

The Sanctuary Scholarship

Guidance Notes — 2022 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 Funding and Financial Support on 0115-823-2071 or email us at bursaries@nottingham.ac.uk.

Scholarship Information:

This scholarship is for international undergraduate applicants to the University who are unable to pursue their education in their home country due to risk of persecution, violence, and conflict. Applicants will be referred to the University by a partner organisation, such as the Council for At Risk Academics (www.cara.ngo). The University is offering one scholarship for 2022 entry and will pay the successful candidate's tuition fees for each year of their undergraduate course, plus £9,225 per year towards their living costs.

Who is eligible for this scholarship?

In order to be eligible for this scholarship, you must meet the following criteria at the point your application is made. You must:

- be at risk of discrimination, persecution, suffering, violence or other abuse of your human rights in your home country due to political unrest;
- be prevented from pursuing your education in your home country due to the above issues.
- be referred by, and provide a letter of reference from, one of the University's approved partner organisations confirming that you meet the above criteria;
- not hold a previous undergraduate degree or degree equivalent qualification;
- not be applying for asylum and are applying for a student visa;
- be classed by the University as an international student for tuition fee purposes;
- be unable to access Student Finance/government support for your course due to your residency status and not be in receipt of any funding other than the scholarship whilst you study at the University;
- hold a current offer from the University of Nottingham UK Campus to start year one of a full time three or four year undergraduate course with a maximum tuition fee in 2022/23 of £26,500. Courses for which NHS funding is available and courses with foundation years are not eligible; and
- agree that you will contact the University's Funding and Financial Support team should your immigration/funding situation change and accept that, should you access government support at any time during your course, the University will terminate your scholarship and you will not receive any further funds from that point on.

Students applying for asylum should refer to the WH Revis Article 26 Scholarship.

As only one scholarship is available in 2022, should we have more than one eligible

applicant the outcome will be determined by the information provided in your and your referee's supporting statements (see information below).

Please see information below for details of the supporting evidence you will need to provide.

Personal statement

Please submit two short (around 500 words) personal statements which address the following areas:

- your personal and family circumstances and any barriers you have had to overcome in order to pursue/continue your education. You do not need to provide any details of events which led to your seeking sanctuary in the UK, unless you wish to; and
- why you have chosen to study at The University of Nottingham and why you have chosen your course of study. Describe your ambitions and the impact the award would have to help you achieve these.

Referee's statement

It is important that applicants provide a written reference (around 500 words) from someone who knows them in a **professional** capacity through one of our approved partner organisations. This statement may be provided with the application or sent separately. Both the completed application form and reference must be received by the application deadline for the application as a whole to be considered.

The referee's statement should include evidence of 'at risk' status, our partner organisation must give a written statement giving supporting evidence that you are, or have been, at risk of discrimination, persecution, violence or other abuse of your human rights and that this has prevented you from pursuing your education in your home country.

Correspondence must be on headed paper and include your referee's contact details.

When is the closing date and when will I know if I've been successful?

The closing date for submitting your application is **30th June 2022**. 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 meet the conditions of their offer to study, that they register on the course in September 2022, and that they still meet the eligibility criteria at that time.

How will any award be paid?

The tuition fee award will be paid directly towards your University fee in three, termly instalments. Your £9225 award towards living costs will be paid in 'cash' directly to your bank account in 9 equal monthly installments of £1,025.

Payments in future years of study are subject to academic progression. Any years of repeat study will be supported only at the discretion of the University. Should you fail to progress, you accept that the University may have to withdraw sponsorship or your student visa.

How to submit the form and evidence

Please scan and email the completed form and documents to:

bursaries@nottingham.ac.uk

If you would like to submit the form by an alternative method please contact the Funding & Financial Support team to discuss this (see contact details on below).

How to appeal

All applications to funds administered by the Funding and Financial Support team are assessed according to agreed guidelines and all assessments are checked prior to notifying the applicant of the outcome. If you are unsatisfied with the outcome of your application, you should initially contact the 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**, you can ask for the outcome to be reviewed by emailing 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.

Please note that this appeals process specifically relates to the outcome of a particular funding application. It provides a process by which to question that outcome in the context of the relevant criteria and assessment guidelines. The Funding and Financial Support Management's decision on such appeals is final. Where wider issues or questions are raised, these will be dealt with in accordance with the appropriate University procedure or policy.

Funding & Financial Support Team Contact Details

If you have any questions about completing this application form or want more information then please contact us:

Tel: 0115 823 2071
Email: financialsupport@nottingham.ac.uk
Website: www.nottingham.ac.uk/financialsupport



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Application Form — 2022 Entry

1. Full Name:

2. Correspondence Address:

3. Postcode:

4. Date of Birth:

5. Email Address:

* please note that following registration at The University of Nottingham, all contact will be via your University email account

6. Course of Study:

7. Do you hold an offer to study for this course? **yes** **no**

8. Are you or have you been at risk of discrimination, persecution, violence or other abuse of your human rights in your home country? **yes** **no**

9. Do you have a reference from our partner organisations such as CARA? **yes** **no**

10. Do you hold a previous university degree or equivalent qualification? (see guidance notes) **yes** **no**

11. Are you classed by the University as international for fee purposes? **yes** **no**

12. Do you have or have you applied for any other type of funding to support you whilst studying in the UK? **yes** **no**

If yes please give details of all the funding you have applied for or are in receipt of:

13. Personal Statement – Barriers to Education:

please see guidance notes on page 3 (if necessary, please continue on a separate sheet of paper).

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the student to write their personal statement regarding barriers to education.

14. Personal Statement – Course/career ambitions and impact of award:
please see guidance notes on page 3 (if necessary, please continue on a separate sheet of paper).

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 your referee's supporting statement or please indicate if this will be submitted separately

Reference included

Reference to follow

Please note that your application form and supporting documents must be submitted by the closing date.

Please scan and email the completed form and documents to:
bursaries@nottingham.ac.uk

If you would like to submit the form by an alternative method please contact the Funding & Financial Support team to discuss this (see contact details on page 3 of guidance notes)

By the closing date: 30th June 2022

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 Funding and 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 understand that I will be expected to provide an annual report of my progress and that **I must inform Funding & Financial Support/Student Services as soon as possible if there is any change to visa or funding status.** I understand that failure to comply with the above requirements may result in my award and/or my student visa sponsorship 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 the 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>



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The reference should be provided on **headed paper** and **signed and dated** by the referee. The referee should include the following information:

- Their name, position, institution and contact details.**
- The name of the Sanctuary Scholarship applicant.**
- A brief statement (500 words) addressing the following:**
 - In what capacity and for how long have you known the applicant.
 - Confirmation of the applicant's situation and any barriers she/he has had to overcome to pursue and continue their education in their home country.
 - How well suited is the applicant to the Higher Education course that they plan to take and how realistic are the student's ambitions?
 - What contribution, to your knowledge, has the applicant made to college/school life and/or their community.

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 & Financial Support team by **scanning and emailing the reference to:**
bursaries@nottingham.ac.uk.

If you would like to submit the reference by an alternative method please contact the Funding & Financial Support team to discuss this (see contact details below). 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 30th June 2022—all supporting evidence must be received by this date.

**This form can be provided in alternative formats e.g. Braille, large font. Please contact Funding & Financial Support for information:
Tel: 0115 823 2071
Email: bursaries@nottingham.ac.uk**