University of Bradford Sanctuary Scholarship for Asylum Seekers and Refugees
Award application form guidance notes

**Background Information**
The University of Bradford provides these scholarships to enable **forced migrants** seeking asylum, or those already granted refugee status **who cannot access student finance**, to participate in higher education. Successful applicants for the Scholarship Award at the University of Bradford will be provided with:

* Tuition Fee Grant: Successful students will be offered a tuition fee-remitted (i.e. no fees) place at university until such time as they are awarded status that entitles them to access student finance (if at all).
* A Travel and Course Costs Grant: Successful students will be offered a £500 a year (per year if applicable) grant to help with travel and course costs.
* Personal Support: In addition to fee remission, support will be available for students to enable them to identify and overcome barriers to achievement on their degree programme and for their future careers
* English Language Tuition: if a student can only receive a conditional offer based on their level of English Language, we may be able to offer an English Programme in the first year to allow the student to access their chosen programme of study in the following year (you would need to apply for the scholarship again or fund yourself/access financial support if eligible, for your chosen programme of study the following year). All students will be assessed on an individual basis.

The University of Bradford will not be able to provide any financial support for accommodation or living costs. Students should only apply if they are able to support these costs themselves during their university course. Students will need to provide proof of this.

Eligibility criteria and the selection process

**Please note that in 2019/20 we will consider students applying for courses that were formally NHS funded such as Nursing and Radiography, however Physiotherapy and Midwifery will not be covered. Premium Fee courses in the Faculty of Management and Law such as the MBA are not covered by this scholarship.**

Before making an application for the Scholarship Award please ensure that you meet our eligibility criteria as follows, and be able to prove this:

* An asylum seeker or the partner/dependant of an asylum seeker; OR
* An asylum seeker/refugee/partner/dependant who has been granted Discretionary Leave to Remain (DLR) or some other form of temporary status ; OR
* A refugee who is unable to access student finance due to previous study;

AND;

* Have a conditional or unconditional offer from the University of Bradford for September 2019 start. For undergraduate study you need to apply for a Bradford course via UCAS (http://www.ucas.com/). Please also note that you have to apply through UCAS for your university place AND to the University of Bradford for the Scholarship by completing the online application form. Do not assume that because you have an offer for a course at Bradford that you will be automatically considered for the Scholarship because you will not. Postgraduate students will need to apply for a place on a course via the University of Bradford website.
* Currently attending a school, college, community or voluntary group which can provide a reference in support of your application.
* Unable to access mainstream funding, e.g. student finance or a local authority grant. Those that are classed as care leavers and previously were under local authority care can however apply.
* Live within the Bradford Metropolitan District Council Area (see https://mapit.mysociety.org/area/2516.html for the area covered), or live within a commutable distance to the University and be able to cover your travel costs yourself, or be able to relocate to Bradford without requiring extra financial support.
* Do not require support for living expenses or accommodation.

Applicants must meet these strict eligibility criteria and be in a position to verify their circumstances in order to apply. Applicants who do not meet the criteria will not be considered for the scholarship. If you have any questions about whether or not you should apply for a scholarship please contact Greig Gemmell by emailing g.gemmell@bradford.ac.uk

How to apply

• The student should read the guidance notes fully before completing the application form
• The student must give their application to their supporting referee and ask them to complete a supporting statement
• All application forms must be signed by the referee supporting the student’s application.

Completing the application form

There are three sections to complete in the application form. Please note that the information you provide in the form will be held and processed in accordance with our Data Protection Policy. Notes on how to complete each individual question on the application form are provided before each question. Please read these to ensure you are giving the right information.

Section 1: Personal details

• Please complete the personal information section of the form – we need this information to contact you about your application.
• Please provide proof of your current status in the UK
• Please tell us which college, school or community or voluntary organisation you currently attend and which course or courses you are studying (if appropriate). If you are not currently studying please give details of any qualifications that you hold.

•You only need to provide proof of your qualifications if you have you have access to your certificates.

Section 2: Applicant’s Personal Statement – “About Me”

When answering the questions in the personal statement section of the form please consider the following. In making a judgement about your application, the selection panel will base their assessment on:
• Your personal and family circumstances and the barriers that you have faced in continuing your education - with particular reference to your current status in the UK

• Your ambitions for the future, why you have chosen your course of study and how the Scholarship Award will help you to achieve your ambitions

• Your financial circumstances. The University of Bradford cannot support living costs, such as accommodation and food - how will you support these costs whilst at university?
• What additional support will you need whilst at university? For example, do you have a disability? (please note disclosure of this will not affect your application negatively. The University of Bradford welcome applications from disabled students) but we encourage you to disclose your disability for you to receive the right support.

Your application for the Scholarship Award is completely confidential and the selection panel will only be able to take into account information that you provide on your application form. Whilst the selection panel do need some details of personal circumstances we do not need to know about the circumstances that led to you seeking asylum in UK if you don’t wish to provide this information although it may help in some circumstances. Your supporting referee will be asked to give a supporting statement about you but if there is any information that you feel should be taken into account when your application is considered you must include it here.

Declaration of eligibility and checklist

• Please confirm, by ticking the appropriate box, that you meet the eligibility criteria.
• Please confirm that should your application be successful, you will inform Greig Gemmell immediately if your circumstances change.
• Please look through the items in the checklist carefully and tick to indicate that you have met all these requirements. Note that all boxes must be ticked to be considered for interview.

Section 3: Referee’s Supporting Statement

The Referee’s Supporting Statement is an important part of the selection process. This should NOT be completed by the applicant. Please be sure to include all of the requested information and any other information that you believe should be taken into consideration by the selection panel. It is the responsibility of the applicant to provide their referee with a copy of their personal statement. When completing the referee’s supporting statement please consider the following:

• The referee providing the supporting statement must provide their contact details and confirm that the school, college or community of voluntary group that they represent wishes to support the student’s application. Note that we may contact the referee without informing the applicant.

• The student’s application will not be accepted without a supporting statement.

The referee’s Supporting Statement should be no more than 500 words and should cover the following:

1. What are the applicant’s circumstances and what barriers have they overcome to continue their education?
2. How well suited is the applicant to the higher education course they plan to take?
3. What contribution, to your knowledge, has the student made to a) college life and / or b)

their community?

1. Is there any other information that you believe is relevant to the student’s application?

Applications will only be accepted for consideration if they are accompanied by the referee’s supporting statement and signature.

Informing you of the outcome of your application

• Please note that this is a competitive process and not all applications will be successful. There is no appeals process if you are not successful as the panel’s decision is final. You are welcome to reapply next year if you are unsuccessful.

• Following initial assessment the University will contact you to let you know whether or not your application will progress to the next stage of the selection process.
• If your application is taken forward, you will be invited to an interview to discuss the information you have provided in your application

• If you are successful in being offered a University of Bradford Sanctuary Scholarship you will be informed within two weeks of your interview

For further information on any aspect of completing your application please email Greig Gemmell at g.gemmell@bradford.ac.uk