

The WH Revis Article 26 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 Funding and Financial Support on 0115 823 2071 or email us at bursaries@nottingham.ac.uk.

Scholarship Information:

Article 26 is a project of the Helena Kennedy Foundation to support access to higher education for applicants seeking asylum in the UK. In support of this project The University of Nottingham is offering one award consisting of the full international fee plus £500 per year towards living costs to the successful applicant. This award is funded through the generosity of the **Revis Bequest Fund**.

Who can apply for this scheme?

For this scheme you must meet the following criteria at the point your application is made. You must:

- Have submitted, or be a dependant* of someone who has submitted, an asylum application before you applied to the University through UCAS and you must be able to demonstrate that you applied for asylum on arrival in the UK and before an application to study was made to the University. **OR** you must be someone or a dependant* of someone who has been granted discretionary leave as a result of an asylum claim.
 - * Spouses/civil partners must have been the spouse/civil partner on the date which the asylum application was made. Children/step-children must have been aged under 18 on the date on which the asylum application was made.
- Provide documentation you have received from the Home Office in relation to your asylum or human rights claim with your scholarship award application.
- Attend or have attended a school, college, community or voluntary group or have a social worker in the UK who can provide a reference in support of your application.
- Not hold a previous undergraduate degree or degree equivalent qualification.
- Be unable to access Student Finance/government support for your course due to residency status.
- Hold a current offer from or be hoping attend the University of Nottingham UK Campus to start year one of a full time three or four year undergraduate course with a maximum tuition fee in 2019/20 of £22,620. Courses for which NHS funding is available and courses with foundation years are not eligible.
- Have sufficient funds to support your living costs for the duration of your studies (supplemented by the £500 per year contribution this award would provide).
- Agree that you will contact the Funding and Financial Support team should your immigration/funding situation change and accept that should you access government support during your course all support from this fund will cease.

As only one award is available in 2019, should we have more than one eligible applicant the outcome will be determined by the information provided in your and your referee's supporting statements (see information below).

Please see information below for details of the supporting evidence you will need to provide.

Personal statement

Please submit a short (around 500 words) personal statement which addresses the following areas:

- Your personal and family circumstances and any barriers you have had to overcome in order to pursue/continue your education. You should focus your statement on your current status within the UK, including the status of your application for asylum. You do not need to provide any details of events which led to your seeking asylum, unless you wish to.
- Why you have chosen to study at The University of Nottingham and why you have chosen your course of study. Describe your ambitions and how the award would help you achieve these.
- Your financial circumstances, including how you have funded your education so far and how you plan to fund your living costs while at University.

Referee's statement

It is important that applicants provide a written reference (around 500 words) from someone who knows them in a **professional** capacity (such as a teacher, college lecturer or social worker). Details of the information required and in what format are detailed on page 7.

This statement may be provided with the application or sent separately. Both the completed application form and reference must be received by the fund deadline for the application to

Evidence of asylum status

You must provide evidence that you sought asylum on arrival in the UK and that your asylum application is under consideration by the Home Office, such as official documentation from the UK Home Office. However, if this isn't available or if clarification of this information is necessary, a written statement from a referee will be considered. This referee must be someone who knows you in a relevant professional capacity and who is qualified to comment on your asylum case. This need not be the same person as your main supporting referee. Correspondence must be on headed paper and include your referee's contact details.

When is the closing date and when will I know if I've been successful?

The closing date for submitting this form is **30th June 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, and that they still meet the eligibility criteria at that time.

How will any award be paid?

The tuition fee award will be paid directly to your University fee in three, termly instalments. Your £500 award towards living costs can be paid in 'cash' directly to your bank account, or alternatively you can opt to receive a University meal card to the equivalent value. Please indicate on page 7 how you would prefer to receive the living cost award*.

Payments in future years of study are subject to satisfactory academic progression. Any years of repeat study will be supported only at the discretion of the Funding and Financial Support team.

