The Halford Scholarship Programme
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:
Nottingham alumnus Andrew Halford has generously established this major new award for undergraduate students entering the University from September 2016. Andrew is an Industrial Economic graduate (1980) and member of the Impact Campaign Board.

In 2019 the Award offers financial support of **£7,500** per year over the ordinary duration of their course to one academically able student who aspires to a university education despite circumstances which would ordinarily prevent them from achieving this. Each scholarship provides between **£22,500** to **£37,500** to each successful applicant, depending on their course duration.

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

- Be hoping to enrol in Autumn 2019 for the first year of a full time undergraduate degree at the University of Nottingham (UK Campus) and indicate the University of Nottingham as your first choice University.
- Be studying for your first undergraduate degree
- Have Home funding status (see definition on page 2)
- Have a 2017/18 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 other substantial sponsorship or scholarship support for your course (University Core Bursaries and Government grants do not affect your eligibility)

In addition you must meet the following **main criteria**:

- Have had to face and overcome significant hardship or obstacles to your academic progression
- Have a strong academic ability indicating that you are likely to achieve a first or upper second class degree.
- Be able to show the beneficial impact the award will have on your time at University

Please see page 2 for details of the supporting evidence you will need to provide.
**Academic expectations**
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.

**What are “Significant hardships or obstacles to academic progression”?**
Examples include (but are not limited to) the following:
- Significant family financial hardship and associated difficulties (e.g. loss of family home)
- Experience of domestic physical and/or mental abuse
- Significant caring responsibilities
- Disability or serious long-term health conditions

**What evidence of this am I required to provide?**
The evidence necessary to confirm your personal circumstances will depend on your 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 main 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.

**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 £35,000 eligibility threshold. Please note that if offered a Halford Scholarship this offer will be conditional on you meeting the income threshold criteria.

How will any award be paid?
If successful your total award of £7,500 will be paid each year over the expected duration of your undergraduate course: i.e. a total of £22,550 for three year courses, £30,000 for four year courses or £37,500 for five year courses, subject to satisfactory academic progression.

Each annual payment will be divided into 3 termly instalments, subject to you still being registered at the time of payment.

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 16th November 2018. 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 £35,000.

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 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/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.**

**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
## The Halford Scholarship Programme

**Application Form — 2019/20 Entry**

**1. Full Name**

**2. Correspondence Address**

**3. Home Address prior to University (If different)**

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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’?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(see guidance notes)

**9. Do you have a previous University degree or equivalent qualification?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 3) 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-£35,000.

* 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>
</tr>
</thead>
</table>

**Supporting Statement:**

i) **Briefly** explain how you meet the **main 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)
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 “significant hardship or obstacles to academic progress” — see page 2

☐ Academic reference (from teacher, lecturer or tutor) — see pages 2 and 9

Please scan and email completed form to: Bursaries@nottingham.ac.uk

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

By the closing date: 16th November 2018 - 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 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 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 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 Halford Scholarship — 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 Halford Scholarship 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 Funding and Financial Support team by scanning and emailing to the email address below or posting to:

The Halford Scholarship
Funding & Financial Support Team
Specialist Services
Cherry Tree Lodge
University Park
Nottingham
NG7 2RD
Bursaries@nottingham.ac.uk

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 16th November 2018.

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