

**CONSOLIDATED CHARITY OF BURTON UPON TRENT**  
Registered Charity No 239072

**HIGHER EDUCATION BURSARY GUIDELINES**

**The Scheme**

The Consolidated Charity is making available a sum of money that will enable up to 40 students to be offered an Educational Bursary of £500 per annum for the first three years of a degree course. **The scheme will only be open to students living in the Charity's area of benefit.**

Students will be offered a bursary in order to assist them in successfully completing a course of study leading to a first degree at a British University or other equivalent British institution, eg. College of Music.

HND students are not eligible to apply for a bursary until they have successfully completed their HND course and continue on to a degree course.

Bursaries will only be made for three academic years and no payments will be made during paid placements.

**Conditions for Applicants**

- 1 Applicants must be a resident of the town of Burton upon Trent or the neighbouring parishes of Anslow, Barton under Needwood, Branston, Brizlincote, Dunstall, Hanbury, