Anamax Scholarship
Guidance Notes — 2019/20 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.

Scholarship Information:
A Chemistry graduate and his wife, a lawyer, have generously established the Anamax Scholarship scheme to support UK undergraduate students in Law and Chemistry. There will be two recipients (one in each subject) for the 2019/20 academic year, being awarded £6000 per year for three years of their course (or four years of study for MSci students). The criteria are laid out below.

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

- Be hoping to enrol in Autumn 2019 on the first year of a full time* undergraduate course in Law (BA or LLB) or Chemistry (BSc or MSci) at The University of Nottingham.
- Be planning to study for your first undergraduate degree.
- Have Home funding status (see definition on page 2).
- Have a 2017/18 Household Income of between £0-£25,000, as assessed by Student Finance (see definition on page 2).
- Have received a secondary level (11-18 years) education in a state school/college or have received funding to study at a private school, in the United Kingdom.
- Not be receiving other substantial sponsorship or scholarship support for your course (University Core Bursaries and Government grants do not affect your eligibility).
- Not be receiving external sponsorship for your course e.g. from industry/employers (University Core bursaries and Government grants do not affect your eligibility).

Additional factors considered:

- Any extra responsibilities or commitments you have and/or any specific difficulties/challenges which you expect to have to overcome as you work towards your degree e.g. having to care for a family member; ill health or having a disability; voluntary/charity work.

*Otherwise eligible part-time students who are unable to study full-time because of a disability should contact the Funding and Financial Support team to discuss their funding options.
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). 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 some 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 2017—March 2018. 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 provisional Anamax Scholarship this offer will be conditional on you meeting the income threshold criteria.

What should be included in your Supporting Statement?
Please write a brief supporting statement (approximately 500-750 words) detailing any extra responsibilities or commitments you have and/or any specific difficulties/challenges which you expect to have to overcome as you work towards your degree e.g. having to care for a family member; ill health or having a disability; voluntary/charity work.
Please also highlight how, if successful, the award would be beneficial for you.

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 17th March 2019. 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. 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 2019, 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. Awards in subsequent academic years are subject to satisfactory academic progression.

How will any award be paid?
If successful your total award of £6,000 will be paid each year over the expected duration of your undergraduate course. Each annual payment will be divided into 3 termly instalments, subject to you still being registered at the time of payment.
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 Policy can be found at:

www.nottingham.ac.uk/governance/documents/safeguarding-policy.pdf

How to appeal
If you are unhappy with the outcome of your application you should initially contact the Funding and Financial Support 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 and you wish to appeal you should email 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 of the appeal. Please note that the Funding and Financial Support Management’s decision on appeals is final.

Details about the Funding and Financial Support appeal process can be requested from the team at any point and this does not affect your right to raise an official complaint. Further details can also be found at:

https://www.nottingham.ac.uk/studentservices/support/financialsupport/Appels.aspx

Any questions?

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.

Funding and 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
Anamax Scholarship
Application Form — 2019/20 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*

7. Course of study

8. Do you meet the residency requirements for a ‘home student’? (see guidance notes)
   Yes  No

9. Do you have a previous University degree or equivalent qualification?
   Yes  No

   If yes, please give details:

10. What is your household’s pre-tax income for the financial year 2017-2018?

    This figure will be checked against the Household Income figure (see note on page 2) supplied to us by Student Finance following your registration at University. To be eligible for this award this must show a 2017-18 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:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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**Supporting Statement:**

See *What should be included in your Supporting Statement?* on page 2.
Please scan and email completed form to:

bursaries@nottingham.ac.uk

By the closing date: 17th March 2019 - late applications cannot be accepted.

If you would like to submit the form by an alternative method please contact the Funding and
Financial Support team to discuss this on 0115 823 2071

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 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 4 weeks of the closing date. If you have not heard from us within 4 weeks
of this date, please get in touch.

Please read the following declaration, then sign and date below to confirm you
agree with and understand it:

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 and that I will be expected to provide an
annual report of my progress.

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 General Data Protection Regulation (GDPR). 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: https://www.nottingham.ac.uk/
studentservices/support/financialsupport/data-protection.aspx