

FINANCIAL SUPPORT FOR PEMBROKE UNDERGRADUATES

With the ever-increasing cost of higher education, it is important that you are aware of all sources of financial support available to you, and how to apply for them.

Nearly all the awards mentioned in this document are provided out of the College's Restricted Funds. This is money donated by benefactors, either in the past or on an ongoing basis. Their generosity allows us to offer these resources.

You should apply for the different kinds of support in different ways, as explained in this document. The general [College Grant form](#) is the form you are most likely to need, your Director of Studies or Tutor need to complete sections of this form. It can be downloaded from the [College website](#) as can most of forms mentioned in this document.

We hope that this document is useful. If you have any questions about any of the sources of support it describes, or your eligibility for them, please consult with your Tutor, the Senior Tutor, the Tutorial Bursar or College Registrar (b.coombs@pem.cam.ac.uk).

STUDY AND TRAVEL AWARDS

In general, students who will have graduated by the time that the expenditure occurs are not eligible for support (unless they are returning for a graduate degree)

VACATION STUDY

Study grants are available to help students pursue work which is directly related to their course, during the vacations.

Study grants for students remaining in Cambridge during the vacation

Undergraduates who have strong academically-approved reasons to remain in Cambridge during the vacations can apply for a grant to help towards living costs whilst remaining in college. Any application must have the support of your Director of Studies. The grant will only apply for the days outside the period covered by your termly rent.

Who: *All students*

How much: *Maximum 75% of the cost of your room*

How: [Vacation study grant form](#)

Limit: *3 weeks maximum in the Michaelmas and Lent vacations, 6 weeks for the long vacation*

Deadline: *Vacation study grant application forms must be submitted to the Tutorial Office by the first Friday of the term after the vacation concerned*

Funding for research in laboratories

The college may be able to offer up to 75% of the cost of your room to students intending to undertake unpaid research projects in laboratories in Cambridge; similar levels of funding may be available for students working away from Cambridge. These awards are known as Hickson or Shepherd bursaries. Candidates should apply on the [vacation study grant form](#) (if staying Cambridge) or the [standard college grant form](#) (if working outside Cambridge) but should include full details of the laboratory and their intended working role there. The onus is on the student to contact the institution before applying, in order to get permission to work there. Preference will be

given to those with definite plans, who are unable to attract funding from elsewhere. Paid placements are not supported but modestly paid placements may be supported in certain circumstances.

Who: *All students*

How much: *Maximum 75% of the cost of your room*

How: *If working in a Cambridge based lab: [vacation study grant form](#)*

If working in a lab outside Cambridge: [standard college grant form](#)

Closing date: *Early May 2018, though it may be possible to consider later applications.*

VACATION TRAVEL FOR STRICTLY ACADEMIC PURPOSES

PARTICIPATION IN VACATION COURSES REGARDED AS COMPULSORY BY THE UNIVERSITY.

Certain courses require students to participate in fieldwork, language study etc. as a compulsory part of their course. These courses are normally funded through, or heavily subsidised by, departments/faculties however the College will consider an application for a contribution to the cost. Please apply on the [standard college grant form](#).

Participation in other vacation study, e.g. travel for optional dissertations or non-compulsory fieldwork

The College is often able to assist undergraduates with essential travel expenses incurred in work done for Tripos that is not funded departmentally. For example, we can support the cost of research visits to libraries, archives or other collections (normally by those writing dissertations); travel outside Cambridge for unfunded fieldwork; unfunded language study (see also language based awards bottom of page).

Wherever possible, applicants are expected in the first instance to seek funding from their Faculty or Department or from University funds. Departments and Faculties may have some money available for 'non-compulsory' study and it is important to check this. Applications must **always** include full details of what other funding has been applied for and/or received.

In order to ensure a fair distribution of the resources available, the following norms apply to college awards for this study-travel:

Who: *Any undergraduate*

How much: *Grants never cover more than 75% of your total costs, excluding grants obtained elsewhere, and will often be less. Food costs are excluded.*

How: [College grant form](#)

When: *At any time of year, but before the expenses are incurred.*

Limit: *£400*

If a grant is approved, payment will be made **only on production of the necessary receipts**. If the total receipted expenditure is significantly less than the sum originally estimated, the grant will normally be reduced accordingly.

Language-based awards

- In addition to taking language courses where appropriate, undergraduates reading Modern Languages or AMES are encouraged to travel abroad, particularly at the end of their first year. The college will support **up to 75%** of the costs of such a trip (excluding food costs), and each

undergraduate is entitled to a maximum of £650 support for this purpose during their course. Students are not eligible for such grants during the compulsory Year Abroad.

- Other undergraduates travelling abroad to improve their languages (e.g. while taking a language diploma) should apply for support for up to 50% of costs. Students should note applications for this type of language support are normally considered alongside other general travel awards and should apply by the deadline in early May.

BOOK GRANTS

All students are eligible for a book grant (max. £75/year) towards relevant course books. The grant covers the full cost of the first £75-worth of books purchased for the course in each academic year.

Students wishing to claim their book grant should complete a [book grant claim form](#) – available only from the [website](#).

