



The Stoneygate Award

Guidance Notes — 2020/21 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:

- Have enrolled for the first year of an undergraduate degree at the University of Nottingham (UK Campus) in Autumn 2020
- Be studying for a first undergraduate degree
- Have Home funding status (see definition on page 3)
- Have a 2018/19 Household Income of between £0-£35,000, 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 2020. The Award offers financial support totalling **£9,000** over the duration of their course to each of three academically able students who have overcome personal barriers to progression to reach their goal of attending University. This new Stoneygate Award was established in 2020 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 the Award, in addition to the basic criteria outlined above, are:

- The applicant to have had to face/overcome personal barriers to progression (please see pages 2 and 6 for more information) in order to progress their educational aspirations of attending University.
- A strong academic ability (a minimum standard of ABB at 'A' Level or equivalent) 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 agree to be subject to bi-annual reports on their progression being submitted to the Trust including updates from their Personal Tutor. They will also be expected to provide their own annual statement reporting on their progress, explaining the extent to which the Award has enabled him or her to overcome their personal barriers to progression.

What are “personal barriers to progression”?

Examples of personal barriers to progression 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 personal barriers to progression am I required to provide?

The evidence necessary to confirm your personal barriers to progression will depend on your own situation. We appreciate the potentially highly 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 person who knows you in their professional capacity (e.g. a teacher or social worker) 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 contact 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”?

This is evidenced on the basis of your achievements to date. Please detail your relevant exam results on page 7. A minimum standard of ABB at ‘A’ Level or equivalent is expected.

What should be included in your “Supporting Statement” (page 7) ?

In your supporting statement you should detail what difference, if successful, this Award would make to you. You should consider its potential impact on your situation, both financially and in other ways, such as your personal and academic circumstances.

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 2018/19 tax year (6th April 2018—6th April 2019), before tax and national insurance deductions but minus a few allowable deductions. More information is available from www.gov.uk/studentfinance.

How will the Award be paid?

If successful your total award of £9,000 will be paid over the expected duration of your undergraduate course: i.e. £3,000 per year if on a three year course, or £2,250 if on a 4 year course. Your annual payment will be divided into three approximately equal instalments over the academic year: year one payments will be in December, January and May with payments in subsequent years made in October, January and May.

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 **6th November 2020**. Applications will be considered once the closing date has passed and all applicants will be informed by email (to their University email account) of the outcome of their application within 3 weeks of the closing date.

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/governance/documents/safeguarding-policy.pdf

Equality, Diversity and Inclusion

The University of Nottingham is committed to Equality, Diversity and Inclusion (EDI) for our student and staff community. For more information please see our Equality, Diversity and Inclusion web pages:

<https://www.nottingham.ac.uk/edi/equality-diversity-and-inclusion.aspx>

If you have any questions about your application in relation to EDI issues then please contact the Funding and Financial Support team (see contact details on page 4).

How to appeal

All applications to funds administered by the Funding and Financial Support team are assessed according to agreed guidelines and all assessments are checked prior to notifying the applicant of the outcome. If you are unsatisfied with the outcome your application you should initially contact the team to discuss your concerns (see contact details below).

If after an explanation of the assessment you believe there has been an **error or procedural inconsistency** you can ask for the outcome to be reviewed by emailing the Funding Manager, detailing the basis of your appeal. Please send your email to john.hudson@nottingham.ac.uk and copy in financialsupport@nottingham.ac.uk.

Appeals must be lodged within 2 weeks of the date of the email notifying you of the initial outcome. You will be contacted within 7 working days of receipt of the appeal with confirmation of the outcome.

Please note that this appeals process specifically relates to the outcome of a particular funding application. It provides a process by which to question that outcome in the context of the relevant criteria and assessment guidelines. The Funding and Financial Support Management's decision on such appeals is final. Where wider issues or questions are raised, these will be dealt with in accordance with the appropriate University procedure or policy.

