Scholarship Application Guidelines

**Please send your scholarship application via email to** [**scholarships@westminster.ac.uk**](mailto:scholarships@westminster.ac.uk)**. You can only submit one email, including your application and all relevant documents. The email header needs to include your Westminster ID number (8 digits) and the full name of the scholarship you are applying for. You will not be able to amend your application once we have received it.**

Before Applying

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.

Eligibility criteria

* You must be a UK/EU undergraduate student and have a **September 2020** full time course offer at the University of Westminster.
* You must have a documented disability and have contacted our Disability Learning Support Team at [DLS@westminster.ac.uk](mailto:DLS@Westminster.ac.uk)
* If you are a graduate applying for another undergraduate degree or a Masters graduate you are treated as an ELQ (Equivalent Level Qualification) student and are not eligible to apply.

Please note that you are only able to apply for **ONE** scholarship, so please do not submit any other application forms for any other level of funding or for multiple course offers. **Submission of multiple applications will result in an automatic rejection**, because your financial need is unclear. Please only apply for the scholarship that best suits your financial circumstances. If you are unsure whether you meet the eligibility criteria, please contact the Scholarships Office ([scholarships@westminster.ac.uk](mailto:scholarships@westminster.ac.uk)).

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 and you need to make it clear in your application which documents will be sent separately. Where supporting documents are being sent separately, please ensure that your full name and University of Westminster reference number 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 they will not be returned.

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.

**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 the criteria cannot be changed. 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.

**Please send your scholarship application via email to** [**scholarships@westminster.ac.uk**](mailto:scholarships@westminster.ac.uk)**. You can only submit one email, including your application and all relevant documents. The email header needs to include your Westminster ID number (8 digits) and the full name of the scholarship you are applying for. You will not be able to amend your application once we have received it.**

**The deadline for applications for the Access Scholarship is 5pm on the 22nd June 2020.**

**We are unable to accept late applications under any circumstances.**

**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 ON**

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| **SEPTEMBER 2020 UK/EU UNDERGRADUATE ACCESS SCHOLARSHIP APPLICATION FORM**  **PERSONAL DETAILS:** | | | | | | |
| **First name:** |  | | **Family name:** | |  | |
| **University of Westminster 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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| **Please ensure that the following supporting documents are attached to the application form before submission:** |
| **REQUIRED:** |
| * a copy of the letter/email from the University of Westminster confirming your conditional or unconditional offer of a place on your chosen course |
| * a copy of your transcript from your most recent/current academic study or a transcript of your predicted grades if you have not yet completed your course. |
| * a reference letter for your scholarship application from your tutor/college or a professional reference if you are not currently attending school. |
| **OPTIONAL:** |
| * in addition to the above you can include **ONE** additional piece of documentation to support your application if you wish (such as a curriculum vitae or a second reference). |

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| **DECLARATION:**  You can find the GDPR (General Data Protection Regulations Declaration) statement for the Scholarships Office on our website here: https://www.westminster.ac.uk/study/fees-and-funding/scholarships/gdpr-statements | |
| I confirm that I have read the GDPR statement and consent to my personal data being held and utilised as detailed in this statement. I also confirm that the information provided and documentary evidence supplied is complete and accurate to the best of my knowledge. Any information contained within this application, later found to be incorrect or untrue may result in the withdrawal of any scholarship or scholarship offer. | |
| **Date:** |  |
| **Print name:** |  |
| **Signature:** |  |

**DEADLINE:**

Please note that applications must be received in our office **before 5pm on the 22nd June 2020**. We do not accept late applications under any circumstances, even if postmarked before the deadline date.

For information on all of our scholarships, deadline dates and the application procedure, please see our website – [www.westminster.ac.uk/scholarships](http://www.westminster.ac.uk/scholarships).