Forms need to be counter-signed by Directors of Studies, who must confirm that the books are for academic use. The college recommends that undergraduates should ask Directors of Studies to counter-sign them at end or beginning of term meetings. Students should submit the form and corresponding receipts directly to Dr Coombs in the Tutorial Office (LL3).

Claims are processed termly and grants will be credited to the next term's bill. It is preferable that students only submit one claim per year. The final closing date is the **1st May**; *claims submitted after this date will not be processed*. **Grants may not be accumulated from one year to the next.**

HELP WITH EQUIPMENT COSTS

Some courses impose exceptional and unavoidable costs on students and if possible the College will help. In some cases, the College loans relevant material to students: e.g. plastic skeletons for medical students, keyboards for musicians, microcassette recorders. Where equipment is loaned to a student then a deposit will normally be payable and refunded once the equipment is returned.

In all instances talk to your Director of Studies, who will be able to advise you whether the College already has the equipment and, if not, the necessary course of action to take.

If there is a book which you feel is essential for your course, then you will need to talk to your Director of Studies, who, if they agree will ask the Library to purchase the book.

Architecture expenses

It is recognised that the architecture course can be costly for students. Grants may be awarded against expenditure over £50/year on certain course-specific items. Students will normally receive 50% of approved costs up to a maximum of £200/year entitlement during the undergraduate course. If you are studying another subject and you think that you deserve similar support, please see your Tutor.

You will be sent an '*Architecture expenses claim form*' towards the end of each term. You should complete this, attach the corresponding receipts and take it to your Director of Studies to authorise. Items that can be covered by a grant are given on the back of the form. Claim forms should be completed and submitted termly. If you do not receive a form please contact the Tutorial Office.

ACADEMIC EXCHANGES

- Caltech Exchange Scheme - funds one or two places on the Caltech summer exchange scheme at the California Institute of Technology for a Pembroke scientist or engineer, all expenses covered.

Closing date for nominations: Early December 2017

1966 MILL LANE AWARD

A group of alumni who matriculated in 1966 wish to offer one or more awards of up to £2,000 to Pembroke undergraduates to enable them to ‘fulfil their full potential’ whilst studying at Pembroke.

The Awards are split into two distinct areas:

- Up to £1,000 of support will be awarded to help with recipients’ extra-curricular interests while at College, to support them while they pursue contributions principally to College Life, but also for contribution to, and success at, university level.
- A further Award of up to £1,000 will be available to candidates who are undertaking an internship or other “broadening experience”, which is unpaid, low-paid or requires travelling expenses which are not funded from another source. Normally this activity would be expected to take place during the Long Vacation of the current academic year.

(Please note that it is possible to apply for the first part of the bursary even if you do not wish to apply for the second part.)

The 1966 Mill Lane Awards are open to application from all undergraduate students. Applicants should be actively involved in the life of the College and have a solid academic record, regardless of subject.

Students applying would probably – but not necessarily – be expected to be in receipt of a maintenance grant (or at least the means-tested element of the student loan). This Award offered would be in addition to any other financial support which the student receives.

Successful applicants would be expected to produce a short report for the 1966 Mill Lane Group at the end of the academic year (or the end of the Long Vacation depending on the type of award) to outline how they have used the money and how it has helped them.

Students wishing to apply to be considered for one of these Awards should complete the appropriate application form available [online](#). Applications should be made by **the first week of May the exact deadline will be publicised**. The successful applicant(s) will be informed during the course of the Easter term.

ANNUAL TRAVEL AWARDS SCHEME

In addition to specifically course related travel or the 1966 Mill Lane Award, the following awards are available for less restricted but serious, educationally beneficial, travel. The travel awards notice is revised each Lent Term and the awards are publicised at that time for a closing date early in May. Before applying, please be aware of the terms and application procedure explained below.

For all these awards, apply on the [college grant form](#), ensuring that you give details of your planned trip and its educational benefits. This is especially important for the named scholarships listed below.

Terms and application procedure

1. These awards are for travel for educational purposes, broadly defined. The College makes a certain sum of money available each year for this purpose, from its trust funds. There is a closing date, which is **during the first week of May and will be publicised**. When applying, please make the case for the educational value of your plans. Usually there will be an academic connection of some sort, though it need not be narrowly course-related. Grants are not given to support holidays.
2. Please note that these awards are **separate** from the specific **course- and research-based grants** that the College gives to people needing to travel for fieldwork, dissertations and so on. Those course-based awards are available **through the year; unlike** these travel awards, there is no closing date for them.
3. It is important to apply **before undertaking the travel in question**, and before **the deadline**. Since the amount of money available is limited, applications received after that date will not be considered, especially for the specific travel awards.
4. Please make sure that you research the intended travel before filling in the form, and that you specify likely costs accurately. Grants are based on the costs given in your application.
5. The amounts granted will vary depending on the number, quality and appropriateness of applications. In setting the sum, applications to other bodies will be taken into account. The amount actually granted will depend on receipts being submitted for the total travel expenditure budgeted (not just the amount granted), unless specified otherwise.
6. Most grants will only be made retrospectively, on submission of receipts. However the college is sometimes willing to make a loan in advance, for airfare costs etc. The loan will then be converted to a grant after receipts have been submitted, along with any other paperwork requested.
7. Travel awards are intended for undergraduates, and, where eligible, graduates, who are continuing their studies in Pembroke after the travel is undertaken, i.e. after October 2017 in the case of travel over the summer. Students leaving permanently before travelling are **not usually eligible**. However, some awards are designed to support final-year undergraduates who are planning summer travel which is of importance to their future academic studies, and other awards may if appropriate be opened up to such applicants. If you are in that position, you should apply in the normal way, making the case for support.
8. In line with College policy, students who are in academic or disciplinary difficulty will not normally be considered for grants.
9. Those awarded grants will be required to write a short report on the travel undertaken, for the information of the Governing Body. All Travel reports are now being posted on the [College website](#). Excerpts may also be used in future college publications, for example the *Martlet*.

