Scholarship Application Guidelines

Before Applying

**OFFER OF A PLACE ON A COURSE**

You must hold a conditional or unconditional offer on a course at the University of Westminster before you can apply for a scholarship.

You may wish to browse courses here: https://www.westminster.ac.uk/course-search and then speak to the Course Enquiries Team (course-enquiries@westminster.ac.uk) about courses that interest you and they will be able to assist you with the application and admissions process.

**N.B**- If you apply for more than one course and wish to be considered for a scholarship for all of your courses, you will need to submit separate scholarship application forms for each course.

**ACADEMIC CRITERIA**

Please ensure that you have checked the eligibility criteria for the scholarships you are interested in before you apply.

We do not accept the following qualifications:

* Equivalent level qualifications; if you are a graduate applying for another undergraduate degree or a Masters graduate applying for a postgraduate degree you are treated as an ELQ student. The only exception to this is where your degree is not considered equivalent to a British degree.

Please note that you are only able to apply for **ONE** type of scholarship, so please do not submit any other applications forms for any other level of funding. **Submission of multiple applications (for example, one for Great Start Scholarship and one for an Access award) will result in an automatic rejection**, because your financial need is unclear. Please only apply for the scholarship that best suits your financial circumstances.

Application Checklist

Please ensure that you include **ALL** of the following supporting documents with your application, as these are mandatory. An application received without any of these documents will be rejected.

Course offer email from the Admissions Office

Copy of your official transcript or certificates in English

Reference letter – academic or professional

You are also welcome to include one additional document, which is optional. This can be a second reference, or a CV.

**N.B** – We will accept supporting documents that arrive at the Scholarships Office independently from an application, however we must receive these before the deadline in order for them to be considered part of your application. Where supporting documents are being sent separately, please ensure that your full name and university of Westminster reference number, if possible, are included so that we can match these easily to your application.

Please **DO NOT** include: ID cards, copies of passports, bank statements, original documents, photographs, any irrelevant certificates or awards – we do not consider these as part of your application and cannot guarantee their return.

Completing the Application Form

Please read this step by step guide carefully, and ensure you fill out all the relevant sections as indicated.

**Personal Details**

Please ensure you fill this information out fully, where applicable, and use a contact number and email address that is active and that you have regular access to.

**University of Westminster Reference Number**

This is an 8 digit number which can be found on any correspondence from the admissions office, for instance course offer emails. Your application cannot be processed without this. It usually has the letter ‘w’ in front of this, but you do not need to include this.

**UCAS Reference Number**

Please put your full UCAS reference number

**Course Applied for**

Please put the full name of your course here, not the course code.

**Academic qualifications**

You will need to include all your relevant academic qualifications in this section. Please make it clear in which country your study took place, what level of study you undertook (e.g. A level, undergraduate degree, masters degree) and your overall grade average.

**Statement of Support**

This a chance to talk about yourself, your experience – professional or academic- to date, any extra-curricular activities you are involved in that relate to your chosen course, and why you are interested and want to pursue the course. You will need to talk about what you hope to achieve following your course at the University of Westminster. What are your ambitions, career aspirations, and how do you expect to achieve them? Make sure your plans are feasible and realistic.

You will also need to demonstrate how you meet the criteria of financial need. It is a short statement, usually about two or three paragraphs, that explains why you would benefit from being awarded a scholarship.

For example, you might mention if you are the first in your family to go to university. Are you from a disadvantaged family? Are you from an ethnic group that is under-represented at the school? Tell the committee if you are working, or have taken out a loan to help pay any expenses- this lets us know you are not ignoring other sources of help. This is also the place to talk about any changes that have occurred in your life that impact your ability to pay for your education. For instance, there may have been changes in your family’s income, unanticipated expenses or a shortfall in your finances. In this area, you can also provide information to show that you handle funds responsibly.

This section should be no more than 500 words.

**Other Personal, Professional, and/or Academic Achievements**

This is a chance for you to list any achievements you feel are relevant to your application. You can also write about any work experience, paid or voluntary, that you feel you would like to include. This is not mandatory, however.

**N.B** – Please note that the number of scholarship applications we receive far exceed the awards we have to offer. This means our scholarship application process is highly competitive and that the criteria is firm. Do not assume that an application means an award. We advise that students research other sources of funding in the event that your application is not successful.

Submitting Your Application Form

Once you have filled in all the sections, please sign and date your application.

