

# Trust/Bursary Funds\*: Guidance Notes and Procedures for Applicants

## What is a Trust/Bursary Fund?

Whether they are called trusts, scholarships, endowments, grants or bursaries, there are many alternative sources of funding that can help you through your studies. This is often an amount of money that has been placed in custody of a trustee to be administered for the benefit of another (the beneficiary).

The Trust/Bursary Funds that we administer, or help administer, through the University are funds that have been set up for specific groups of students. Some may accept applications from students based on their place of birth, the course they are studying or even what their parents do for a living.

## When can I apply?

Each fund will be open and accepting applications for one defined period in the academic session. Fund criteria and closing dates for applications will be advertised across the relevant campuses and online at [here](#). Application forms will be available online and at the Student Link/The Hub where applicable.

*We only administer a small number of funds. You can also search yourself for information on any other funds that may benefit you. Use the link above to check out the other options available to you.*

## How do I know if I am eligible to apply?

When the funds are advertised, the eligibility criteria will be included. If you are unsure, you can always contact us and we can help you work out if you are eligible to apply. In most cases, you will be required to have applied for (and received a decision from) all other statutory funding available to you. This includes Student Loans, Bursary's and the Discretionary Fund.

## How do I apply?

Each fund has a short application form that should be completed and submitted to the specified location no later than the advertised closing date. You will also need to include some supporting documentation with your application. Anything that needs to be included is noted on the application but you should also include further documentation in support of your application.

**Please note:** Applications are assessed on a **competitive basis** – there are limited funds and limited numbers of awards, as such you should ensure that you take the time to show the panel why you should be selected for an award. There are additional guidance notes below to help you complete the application form.

## How will my application be assessed?

A panel will be arranged within the university to discuss submitted applications. The role of the panel can vary depending on the fund; in some cases this will involve making a decision and agreeing awards, in others instances the panel can make recommendations to the Trust who then make the final decision. The panel will consist of at least three members, including (but not limited to):

- Depute Head of Student Services or Student Funding Team Leader (Chair)
- A member of the Funding and Advice Team
- One other member (external to Student Services)

The panel will use **only** the information provided in your application. No prior evidence from any other funds (including discretionary funds) will be used when assessing Trust Fund applications. All evidence used in a Trust Fund application **must** be provided by the applicant. The panel may consider academic commitment and progress by looking at applicants transcripts.

**Awards:**

Depending on the fund, applicants will be advised when the panel has made their decision. Please note that some funds are required to be sent externally to the Trusts, Student Services and the University cannot advise how long this process will take. Dates for expected outcomes will be printed on the application form and/or promotional materials which accompany each fund.

**The application form:**

The application form will include information on the eligibility criteria, the supporting documentation required, the closing date and an indication on when you will hear the outcome of your application. Where we create the application, the following will help you complete this effectively.

**SECTION 1**

This information is always important to ensure we know who you are. It's also important to your application for us to get an idea of your living situation. Some eligibility criteria may be based on where you live or your marital status.

**SECTION 2**

It is important we know what you study and where, as this can often be part of the eligibility criteria. You should also tick to confirm that you have remembered to include the required evidence.

**Tips for your academic reference:**

You are required to submit an academic reference as part of your application. An academic reference is a written statement from your Personal Tutor or Programme Leader that will be used by the panel to determine your academic merit and commitment to the course. It may be a formal letter printed on letterhead or an email to you from your tutors UWS email account that you have printed and enclosed.

Academics are not obligated to provide you with a reference, particularly if they feel they cannot provide a positive or glowing account of your studies. It is therefore important that you ask an academic who knows you and is able to give you a personalised reference that you feel supports your application.

Personalised references take time, and academics are often asked to provide these. You should ensure you give them enough time to provide you with this.

**SECTION 3**

We ask for this information to confirm that you are receiving the statutory support you are entitled to. If you are not receiving support that we believe you should be entitled to, we will advise you of this and advise you how to apply. We will also use this section to ensure you have applied to the Discretionary Fund (if applicable).

**SECTION 4**

You should complete the UWS Budgeting Module and enclose a copy of your certificate of achievement. As part of this, you should also complete the Money Advice Service Budget Planner, and enclose a print out of this. It is important that you do this as this forms the basis of your application and allows the panel to see how you manage your income and expenditure. If they feel you could benefit from assistance managing your budget, you will be offered the opportunity to meet with an Adviser about this.

**NB:** The panel will consider how effectively applicants manage their money. It is important you consider the appropriateness of the expenses you include in your budget as the panel are unlikely to make an award where they feel you could better manage your money.

### **Tips for completing the UWS Budgeting Module and Money Advice Service Budget Planner:**

The module doesn't take long to complete and will help you take a step back and assess your finances before helping you to complete a budget that is an essential part of managing your money, as well as being an essential part of this application process.

The module offers you 2 different budget tools. We are asking you to complete the Money Advice Service Budget Planner as we feel this is most user friendly. Clicking the link within the UWS Budgeting Module will take you to the Money Advice Service Budget Planner, where you will find guidance for using this effectively. Simply work through the tool, using the various calculators to help you. The more complex your finances, the more time it may take to complete this.

When you complete the budget planner, you should download this as an Excel spreadsheet, and print the entire workbook (i.e. all tabs). If you select 'portrait orientation' and 'fit sheet on one page' for all tabs, you can print using the least number of pages (approx. 9).

*If you feel your circumstances are extenuating, and completing the UWS Budgeting Module and Money Advice Service Budget Planner would be a barrier to applying for this fund, please do not hesitate to apply, but you **must** include a supporting statement that clearly explains your extenuating circumstances and provides as much information about your finances as possible. The panel can then consider your circumstances before making a decision.*

We have also asked for a little more information about debts that you might have. This allows the panel to get a better understanding of your situation and gives you the opportunity to tell us more about the circumstances that have led to these, as well as action you might be taking to reduce these.

### **SECTION 5**

This gives you an opportunity to tell the panel why they should choose you to receive an award. You should reference how you meet the criteria but should not dwell on this too much. Instead, you should focus on the circumstances that you feel set you apart from the other applicants. While your financial circumstances are important, you may also wish to make reference to your academic achievements.

You should also tell the panel how you would benefit from an award from the fund. The panel will be considering how much of a positive impact an award would make to your situation so it is important to be realistic and specific.

It is important to remember that the funding you get from Student Loans and Bursary's is designed to cover things like living costs and course materials. If these are the kind of things you are mentioning in the supporting statement, you should take the opportunity to highlight why you need further support.

### **PAYMENT DETAILS FORM**

Please ensure that you accurately complete the payment details form. If we do not have these details, we would be unable to arrange a payment should you be successful.

*\*There are other funds available in Dumfries campus that is not covered by this guidance. Contact an Adviser in Dumfries campus for further information.*

### **IMPORTANT NOTE:**

**Please ensure that you submit a correctly completed application and supporting documentation by the closing date. There will be no further opportunity to provide supporting documentation or information to the panel making the decision. All correspondence will be sent to your student (banner) email account.**

**--All decisions are final and there is no opportunity to appeal the decision of a Trust Fund panel--**