Applications for all awards should be sent to the College Registrar, Pembroke College. Applicants will normally be notified of the outcome by the end of the third week of May.

In addition to the named travel awards listed below there are a limited number of general travel awards available to undergraduate students. The amount awarded normally varies between £50 - £400 and the sum awarded to each student will depend on the academic relevance of the proposed travel to the student's subject as well as the number of students applying for a general travel award.

NAMED TRAVEL AWARDS

- The **Monica Partridge Award** is intended to promote the exchange of knowledge and understanding between the people of the United Kingdom and the Slav peoples of the Balkans, and the peoples of Hungary and Greece. The Award is open to all who wish to visit these areas for study purposes. The study may relate to aspects of the culture of the Balkan Peninsula, its

society, politics, history, archaeology, languages, art, music etc. Alternatively, proposals to pursue other lines of research or study in a suitable institution within the Balkan region may also be considered eligible for the award. Some preference may be given to projects which relate to the Slav peoples of Balkans. The value of the award will be **up to £500**. It is endowed by the generosity of Professor Monica Partridge. Applications should include a brief curriculum vitae and a summary of the proposed study.

- Three or four **Keith Sykes awards** are offered each year for travel in Italy, as part of a larger donation from Keith Sykes. The total sum available is around £1,000, but no individual award will exceed 50% of budgeted costs. The awards are open to all undergraduates and graduates, irrespective of subject of study.
- The **Rosenthal Memorial Travelling Scholarship** offers a **grant of up to £450** to enable an undergraduate or graduate student of the College to travel for purposes of study in the Middle East. It is made possible by the generosity of the Rosenthal family, in memory of Erwin and Elizabeth Rosenthal. Dr Erwin Rosenthal was a Fellow and then Emeritus Fellow of Pembroke, 1961-91. Preference will be given to those reading Hebrew or Arabic (and, where necessary, to one or the other in alternate years). However, applications are also welcome from candidates who are not reading the AMES Tripos but who are working in closely-related fields with a strong Middle Eastern content (e.g. Archaeology, Anthropology, Philosophy, History etc.).
- The **Derek Rose Memorial Studentship** is for travel in the Middle East and is restricted to those reading AMES. It is funded owing to the generosity of the late Rev. David Streeter, and awards **up to £500**, depending on the relevance and quality of the application.
- **One** bursary is offered from the **Nicholas Powell Fund** for student travel either:
 1. to promote Anglo-French understanding;
 2. in support of high-level cultural, artistic and theatrical activities. For example, this might be to support a theatrical tour or to subsidise an exhibition of art or photography.

The bursary will pay up to half the costs incurred, up to a maximum of £350.

- **Christine Hansen music travel scholarship.** The College is offering a music travel scholarship, to help a gifted musician to spend time over the summer on a particular course or training programme or working with a high-level musical ensemble. If an adequately-qualified candidate emerges, some support with fees or living costs will be offered, up to a maximum of £350.
- Up to four **Peter Ringrose Africa Travel Scholarships** are offered to help undergraduates and graduates to pursue a vacation project in Africa of demonstrable benefit to the communities they visit. Preference will be given to those projects which involve the application of specific skills developed during a degree course here, but eligibility is not restricted to those studying scientific and biomedical subjects.

Up to 60% of receipted costs will normally be awarded, up to a maximum of £400. However, larger grants may be offered to those who are planning a longer period of beneficial work in an African country, for example over a period of some months after graduation. The College's normal rule about not funding projects after graduation **does not apply** in this case.

Graduates undertaking medical electives in Africa may qualify for an award.

Students are reminded of the existence of other bodies offering support for such ventures, including [Engineers without Borders](#) and [Doctors without Borders](#).

- **The William Charnley Fund** is offering grants to allow undergraduate lawyers to travel for the purposes of undertaking law-related work in the vacations. It is normally presumed that the work will be unpaid. Up to four grants are available each year and will normally be in the region of

£500 (or less) each and will be awarded on the basis of financial need. Students are reminded of the existence of [Lawyers without Borders](#), for opportunities to undertake law-related work in the vacation.

