

## University Bursary - Application Guidance Notes

**Wiltshire Community Foundation University Bursary** is a £1600 grant for each year of a degree course. It can help with things like travel expenses, books or general living expenses. Provided your circumstances remain the same, you will receive the grant for each academic year.

### Eligibility criteria

To be eligible to apply:

1. your parents/guardians or you must be claiming at least 2 Means Tested Benefits or 2 elements of Universal Credit - further information on this visit [Means Tested Benefits - add care of Local](#) **OR** you are in the care of Wiltshire Council or Swindon Borough Council (Looked After Child - LAC)

And you must:

2. be between 17 – 24 years old when you apply
3. have lived in Wiltshire or Swindon for at least two years\* (\*If you are already at university your family home must be in Wiltshire or Swindon)
4. be eligible for funding through Student Finance England
5. be planning to study (or already studying) for your first undergraduate degree at a UK university/institution.

We have a limited number of bursaries to award each year, so being eligible does not guarantee that you will be awarded a grant. We may receive more applications than we can fund. We aim to award bursaries to those who will benefit most.

### The application process:

1. You complete the application form and upload your supporting documents.
2. **Initial assessment** - when we have received your application, we will check it is complete and eligible. If you have not uploaded all the supporting documents or completed all the questions, we will contact you, usually by email and ask you to send them to us.
3. **Assessment** - one of our assessors may contact you to arrange to talk through your application. The purpose of this is to make sure that the Education Grants Panel, who will make the decision, fully understands you and your application. It is a further opportunity for you to explain to us why you want and need a bursary.
4. **Decision making** - our Education Grants Panel will meet in early August to consider all the bursary applications. The Panel is made up of a wide variety of people from across Wiltshire and Swindon. Panel members read your application form and a report from the assessor before reaching their decision together.
5. **Award** - if you are awarded a bursary, we will let you know by email and ask you to sign our terms and conditions and provide your bank details – we will send you a form to complete. Once you have received your results, assuming you are not already at university, we will ask you to confirm that you have secured a place.
6. **Payment** - we pay the bursaries in two instalments of £800. The first instalment is normally made at the end of September/early October and the second at the end of January. But we will contact you before this.

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## Completing the online application form

- You do not have to complete the application form in one go. If you wish to leave the form and come back to it at another time, press the **'Save my progress and resume later'** button at the bottom of the form. You will be asked to enter your email and a password so you can login at another time. This will also be emailed to you.
- There are no "right" answers or the "right" sort of words to use in the application. If a question has several parts, use bullet points to answer each part.
- If you find anything unclear, confusing or if you need help completing the form, please call us on 01380 738985 or email [info@wiltshirecf.org.uk](mailto:info@wiltshirecf.org.uk)

## Section 1 - Personal and family circumstances

It may be helpful to complete this section with your parent or guardian. This part of the form helps us understand who you live with and your family's financial situation, as we want to make sure our bursaries reach students who have the greatest financial need. If you have already applied for Student Finance (tuition fee and maintenance loan), you would have provided details about the benefits and salary information as part of this process. You may find it useful to refer to your Student Finance application when completing this section.

- Who you live with - include everyone who lives in your home e.g. I live on my own, mum, dad, grandparents, siblings or own children (include the age of anyone under the age of 18 years).
- If anyone living in your home has a disability or illness - provide further details on who this is and what disability/illness they have. Tell us if you consider yourself to be a 'carer' for this person(s).
- If you have a disability or additional need - provide details on what these are
- The means-tested benefits your family claim and how much they receive each year (£).
- Your parent(s) employment status and annual salary. If you are living independently you will need to complete this for yourself and/or partner.

## Section 2 - Education and qualifications

This section helps us to understand what you are currently doing, what your predicted grades might be or your actual grades if you have already taken your exams:

- If you are currently studying or if you aren't studying, what you are doing e.g. I am currently on a gap year, and I am working 16 hours per week in a local shop.
- The name of - school / sixth form / college / university you currently attend.
- Secondary Education - GCSE's - list the subjects taken and grades
- Further Education - AS / A Levels / BTEC / Diploma - list the subjects and grades. Tell us if these grades are predicted or already achieved

## Section 3 - University UCAS applications

This section helps us to understand your university applications and why you have chosen them. You may find it useful to refer to your UCAS application form when completing this section. Tell us:

- Your first three choices of universities; include name of the university, course title, UCAS code, duration in years.
- Why you have chosen these courses and universities - provide a brief paragraph, you may like to include the following:
  - any careers advice you have had
  - any work experience, voluntary work, paid jobs
  - extra-curricular or course related activities you have undertaken
  - will the course include placements, year out working or studying abroad
- Are you the first in your family (including parents) to go to university
- UCAS Referee - provide the name and contact details of the person who provided your UCAS academic reference. If you are already at university provide the name of tutor/lecturer who will be able to provide an academic reference for you. We may contact your referee to confirm your details and ask if they feel you are suited to the degree(s) you have chosen.

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## Additional information

You don't need to put anything in this part of the form unless you wish to do so. However, you can use this section if you wish to explain, clarify or add any additional information to support your application and why you need the university bursary.

## Supporting Evidence

As well as completing the form, we also need you to provide supporting documents to confirm you are eligible to apply. The below documents can be uploaded at the end of the form on page 7 'Supporting Documents'.

- Proof of address - bill/letter/driving licence confirming your address in Wiltshire or Swindon
- Proof of age - birth certificate, passport or driving licence
- Confirmation of UCAS application - letter/email which confirms application has been made
- UCAS personal statement
- UCAS Academic Reference – this would have been provided by your tutor/teacher please ask them for a copy
- Evidence of two means tested benefits you or your parents receive an
- Evidence of your parent(s) salary e.g. payslip, P60, P45, self-employed accounts (this is only applicable if your parents are working)

## Sources of Support

The below websites have additional information and further sources of financial support. Remember to check with your chosen university to see if they hold any grants that you could be eligible for:

- **Quadstar** - offers grants to support young people in Wiltshire and Swindon [www.quadstar.org](http://www.quadstar.org)
- **Rose Gale Trust** - offers grants to young people 13-25 in Salisbury area [www.rosegaletrust.org](http://www.rosegaletrust.org)
- **Chippenham Borough Lands** - offers grants to families who live in the parish of Chippenham [www.cbllc.org.uk/grant-applications/support-for-individuals/](http://www.cbllc.org.uk/grant-applications/support-for-individuals/)
- **Scholarship Hub** - [www.thescholarshipclub.org.uk](http://www.thescholarshipclub.org.uk)
- **University Compare** - [www.universitycompare.com/advice/student-finance/grants](http://www.universitycompare.com/advice/student-finance/grants)
- **Turn 2 Us** - [www.turn2us.org.uk](http://www.turn2us.org.uk)
- **UCAS - Student Support Managing Money** - [www.ucas.com/money-and-student-life/money/managing-money](http://www.ucas.com/money-and-student-life/money/managing-money)
- **Which Guide to Extra Funding** - [www.which.co.uk/money/university-and-student-finance/student-finance/extra-funding-bursaries-and-scholarships-for-university-amrvt3j7t958](http://www.which.co.uk/money/university-and-student-finance/student-finance/extra-funding-bursaries-and-scholarships-for-university-amrvt3j7t958)
- **Save the Student** - [www.savethestudent.org/make-money](http://www.savethestudent.org/make-money)
- **Student Room** - [www.theuniguide.co.uk/advice/student-finance](http://www.theuniguide.co.uk/advice/student-finance)