WEF 2017/18 application form  
**Your application must include evidence of your opportunity otherwise it will not be accepted.**

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| --- | --- | --- | --- | --- | --- |
| **Your Details:** | | | | | |
| Name: | |  | | | |
| Student ID number: | | Click or tap here to enter text. | | | |
| Degree (BSc, BA, etc.)\*: | | Click or tap here to enter text. | | | |
| Degree course name: | | Click or tap here to enter text. | | | |
| Current year of study (e.g. 1st year): | | Click or tap here to enter text. | | | |
| Expected year of graduation: | | Click or tap here to enter text. | | | |
| Nationality: | | Click or tap here to enter text. | | | |
| University E-mail address: | | Click or tap here to enter text. | | | |
| Contact phone number: | | Click or tap here to enter text. | | | |
| **Please provide a detailed breakdown of what you will be using the WEF for**: | | | | | |
| **Applications for the WEF will only be used to against expenses related travel. Please refer to the example claims below.** | | | | **Amount requested:** | |
| ***Example claim****: 7-day train pass with travel card from Canterbury to London for 5 days’ work experience.* | | | | *£144.80p* | |
| ***Example claim****:*  *Return travel from Ashford to Tonbridge Wells @ 60 miles*  *Minus Ashford to CCCU Canterbury usual mileage @ 30 miles*  *= 30 miles travel at 25p per mile* | | | | *£ 7.50p* | |
| **Your claim:** Click or tap here to enter text. | | | | £ ENTER | |
| Click or tap here to enter text. | | | | £ ENTER | |
| **Please confirm the amount you are applying for:**  *Relevant students can apply for up to a maximum of £200.* | | | | **£** ENTER | |
| **In order to apply you must indicate how you meet one or more of the following criteria:**  **Please attach proof of your CCCU Bursary/ household income, if applicable.**   1. You are in receipt of a full maintenance award from the University / Student Finance Loan (household income below £25,000) 2. You have been in care as a looked-after child. 3. You have declared to the University as disabled. 4. You are from a black or minority ethnic group. 5. You are a mature entrant to University (21 or over at the start of your course). | | | | **Please check the relevant boxes below:**  I confirm that I meet one or more of the WEF criteria  A  B  C  D  E | |
| **Please give details of the Work Experience you will be undertaking: P.T.O** | | | | |  |
| Name & address of Work Experience organisation, company or individual: | Click or tap here to enter text. | | | | |
| Website: | Click or tap here to enter text. | | | | |
| Name of your contact: | Click or tap here to enter text. | | | | |
| Contact’s telephone number: | Click or tap here to enter text. | | | | |
| Contact’s e-mail address: | Click or tap here to enter text. | | | | |
| Anticipated start date : | Click or tap here to enter text. | | | | |
| Anticipated finish date : | Click or tap here to enter text. | | | | |
| Is this full or part-time? | Click or tap here to enter text. | | | | |
| Paid or unpaid? | Click or tap here to enter text. | | | | |
| If paid, your salary, hourly rate or other payment basis: | Click or tap here to enter text. | | | | |
| **In order to apply, you must provide proof of your work experience.** | | | | | |
| **Please answer the following questions:** | | | | | |
| Please give a clear description of the Work Experience opportunity you will be undertaking (in no more than 200 words) or alternatively please attach a copy of the job description. | | | | | |
| Click or tap here to enter text. | | | | | |
| Please confirm where, or how, you found your Work Experience. | | | | | |
| Click or tap here to enter text. | | | | | |
| *I confirm that I have attached evidence of the Work Experience I will be undertaking \*\*\** | | | **Yes  No** | | |
| *I confirm that I have attached evidence that I meet the criteria required to apply \*\*\*\** | | | **Yes  No** | | |
| *I confirm that I have read, agree to and accept the Terms and Conditions and understand that failure to provide the relevant expenditure evidence after my work experience will mean repaying any outstanding amount back to the University* | | | **Yes  No** | | |
| **COMPLETED FORMS AND ANY ASSOCIATED DOCUMENTS FORMING PART OF THE APPLICATION MUST BE SUBMITTED to** [**careers@canterbury.ac.uk**](mailto:careers@canterbury.ac.uk)  **Applications will then be assessed on a first come first served basis until the allocated funding has been exhausted.**  *By submitting this form, you are consenting to the University verifying the information provided in the “Your Details” box above. Any personal data submitted as part of this application will be held securely and used only for the purposes of participating in, administrating and awarding the Work Experience Fund (WEF).*  *Submission of a completed WEF Application Form does not guarantee that applicants will be awarded a WEF, nor the full amount requested. The University reserves the right to interview applicants, either by telephone or in person.*  *By participating in the WEF scheme, you are agreeing to provide feedback during the remainder of your time at the University regarding the impact of the Work Experience. All queries about the scheme should be directed to* [***careers@canterbury.ac.uk***](mailto:careers@canterbury.ac.uk)  *\*\*\*Acceptable evidence is an e-mail or letter from the host organisation, company or individual confirming your Work Experience and the relevant dates.*  *\*\*\*\*Acceptable evidence is a receipt of your Student Finance Loan and / or your University Bursary receipt.* | | | | | |