- **Jack Lander Travel Scholarships.** Two travel scholarships of up to £450 to enable an undergraduate to travel, preferably abroad, to enhance their artistic and cultural understanding. This might be connected with the formal study of the History of Art, Architecture or culture, or might be in relation to a separate enthusiasm for any of these subjects.
- The **Barkley Travel Scholarship** offers a grant of up to £500 to enable an undergraduate or graduate student of the College to undertake research into the History of Architecture and Art in Britain, Europe and North America in the period 1650-1900.
- **The Konan Internship** is open to Pembroke undergraduates in their first, second or penultimate year of study (the timing of this internship makes it unsuitable for those undergraduates intending to graduate in 2018). The internship (which covers all travel and accommodation costs relating to the internship, including a return flight to the Kansai area) will be based at Konan elementary school, near Kobe, in the Kansai area of Japan will take place in summer 2017. The successful candidates will participate in a two-week teaching internship at Konan School and will then have the opportunity to use a £500 award for the purposes of independent travelling within Japan (N.B. normal conditions pertaining to College travel scholarships will apply to this award). Further details will be circulated in the Michaelmas term.
- **Calbee Awards for study in Japan.** The Calbee Fund is for travel to Japan. Any student is eligible to apply, but priority will be given to those who are planning to undertake a formal course of study there. The College's International Programmes operation offers six Cambridge students the chance to take the Japanese Language and Japan Studies Programme at Nihon University after graduation. Further details of the programme and how to apply can be obtained from the International Programmes department (www.pem.cam.ac.uk/ip/ijlp/). The programme gives students substantial benefits, but successful candidates are now expected to apply to their own colleges for help with airfare costs. Successful Pembroke candidates should apply on the standard college grant form for a travel grant from the Calbee Fund. Their airfare costs are met up to a maximum of £450. Pembroke students travelling to Japan for other purposes may receive smaller amounts, depending on the number of applicants and the quality of the application. The normal rule restricting grants to students who have not yet graduated **does not apply** in the case of this award.
- The **Peter de Somogyi European Award** (£500) is available in alternate years to a graduate or undergraduate student of Pembroke in any discipline, for use in enhancing European harmonisation, co-operation, policy or research. It is made in commemoration of Peter de Somogyi (Pembroke 1973-1976). The Trustees normally expect the award to contribute to the expenses of a study-visit of reasonable length to a European country or similar activity. It is next available in 2019. Applicants need to describe the project they wish to undertake and include a short statement of how this would meet the specifically "European" terms of the Award.

MEANS-TESTED FINANCIAL SUPPORT

The University and the College are both committed to the principle that students should not be debarred from studying here because of cost, and a number of schemes exist to alleviate genuine hardship. The principle means by which the University seeks to support UK and EU students is through the Cambridge Bursary Scheme. In addition the College also has its own scheme for supporting UK and EU students which complements the Cambridge Bursary Scheme.

THE CAMBRIDGE BURSARY AND THE CAMBRIDGE EUROPEAN BURSARY SCHEMES

Any UK or EU student from an assessed household income of <£42,620 is likely to be eligible for an annual Cambridge Bursary/Cambridge European Bursary of up to £3,500 per year. The value of each bursary will be based on your assessed household income, and calculated on a sliding scale up to a maximum of £3,500 per year in 2016/17 (£5,600 per year for some mature students). A student from an assessed household of <£25k will receive a bursary of £3,500 whereas a student from an assessed household income of £42,620 will receive a bursary of £50.

These bursaries (which are non-repayable) are funded partly by the University, and partly by the College. Students will be eligible for a bursary for each year of their undergraduate course as long as they continue to meet these conditions.

More information about the Cambridge Bursary Scheme is available at:

www.admin.cam.ac.uk/univ/cambridgebursary/

No application is necessary for a Cambridge Bursary/Cambridge European Bursary as the Student Loans Company (SLC) will automatically assess both UK and EU students for a Bursary when students apply for a maintenance grant/loan¹ (UK) and a tuition fee loan (EU). The Bursary will be paid in three instalments (Michaelmas, Lent and Easter) directly to students by the SLC.

Please make sure that both you and your parents or sponsors have given consent to share your financial information with the University. You can do this retrospectively by contacting the SLC.

If you have any questions about the process or are unsure as to your eligibility then you should contact Dr Coombs immediately for advice.

PEMBROKE SPECIFIC MEANS-TESTED BURSARIES

The College is very sensitive to the needs of its undergraduates and wants to ensure that no student is deterred from studying at Cambridge because of financial difficulties. It is also keenly aware of the rising cost of a university education and is constantly keeping under review what level of support it can offer to its students and how it makes this support available. The College also wants to ensure that any support it offers its students will not impact on any additional funding a student receives.

In the light of this the College seeks to offer targeted financial help to home students to reduce their debt burden; this scheme complements the Cambridge bursary scheme. Pembroke's financial support is calculated automatically using the information available from the SLC.

N.B. There are a number of different bursary schemes detailed below as the support available to you is dependent on whether you are financially assessed by Student Finance England, Northern Ireland, Scotland or Wales or if you are from continental Europe.

¹ The maintenance grant was scrapped for students starting in 2016 or after.

The College recognises that individual circumstances may change over the length of the course, and will respond flexibly to any queries or anomalies that may arise in applying these guidelines in particular cases.