Unfortunately we are unable to accept applications via email or fax at this time. Please post your application to:

**Scholarships Office**

**University of Westminster
Cavendish House
101 New Cavendish Street
London W1W 6XH
United Kingdom**

Alternatively, if you are local to the area, you are more than welcome to come and bring your application to us in person. Our drop in hours are 10am-4pm, Monday to Friday.

Please ensure you submit your completed application form to us **before the deadline**. Sadly we cannot accept any late applications, or supporting documents that arrive after the deadline.

Once your application arrives we will mark this on our system and you will receive a confirmation email from us.

**PLEASE DO NOT INCLUDE THESE PAGES WITH YOUR APPLICATION, THEY ARE FOR YOUR REFERENCE ONLY.**

**2019-2020 UK/EU UNDERGRADUATE GREAT START SCHOLARSHIP APPLICATION FORM**

# ELIGIBILITY CRITERIA

* You must be a UK/EU student and have a **full time September 2019** course offer at the University of Westminster.
* You must demonstrate academic excellence, financial need and development potential.
* You must have a household income of less than £35,000 per annum.\*
* Priority will be given to underrepresented groups, particularly mature students.

\*Please note that all Great Start Scholarship awards will be conditional upon verification of household income. This is verified through the Student Loans Company and will be checked by the University of Westminster once a scholarship offer has been made and accepted. You will need to show that you have applied for the maximum student support available from Student Finance including the maintenance loan. This includes applying for finance based on your household income.

**The deadline for applications for the Great Start Scholarship is 5pm on the 21st June 2019.**

You are welcome to submit your application via our post or in person during our drop-in hours, which are from 10:00 am – 4:00 pm Monday - Friday.

Our address is as follows:

Scholarships Office

University of Westminster

Cavendish House

101 New Cavendish Street

London W1W 6XH

Once we receive your application, we will mark it on our system and you will receive a confirmation email.

If you have any questions, please get in touch with us. Our email address is scholarships@westminster.ac.uk

**We are unable to accept late applications.**

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| **PERSONAL DETAILS:** |
| **First name:** |       | **Family name:** |       |
| **University of Westminster Reference Number:** |       |
| **UCAS reference number:** |       |
| **Course Applied For:** |       |
| **Mode of Study:** | FULL TIME |
| **Date of Birth:** | dd/mm/yy |
| **Nationality:** |  | **Country of residence:** |  |
| **Correspondence address:** | **Permanent address:** |
|       |       |
| **Telephone:**  |       | **Email:** |       |

**ACADEMIC QUALIFICATIONS:**

If you have already received your grades for your most recent academic qualifications, **please attach a copy of your certificates to the application form.** If you have not already received your grades for your most recent academic Qualification, you **must** include evidence of your predicted grades (i.e. confirmation by a member of staff from your school/college in the reference letter).

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| **Name of school/ college** | **Start date** | **Finish date** | **Qualifications obtained/taking** (i.e. A-Level Maths) | **Grades** **predicted/achieved**  |
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| **STATEMENT OF SUPPORT:** |
| Please write a **500 word** statement of support. Your statement should make a case for what you can bring to the University of Westminster in addition to your academic capabilities, financial need and what makes you a suitable scholarship candidate.  |
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| **OTHER ACHIEVEMENTS:** |
| Please use the space below to provide details of any other prizes, awards, qualifications or achievements which you feel are relevant to your scholarship application. |
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**REFERENCE LETTER:**

As all of our scholarships are, in part, awarded on the basis of academic achievement/potential, we need a reference from your school or college providing details of your academic performance (and predicted grades if you have not yet completed your course/s). If you are not currently attending school or college, you can provide a reference from your employer or a person of status who knows you well.

You may choose one of the following options:

|  |  |
| --- | --- |
| [ ]  | Attach a copy of your reference from your UCAS application in support of my scholarships application.  |
| [ ]  | Attach a new reference in support of your scholarship application. You **must** do this if no predicted grades were supplied by your reference on your UCAS application. **Your application cannot be considered without information on your predicted grades.** |

**DECLARATION:**

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| **[ ]**  | I confirm that the information provided in this application form is accurate. |
| **[ ]**  | I have attached copies of my qualifications/certificates or evidence of my predicted grades. |
| **[ ]**  | I have attached a copy of a reference letter from my school or college, or a professional reference if I am not currently attending school or college. |

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| **Date:**       |  | **Signature:**       |  |