The Stoneygate Award
Guidance Notes — 2018/19 Entry

Before completing this application form please read these guidance notes.
If you require these notes and the accompanying application form in an alternative format (e.g. Braille, large font) please call Financial Support on 0115 823 2071 or email us at bursaries@nottingham.ac.uk.

Who can apply for this scheme?
For this scheme you must meet the following basic criteria. You must:

• Be hoping to enrol in Autumn 2018 for the first year of an undergraduate degree at the University of Nottingham (UK Campus) and indicate the University of Nottingham as your first choice University.
• Be studying for a first undergraduate degree
• Have Home funding status (see definition on page 3)
• Have a 2016/17 Household Income of between £0-£25,000, as assessed by Student Finance (see definition on page 3)
• Not be receiving NHS funding for your course
• Not be receiving external sponsorship for your course e.g. from industry/employers (University Core Bursaries and Government grants do not affect your eligibility)

Scholarship Information:
The Stoneygate Award is a major scholarship for undergraduate students entering the University in September 2018. The Award offers financial support totalling £30,000 over the duration of their course to each of two academically able students who have overcome significant personal challenges and obstacles to reach their goal of attending University. The Award was established in 2014 thanks to the generosity of The Stoneygate Trust and is intended to assist students with their essential living costs whilst studying, it is not intended to be used towards tuition fees.

The primary criteria for this award, in addition to the basic criteria outlined above, are:

• The applicant to have had to face/overcome Challenging Personal Circumstances (please see page 2 for a definition) in order to progress their educational aspirations of attending University.
• A strong academic ability indicating that he or she is likely to achieve a first or upper second class degree.

We are also keen to target these scholarships at those students who can show the beneficial impact the award will have on their time at University and this will be an additional, key consideration in assessing applications.

Please see page 2 for details of the supporting evidence you will need to provide.
Successful candidates will be expected to maintain a high academic standard throughout their degree and must agree to be subject to an annual review of their progression including an annual report from their tutor. They will also be expected to provide an annual statement of their own, reporting on their progress, explaining the extent to which the Award has enabled him or her to overcome their Challenging Personal Circumstances and, if they have chosen to act as an ambassador* for the Stoneygate Award Programme, describing their activities in this role over the year.

**What are “Challenging Personal Circumstances”?**
Examples of Challenging Personal Circumstances include (but are not limited to) the following:

- Disability, serious long-term medical condition or incidences of serious health problems
- Significant caring responsibilities
- Victim of domestic violence/abuse
- Physical or mental trauma which has had a long lasting impact
- Serious difficulties arising from extreme financial hardship (for example, loss of the family home)

**What evidence of Challenging Personal Circumstances am I required to provide?**
The evidence necessary to confirm your Challenging Personal Circumstances will depend on your personal situation. We appreciate the potentially sensitive nature of this information and only require you to provide the minimal amount of evidence necessary to confirm you meet this criterion. Acceptable evidence includes, but is not necessarily limited to:

- Medical evidence, such as a copy of a hospital letter which makes clear the nature of your condition, or a letter from a doctor specifying details of your condition.
- Official documentation relating to your circumstances or condition.
- In the absence of other evidence, a letter from a professional person who is familiar with your circumstances detailing those circumstances is acceptable.

If you are unsure how best to evidence your situation please feel free to call us to discuss this in confidence.

**What evidence do I need to provide to demonstrate that I have “a strong academic ability indicating that [I am] likely to achieve a first or upper second class degree”?**
You should ask a teacher, lecturer or tutor to complete an Academic Reference as described on the sheet found on the last page of this application form. Should you wish, you can detach this sheet from the form so any personal details you have included within can remain confidential. As stated, the reference should be provided on headed paper and signed and dated by the referee.

**What should be included in your “Supporting Statement”?**
You should briefly explain how you meet the primary criteria outlined on page one but please focus on how the award would be helpful to you during your studies at Nottingham and how it would enhance your opportunity to fulfil your academic potential.

*Successful applicants will be invited to become an Ambassador for the Stoneygate Award which would include involvement in promotional activities to publicise the scheme to prospective future students. We do however understand that due to the nature of the eligibility criteria for this Award recipients may not wish to volunteer in this way and it is not a stipulation of receiving the Award that you undertake any Ambassador duties.*
What is a "Home Student" (Question 8)?
Your student finance company (i.e. Student Finance England, Wales, Northern Ireland or the SAAS) will decide your residency status. To be classed as a ‘Home’ student you must have been ordinarily resident in the UK for the three year period prior to the start of your course. Students granted refugee status and European migrant workers may also be eligible. If you are unsure of your status contact the student finance company for further information.

What is “Household Income” (Question 10)?
The “Household Income” figure used by the University in relation to award eligibility is the figure calculated by Student Finance when you apply for your government support funding (Student Loans and Grants). It is the gross income of all those in your household (e.g. your parent/s or your partner) during the tax year prior to your entrance to University before tax and national insurance deductions but minus a few allowable deductions. More information is available from www.gov.uk/studentfinance.

When completing your application for government funding please ensure you indicate your consent to share your information with the University (this can be found on the student declaration and parent/partner declaration pages of the PN1 or online application form) as this ensures we have access to this information for use in assessing application for funds from the University.

As the deadline for this award is prior to the start of your course at Nottingham you will need to declare your household income for the period April 2016–March 2017. This figure will be checked against that supplied by Student Finance at the time of your registration at the University to ensure it is a similar figure to that you have declared and that it doesn't exceed the £25,000 eligibility threshold. Please note that if offered a Stoneygate Award this offer will be conditional on you meeting the income threshold criteria.