No application will be necessary for the Colleges means-tested maintenance support as bursaries are calculated automatically from the information given on the University or College Payment Advice (UCPA) issued by Student Finance and will be automatically be credited to your College bill in three instalments – the first instalment being made in the Lent term.

Pembroke Bursaries for students who are financially assessed by Student Finance England and who started their course in Michaelmas 2016

Pembroke will award all students from a household with a residual household income of <£25k a bursary of £703 which, along with the £3,500 Cambridge Bursary, will give students £4,203 non-repayable support, enabling students to reduce the amount of loan they need to take out. Student from households with a residual household income of between £25k and £42,620 will also receive an award (see table below).

Household Income	Means-tested assessed element of student loan ²	Cambridge bursary 2015-16	Pem contribution	Non repayable support	Student's income from basic loan and non-repayable support
<£25k	£4,379	£3,500	£703	£4,203	£8,024
£30k	£3,761	£2,450	£852	£3,302	£7,123
£35k	£3,172	£1,450	£947	£2,397	£6,218
£42,620	£2,348	£50	£804	£854	£4,675

A full breakdown of the above is available at www.pem.cam.ac.uk/current-students/undergraduates/money/

Pembroke Bursaries for students who are financially assessed by Student Finance England and who started their course between September 2012 and September 2016

For students from a household with a residual household income of between £0 and £42,620, who are in receipt of a government maintenance grant, the College aims to make up a percentage of the shortfall between non repayable support available to students and the £7,200³ estimated living costs.

Household income	Non repayable income from maintenance grant & Cambridge Bursary	Est. annual living costs at Pembroke	'Shortfall'	% of shortfall contributed by College	College contribution	Total non repayable income with College contribution
<£25,000	£6,854	£7,200	£346	100%	£346	£7,200
£25,001 - £30,000	£6,370 - £4,916	£7,200	£830 - £2,284	65% - 41%	£540 - £936	£6,910 - £5,852
£30,001 - £35,000	£4,723 - £2,978	£7,200	£2,477 - £4,222	40% - 31%	£991 - £1,309	£5,714 - £4,287
£35,001 - £40,000	£2,785 - £1,040	£7,200	£4,415 - £6,160	30% - 21%	£1,325 - £1,294	£4,110 - £2,334
£40,001 - £42,620	£936 - £102	£7,200	£6,264 - £7,098	20% - 12%	£1,253 - £852	£2,189 - £954

A full breakdown of the above is available at www.pem.cam.ac.uk/current-students/undergraduates/money/

² The first £3,821 of the student loan is not means tested and is available to all students irrespective of household income. The remaining element of the loan is means-tested.

³ The University estimates that students need approximately £8,500 to cover living expenses in Cambridge. However, in consultation with Pembroke students, the College estimates that a lower figure will normally be sufficient for students in Pembroke (depending on lifestyle). Pembroke has historically had some of the lowest rents amongst the Cambridge Colleges.

Pembroke Bursaries for students who are not financially assessed by Student Finance England

The Pembroke Bursary Scheme for students who are not financially assessed by Student Finance England is designed to supplement the maintenance support they receive from the Cambridge Bursary/Cambridge European Bursary Scheme which provides support to students from households with a residual household income of less than £42,620.

Any student who is in receipt of a £3,500 Cambridge Bursary or Cambridge European Bursary will be eligible to receive up to an additional £1,350 from the College towards their maintenance costs (see table below). All students will need to be reassessed each year in order to qualify for continued College support.

Household income	Cambridge Bursary/ Cambridge European Bursary	College contribution	Available support with College contribution
<£25k	£3,500	£1,350	£4,850
£25,001-£30,000	£3,450-£2,500	£1,340-£1,250	£4,790-£3,750
£30,001-£35,000	£2,450-£1,500	£1,240-£950	£3,690-£2,450
£35,000 - £40,000	£1,450-£500	£940-£750	£2,390-£1,250
£40,000-£42,620	£450-£50	£700-£660	£1,150-£710

Pembroke Bursary scheme for students from household incomes of between £42,601 and £62,179

For Home⁴ and EU students from households with a residual household income of between £42,601 and £62,179, the College will offer rent a rebate based on the *average* college room rent (*not* the rent of the room that the student is occupying) of between 20% and 11%:

Household income	Rent rebate	Annual rent rebate credited to student bill (based on 10 weeks occupancy)
£42,620 - £44,250	20%	£635
£44,251 - £46,250	19%	£603
£46,251 - £48,250	18%	£571
£48,251 - £50,250	17%	£540
£50,251 - £52,250	16%	£508
£52,251 - £54,250	15%	£476
£54,251 - £56,250	14%	£444
£56,251 - £58,250	13%	£413
£58,251 - £60,250	12%	£381
£60,251 - £62,179	11%	£349

Points to note:

- Home/EU students do not have to apply: maintenance support and rebates are deducted, normally in arrears, from College Bills automatically. The first being deducted in the Lent term.
- Rebates can be adjusted, or additional rebates paid, when Financial Notifications (when applicable) are inaccurate or insensitive.
- *If you wish to make a case for an additional support, consult your Tutor – be ready to provide full written details of your finances.*

⁴ Students assessed by Student Finance England must be in receipt of the means-tested element of the student loan and the loan subject to income assessment must be greater than the assessed contribution to living costs in order to qualify.