(*you should ensure that 'cash' payments will not affect you eligibility to apply for other

How to submit the form and evidence

Please scan and email the completed form and documents to:

bursaries@nottingham.ac.uk

If you would like to submit the form by an alternative method please contact the Funding &

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 & Financial Support Management's decision on appeals is final.

Details about the Funding & 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:

Funding & Financial Support Team Contact Details

If you have any questions about completing this application form or want more information then please contact us:

Tel: 0115 823 2071
Email: financialsupport@nottingham.ac.uk
Website: www.nottingham.ac.uk/financialsupport



The WH Revis Article 26 Scholarship

Application Form – 2019 Entry

1. Full Name

2. Correspondence Address

Postcode

Postcode

3. Date of Birth

4. Contact telephone number

5. Email address

* please note that following registration at The University of Nottingham, all contact will be via your University email account

6. Course of study

7. Have you submitted or are you the dependant of someone who has submitted, an asylum application before you applied to the University via UCAS **OR** are you someone or the dependant of someone who has been granted Discretionary Leave to Remain as a result of an asylum claim. (You must be able to demonstrate that you applied for asylum on arrival in the UK). **Please give details of your immigration status below :**

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

8. Are you able to access Student Finance/government support for your course?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

9. Do you hold a previous university degree or equivalent qualification? (see guidance notes)	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

10. Personal Statement: please see guidance notes on page 2 (if necessary, please continue on a separate sheet of paper).

Please indicate how, if successful, you would like your living cost award to be paid:

Annual £500 towards living costs to be paid in cash (to you bank account), or

Annual £500 towards living costs to be paid in meal vouchers

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:

Referee's supporting statement (please see referee guidance on page 9). Or please indicate if this will be submitted separately:

Evidence of immigration status (either documentation from the home office or a statement from a referee confirming this). Please see guidance on page 2. Or please state if this will be submitted separately.

Please indicate which of the following you will be providing (send copies only):

Home Office letter confirming your current immigration status and/or outcome of your asylum application.

Passport and visa or biometric identity document.

Letter from Home Office confirming you have made an application and are awaiting a decision.

Proof of entry to the UK (e.g. entry stamp on passport or it may be stated on one of the forms of the above).

Proof of current residency (e.g. bank statement, tenancy agreement).

A letter from your solicitor confirming your application to the Home Office.

Any other documentation relevant to your asylum application.

Please scan and email the completed form and documents to:

bursaries@nottingham.ac.uk

If you would like to submit the form by an alternative method please contact the Funding & Financial Support team to discuss this (see contact details on page 3 of guidance notes)

By the closing date: 30th June 2019 - 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 Funding and 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 understand that I will be expected to provide an annual report of my progress and that **I must inform Funding & Financial Support/Student Services as soon as possible if there is any change to my asylum and/or funding status.**

I understand that failure to comply with the above requirements 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 the 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>



The WH Revis Article 26 Scholarship Referee Guidance

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

The referee should include the following information:

- **Their name, position, institution and contact details.**
- **The name of the WH Revis Article 26 Scholarship applicant.**
- **A brief statement addressing the following:**
 - In what capacity and for how long have you known the applicant.
 - Your understanding of the applicant's financial circumstances and any barriers she/he has had to overcome to pursue and continue their education.
 - How well suited is the applicant to the Higher Education course that they plan to take and how realistic are the student's ambitions?
 - What contribution, to your knowledge, has the applicant has made to college/ school life and/or their community.

And/or

- Confirmation of the applicant's status with regard to their (or their relevant family member's) application for asylum in the UK (please refer to the form's guidance notes for further details).

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 Funding & Financial Support team by **scanning and emailing the reference to: bursaries@nottingham.ac.uk**

If you would like to submit the reference by an alternative method please contact the Funding & Financial Support team to discuss this (see contact details below).

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 30th June 2019 –all supporting evidence must be received by this date.

This form can be provided in alternative formats e.g. Braille, large font.

Please contact Funding & Financial Support for information:

Tel: 0115 823 2071

Email: bursaries@nottingham.ac.uk