How will any award be paid?
If successful your total award of £30,000 will be paid over the expected duration of your undergraduate course: i.e. £10,000 per year if on a three year course, or £7,500 if on a 4 year course. Your annual payment will be divided into 12 monthly instalments commencing in mid October 2017. If you wish we can arrange for payments to be made directly towards accommodation charges.

When is the closing date and when will I know if I’ve been made an award?
The closing date for submitting this form is 1st December 2017. Applications will be looked at once the closing date has passed and all applicants will be informed by email of the outcome of their application within 4 weeks of the closing date. If you wish to be notified by a method other than email please indicate this on your application (Question 6). Successful candidates will receive a provisional notice of an award on the condition that they receive an offer to study at the University, that they meet the conditions of that offer, that they register on the course in September 2018, that they still meet the eligibility criteria at that time and that the household income figure provided by Student Finance is between £0 and £25,000.
The University of Nottingham’s safeguarding responsibilities:
The University of Nottingham has a responsibility to comply with legislation regarding the safeguarding of children and vulnerable adults and will consult with local relevant bodies if it feels that the welfare of an individual is at risk. The information provided in this application will be treated confidentially, but in making an application you accept that you understand the University’s policy on safeguarding. Full information on the University’s Safeguarding and Child Protection Policy can be found at:
www.nottingham.ac.uk/registrar/departmentalstructure/student-operations-and-support/student-operations.aspx

How to appeal
If you are unhappy with the outcome of your application you should initially contact us to discuss your concerns:

Email: bursaries@nottingham.ac.uk
Tel: 0115 823 2071

If after an explanation of the assessment of your application you are still not satisfied and feel that there has been a procedural inconsistency you should email the Financial Support Manager (john.hudson@nottingham.ac.uk) who will advise you on the University’s procedure in relation to financial support appeals.

If you have any questions about completing this application form or want more information about any area of student support funding then please contact us. We can provide information and advice on all aspects of student finance including Government and University student support funds.

Financial Support Team contact details:
Tel: 0115 823 2071
Email: financialsupport@nottingham.ac.uk
Website: www.nottingham.ac.uk/financialsupport

You can also find information on the comprehensive range of support services offered by the University of Nottingham at:

www.nottingham.ac.uk/studentservices
The Stoneygate Award
Application Form — 2018/19 Entry

1. Full Name

2. Correspondence Address

3. Home Address prior to University
   (If different)

4. Date of Birth

5. Contact telephone number

6. Email address

Tick here if you do not wish us to contact you by email*

7. Course of study

8. Do you meet the residency requirements for a ‘home student’?
   (see guidance notes)

9. Do you have a previous University degree or equivalent qualification?
   If yes, please give details:

10. What is your household’s pre-tax income for the financial year 2016-2017?
    This figure will be checked against the Household Income figure
    (see note on page 3) supplied to us by Student Finance following
    your registration at University. To be eligible for this award this
    must show a 2016-17 Household Income of between £0-£25,000.

* please note that following registration at The University of Nottingham, all contact will be via your University email account
11. If you are offered and accept a place at The University of Nottingham will you receive any other bursary, scholarship or Sponsorship? If yes, please give details of the sources and amount/s of awards you are aware of:

Yes  No

Supporting Statement:

i) **Briefly** explain how you meet the **primary criteria** outlined on page one.

ii) Explain how the award would be helpful to you during your studies at Nottingham and how it would enhance your opportunity to fulfil your academic potential.

(Please use additional sheets if required)

i)

ii)
Please sign and date the following declaration:

I confirm that the information supplied is correct and agree that the University may seek further evidence necessary to substantiate my statements. I understand that giving false information, and/or withholding information, may constitute a fraudulent application and could result in disciplinary procedures leading to possible expulsion from the University and action being taken to recover the award.

I acknowledge that I have been made aware of the University’s Safeguarding Policy.

I understand that my name will be shared with the donor, The Stoneygate Trust, and that I will be expected to provide an annual report of my progress, explaining the extent to which the award has enabled me to overcome my challenging personal circumstances and if, how, and to what extent, I have acted as an ambassador for the Stoneygate Award Programme.

I also agree to an enhanced review of my level of achievement throughout my degree, including an annual report from my tutor. I understand that if successful I will be expected to maintain an academic performance indicating that I am likely to achieve a first or upper-second class degree and will be subject to an annual review of my progression.

I understand that failure to comply with the above requirements, or to meet the necessary academic standards, may result in my award being withdrawn.

Signature

Date

Data Protection and Confidentiality:
All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with the provisions of Data Protection legislation. The data will not be passed to any other third party without your consent, except when the University is required to do so by law. For our full Data Protection and Confidentiality Statement, please see: www.nottingham.ac.uk/studentservices/financialsupport/data-protection.aspx
The Stoneygate Award—Academic Reference Guidance

The academic reference should be provided on headed paper and signed and dated by the referee.

The referee should include the following information:

- Their name, position and institution
- The name of the Stoneygate award applicant
- A statement answering the following: in your professional opinion, does the applicant demonstrate a strong academic ability indicating that he or she is likely to achieve a first or upper-second class degree at The University of Nottingham?

The reference can either be returned to the applicant for inclusion with their application or can be forwarded directly to the University of Nottingham’s Financial Support Team:

Stoneygate Award
Funding & Financial Support
Student Services, E Floor Portland Building
University of Nottingham
University Park
Nottingham
NG7 2RD

Please contact us if you need any further help in completing this reference:
Tel: 0115 823 2071
Email: bursaries@nottingham.ac.uk
Web: www.nottingham.ac.uk/financialsupport

Please note the closing date for applications is 1st December 2017

This form can be provided in alternative formats e.g. Braille, large font.
Please contact Financial Support for information:
Tel: 0115 823 2071
Email: bursaries@nottingham.ac.uk