HARDSHIP AWARDS – ALL STUDENTS

The University and the College are both committed to the principle that students should not be debarred from studying here because of cost, and a number of schemes exist to alleviate genuine hardship. Whatever their background or source of funding, students who consider themselves in severe financial need should, as a first step, discuss their situation **in confidence** with their Tutor.

All those in genuine need, irrespective of their fee status, are eligible for consideration for one-off hardship awards from the College, whether because of an unexpected and sudden change in circumstances, or for other reasons. If you are in any doubt about making an application, consult your Tutor. We expect Home students to normally carry an overdraft, but it is important to let your Tutor know if your overdraft is near its limit. Students should also talk to their Tutor if they are incurring large credit card bills as the College discourages students from running up such debts. Student Finance funded students should also remember that if their family circumstances have changed since they submitted their form, and the family income has reduced by more than 15%, then they can ask for a reassessment. The College expects students to supplement their income by taking, where possible, paid work especially during the long vacation.

If after talking with your Tutor you would like to apply for hardship support from the College you should ask for a hardship form available from Dr Coombs. Applications can be made at any time of the academic year. You will be required to give details of your finances, but these will be treated in confidence by your Tutor, the Senior Tutor and the Tutorial Bursar.

Awards may be either grants or interest-free loans. **Loans** are usually offered until the end of the summer, allowing students to pay them off with earnings. Late arrival of your grant or student loan can produce cash-flow problems; if you are unable to pay your College Bill, see Dr Coombs – it is often possible to defer payment in certain circumstances, but it is important to make a formal arrangement about deferral, or you will be fined and charged interest for non-payment.

Managing finances is a skill that comes more easily to some students than others. When loans are offered to individuals, they may be accompanied by some advice about better management of funds in future. Any hardship grant that is awarded will be based on a calculation of sensible levels of student expenditure rather than on students' actual spending if this is deemed excessive. Tutors will be sympathetic to a one-off mistake in budgeting, but much less so to a regular pattern of over-spending. If you would like advice on managing your finances then please feel free to consult your Tutor, the Tutorial Bursar or the College Registrar.

UNIVERSITY HARDSHIP FUNDS

There are a large number of university funds and charities designed to help students pursue their studies. When the College receives notification of such awards they are advertised in the Hall Screens, which you should consult regularly. Otherwise students should consult the [University website](#).

Eligibility criteria for funds and charities vary, and can be quite specific. Some provide funding for the study of particular subjects, or for travel to particular places. Two important funds are especially designed to alleviate hardship:

- **[Bell, Abbott and Barnes Fund](#)** makes hardship grants in cases of severe and unexpected need. Grants are awarded each term, and can complement a College grant.
Apply through your Tutor.
- **[Crane's Charity](#)** makes grants towards the cost of private medical treatment or counselling, or related expenses, including dyslexia assessment tests. Grants are awarded each term, and can complement a College grant.
Apply through your Tutor.

Counselling

Counselling provision for all students in the University is provided via the [University Counselling Service](#). The Service offers individual and to a lesser extent a limited amount of group counselling. The University Counselling Service can usually offer 2, 3 or 4 individual sessions (occasionally more) all of which are free to students. A whole range of self-help leaflets and other relevant guidance can be found on the website too - for a range of difficulties, from procrastination and low mood, to issues relating to confidence or eating disorders. This is a very important resource.

In certain circumstances, the College is able to help the student access a counsellor (especially if the University Counselling Service has a long waiting list or if more sessions are required than the Service is able to offer). For this reason, the College has its own counsellor who can offer weekly or fortnightly sessions, with supplementary sessions being offered with other Cambridge counsellors within College too. Following assessment, students may be provided with at least 4 counselling sessions free of charge within College. After that, further sessions may be available on the basis of the counsellor and student's mutual assessment of ongoing needs. Further notes on how to access counselling can be found on the [Pembroke website](#).

GRANTS FOR EXTRA-CURRICULAR ACTIVITIES

Please note that, whatever their standard of achievement, individuals will not receive grants for any extra-curricular activities if they are in serious academic or disciplinary difficulty.

LANGUAGE LESSONS

The College will contribute 50% the cost of a language course for non-linguists provided by the University language centre. Payment will only be made once the course has been completed, although it might be possible to make a loan in the first instance and which would later be converted to a grant (please see Dr Coombs if you wish to arrange for a loan). Once the course has been completed you should submit the receipt and certificate to Dr Coombs before the end of June of the academic year in which the language course was undertaken (e.g. if the course was taken in the academic year 2017/18 then receipts and certificate must be submitted by end of July 2018).

Tutors will consider exceptional requests for contributions to the costs of private language teaching for non-linguists where there is an academic need and where teaching is not available in the University. The College may pay up to half of these costs, to a maximum of 4 lessons per term.

Any support given for language lessons is subject to a maximum of £400 per year

Apply in writing to your Tutor, giving a detailed estimate of costs. Receipts/invoices should be sent to Dr Coombs.

