower appointment for support adding it to your CV*](https://careers.kent.ac.uk/)*.*
* *The total bursary amount will not exceed £200 per academic year per eligible student.*
* *If you are in need of financial support, please see* [*Financial help and advice - Help - University of Kent*](https://www.kent.ac.uk/guides/financial-help)
 |

***Office use only***

|  |  |
| --- | --- |
| ***Date***  |  |
| ***Approved by***  |  |
| ***Final approval amount*** |  |