Further details can also be found at:

<https://www.nottingham.ac.uk/studentservices/support/financialsupport/Appeals.aspx>

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: bursaries@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 — 2020/21 Entry

1. Name
2. Student ID number
3. Date of Birth
4. Contact telephone number
5. University Email address
6. Course of study
7. Do you meet the residency requirements for a 'home student'?
(see guidance notes)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have a previous University degree or equivalent qualification?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details:
9. What is your household's pre-tax income for the financial year 2018-2019?

To be eligible for the Award the information provided to the by the Student Loans Company to the University must show a 2018-19 Household Income of between £0-£35,000.
10. 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
<input type="checkbox"/>	<input type="checkbox"/>

Details of your personal barriers to progression

Please tick the boxes below to indicate **any and all** which are relevant to you. If your personal barrier is not included here, please add using the "other" section.

- Disability, a 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) ☐
- From a geographical area facing high levels of deprivation according to Governmental socio-economic statistics ☐
- Attended a School or College without a strong tradition of progression to Higher Education and/or with a low average 'A Level' score ☐
- From black, Asian and/or other under-represented minority ethnic groups ☐
- Mature student ☐
- Care leaver ☐
- The first person from their family to enter Higher Education ☐
- Have (or previously had) refugee status ☐
- Estranged from family and associated support ☐
- From Gypsy, Roma or Traveller community ☐
- Child of a military family ☐
- Other personal barriers to progression (please give brief details below):

Academic achievements

Please provide details of your AS levels, A levels, AVCEs, GNVQs BTECs, Higher Education Certificates etc. (as relevant)

Qualification	Subject	Grade

Supporting Statement:

Please explain what difference, if successful, the Award would make to you. You should consider its potential impact on your situation, both financially and in other ways, such as your personal and academic circumstances, both long-term and short-term (please continue on a separate page if necessary).

Supporting Statement:

Please explain what difference, if successful, the Award would make to you. You should consider its potential impact on your situation, both financially and in other ways, such as your personal and academic circumstances, both long-term and short-term.

Document Checklist: You should supply all relevant documents with your application. Please tick the boxes below to confirm which information is enclosed. For auditing purposes, we must keep supporting documentation so originals will not be returned. You should therefore send **photocopies** of any important documents.

Please include:

Evidence of personal barriers to progression

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Forms and supporting documents should be submitted by scan and email to: bursaries@nottingham.ac.uk.

Alternatively, forms can be submitted by post to:

The Stoneygate Award, Funding & Financial Support, Student Services Specialist Services, Cherry Tree Lodge, University of Nottingham, University Park, Nottingham, NG7 2RD

By the closing date: 6th November 2020 - late applications cannot be accepted.

We will acknowledge receipt of your application by email within 3 working days of receipt. If you do not receive an acknowledgement of receipt, please contact the Financial Support Team (see page 4) prior to the application deadline. We cannot deal with queries relating to lost applications received after this deadline. Applications are assessed after the closing date and all applicants will be notified of the outcome by email within 3 weeks of the closing date. If you have not heard from us within 3 weeks of this date, please get in touch.

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 am responsible for providing the University with UK-based bank account details and updating the University of any changes in a timely manner (e.g. one month before instalments). The University accepts no responsibility for non-receipt of funding when the student has not provided the relevant information in a timely manner. I may be asked by the University to attend a small number of events to publicise the Award if these are not disruptive to my studies, work schedule or personal commitments.

I give permission for content from my reports to be used for the purposes of publicising the University or Award scheme. I understand my name, personal ID and any photographs will not be used without my consent.

I give permission for the University's Campaign and Alumni Relations Office (CARO) to make contact with me during and after my studies to provide updates on how the Award has impacted my studies and career.

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

I understand that I will be expected to provide an annual report of my progress (typically 1-2 pages long) explaining the extent to which the Award has enabled me to overcome my personal barriers to progression.

I also agree to an enhanced review of my level of achievement throughout my degree, including reports twice every year from my Personal Tutor. I understand that if successful I will be expected to maintain an academic performance throughout my degree indicating that I am likely to achieve a first or upper-second class degree.

I understand that failure to comply with these requirements may result in the 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