SUPPORT FOR MUSIC

Grants for Music Lessons

Serious musicians who are committed to public performance may receive help with the cost of music lessons. Piano, organ, instrumental and singing lessons all qualify. Musical promise will be a factor in decisions, as will willingness to participate in the musical life of the College. Any College financial contribution will relate only to lessons taken within term. If approved, 50% of the cost of up to four lessons per term (at reasonable rates) will be paid, including return travel from Cambridge by bus or train if necessary, within reasonable limits. Subsidy will be paid by reimbursement of the pupil, on production of invoice or receipt, termly.

Any support given for music lessons is subject to a maximum of £400 per year.

Contact Dr Barrett (Director of Studies in Music) to seek clarification as to your eligibility for support, you will also need to supply him with a detailed estimate of costs. It is important to keep receipts/invoices as grants can only be made on production of receipts/invoices. Receipts/invoices should be given to either Dr Barrett or Dr Coombs.

Support for the choir

Members of the choir are entitled to reimbursement of 50% of the cost of singing lessons up to a maximum contribution of £200 per year.

Anyone interested in auditioning for the Choir should contact Anna Lapwood.

The college also pays a small stipend to a choir librarian, and provides generous subsidy for the choir tours, through the Kenderdine and Nasr Funds.

Kenderdine awards: grants related to musical performance

Grants are available to help with the exceptional costs of high-level musical performance. Such grants may, for example, be given for the purchase of sheet music, for help with recording, or for costs associated with staging a large-scale musical event. Normally up to half of receipted costs are awarded, up to a maximum of £200. Grants are paid from the Kenderdine Fund. Please apply ahead of time on a standard college grant form, with a full account of projected expenditure, but instead of getting comments from your Director of Studies, please send the form to Dr Sam Barrett, Director of Studies in Music, who will comment and send it on to Dr Coombs.

SUPPORT FOR EXPENSES INCURRED IN PLAYING SPORT AT A HIGH LEVEL

Grants are awarded to sports men or women for participation either at University level, or at an equivalent or higher level, e.g. regional/national competition. The following rules apply:

1. A **£200 award** is given to all students who receive a **Full Blue**. Students who win Blues in two different academic years are eligible for two awards, as are those who win Full Blues in (a maximum of) two different sports in the same academic year. These awards are generously subsidised by Winston Ginsberg (1986).
2. Students who win **Half-Blues** are eligible for a **£150 award**. Students who win Half-Blues in two different academic years are eligible for two awards, as are those who win Half-Blues in (a maximum of) two different sports in the same academic year. These awards are funded from the Peter May Fund.
3. Students participating in a Blue or Half-Blue Sport at a high level (University level or above), **who do not receive a Blue or Half-Blue**, are eligible **instead** for a grant to cover half the cost of **sports travel and kit** (which is not refunded from other sources), up to a **maximum grant of £150**. These awards are known as Peter May Awards. Students may apply for support for a maximum of two sports per year and must produce evidence from the team captain of their participation.
4. Students in any of the above categories are also eligible for limited extra support, up to £75, for sports travel and kit if they incur expenses of **more than £300 per year**, that are **not met from any other funds**. This will be paid from the Peter May Fund pro rata, at 25% of the total amount of approved receipted expenditure above £300 and up to a maximum of £600. E.g. approved expenses of £500 will qualify for an extra £50 grant. This extra sum is also available to Blues and Half-Blues, but they, like everyone else, must submit receipts for the full amount. (E.g. a Blue spending an approved sum of £600 on kit and travel will get £275, £75 from Peter May and £200 from Winston Ginsberg.) Before applying for this extra grant,

students **must** also apply for additional support from other quarters, wherever appropriate, e.g. the Hawks' Club.

5. Students who participate in a **non-Blue or Half-Blue sport** are not automatically eligible for an expenses grant, but they may be eligible for a standard [College travel grant](#) for specific travel e.g. to participate in an international competition. The maximum award will be 50% of travel and accommodation costs, within limits. This will also be paid from the Peter May Fund.
6. Three general rules also apply:
 - a. No student will receive **more than £600** from the Peter May Fund, for the awards listed in 2-5 above, during an undergraduate or graduate course.
 - b. All awards are subject to satisfactory academic and disciplinary performance. No student will receive **more than £200** for sports awards in any one year without the approval of the Tutors' Committee.
 - c. In order to qualify for support for two sports which are similar (e.g. sailing and yachting), students must show evidence of particular financial need.

Application deadlines and procedure:

1. Blues and Half-Blues should apply on the [appropriate form](#). All applications for a Blues Award must be accompanied by written support from the appropriate Blues Captain.
2. Applicants for a Peter May award for expenses should apply on the [appropriate form](#). You should apply for sports expenses awards only when you know that you will not be receiving a Blue or Half-Blue, and so it is possible to apply **only between 15th April and 15th October each year**, for the academic year ending on 30th September. All sportsmen and women must keep all receipts from the beginning of the year, because only where full receipts are provided will expenses be granted.
3. Applicants for a travel grant for non-Blue sports should apply on the standard [college grant form](#) in the normal way. Again, receipts must be kept and submitted.

PEMBROKE PLAYERS

The College and the Pembroke Players work together to provide support for undergraduates to travel to participate in drama at a high level. Any suitable dramatic activity (acting or directing) is appropriate, though historically most awards have been made either for the Edinburgh Festival or the Players' own foreign tours. Either two or three awards will be made each year out of the Peter Cook Fund, supplemented by the Players' own Patron Scheme. Nominations will be made by the Pembroke Players themselves, subject to the College's approval. Applicants will have contributed substantially to the activities of the Players in the past. Grants will usually cover one half of reasonable travel expenses and a contribution towards living expenses. The maximum grant will be either £200 or £300, depending on the number of awards made. Travel expenses will only be paid upon production of receipts, together with evidence of the time spent on location for the per diem allowance. Students will also have to produce individual written reports after returning from their trip.

Application should be made direct to the College Registrar, from the committee of the Players.

OTHER CULTURAL ACTIVITIES

The college encourages high-level public participation and performance in other spheres, for example in debating competitions, poetry reading, acting or music-related activities. Some financial support may be available for these activities. You should apply in advance on the standard [College grant form](#).

The College also offers a number of prizes, as follows:

The Brian Riley Declamation Prize

A prize of £700 (at least half to be taken in books) may be awarded for the best speech on any topical subject with a European theme. Information is posted in the Hall Screens during the Michaelmas term. Competition usually takes place in November.

Searle Prize for Reading in Chapel

The competition for this prize is open to all undergraduates and affiliated students of the College in their final year and graduates in any one year of their course. The winner receives a prize of £100 and reads a lesson at the special service of Commemoration of Benefactors.

Trials are held in the Chapel. Candidates are required to read passages from the Authorized Version of the Bible, prepared and at sight. Those who wish to enter should apply to the Dean in writing. A formal notice about this will be posted in April.

Dame Ivy Compton-Burnett Prize

Any current Pembroke undergraduate or graduate student is eligible for the Dame Ivy Compton-Burnett Prize. The prize was established to encourage and reward creative writing, and in honour of the novelist Dame Ivy Compton-Burnett. The Prize, of £400, will be awarded to the best original composition, in poetry, prose, or drama. The Judges will include an English Fellow, an external Member of the English Faculty, and one writer or publisher outside Cambridge.

The closing date will be towards the end of the Lent term. Entries may be up to 2,000 words in length and should be typed and anonymous; a covering letter bearing the author's name should be enclosed with the entry, and both letter and entry should bear the same motto or device. The winning entry will be published in the *College Gazette*.

Peter Clarke Science Writing Prize

Open to any current Pembroke undergraduate or graduate student studying Natural Sciences, Medicine, Veterinary Medicine and Engineering is eligible for the Pembroke Science Writing Prize. The Prize has been established by a scientific publisher alumnus, Peter Clarke (1971) and its aim is to promote clarity in communication of scientific ideas and issues to a general audience, and will be awarded to an article of up to 2,000 words in length. The winning entry will be published on the College website. Further details will be circulated.

MERIT AWARDS

These seek to reward excellence – mostly, but not exclusively, academic.

SCHOLARSHIPS AND EXHIBITIONS

Most of the College's awards and prizes are decided at the end of each academic year on the basis of examination results.

- **First-year undergraduates** who achieve a First in their Tripos or equivalent College exams are generally awarded a College Scholarship, currently worth £250.
- **Second, third and fourth year undergraduates** who achieve a First are awarded a Foundation Scholarship, currently worth £300 p.a. and tenable until graduation. Foundation Scholarships can also be awarded retrospectively to students in their final year.

Students continuing to graduate study at Pembroke become Foundation Award holders (worth £300 p.a.). They retain this status until they are of MA standing.

Except when awarded retrospectively, Scholarships appear as reductions on the Michaelmas term College Bill. Scholars still in residence may be invited to choose selected College rooms, subject to availability.

PRIZES

A series of prizes accompany these scholarships:

- **College Prizes** of £250 are awarded to most of those who achieve Firsts in Tripos.
- There are also special **named prizes** of £300 for outstanding performances in particular subjects, usually awarded to second or third year undergraduates.
- **Foundress Prizes**, also worth £300, are awarded to mark very strong First Class performances and in subjects without a 'named' award.

All Prizes are paid by BACS or cheque over the summer, usually in July.

BOOK PRIZES

Book Prizes are awarded to students whose examination performance is of consistent Upper Second Class quality and includes one or more First Class papers. Directors of Studies recommend the awarding of Book Prizes. In an overall II.1 marks profile including no papers at II.2 or lower:

- One First Class paper is awarded a £75 Book Prize.
- Two or more First Class papers are awarded a £100 Book Prize.

MISCELLANEOUS PRIZES

A number of other named prizes are also awarded at the end of the academic year, most of them the result of benefactions. These extra prizes, mostly rewarding outstanding academic results, but some reflecting contributions to other areas of college life, usually have a value of £200 and are awarded in addition to College or Named Prizes. Award-winners are nominated by the Tutors and the Master.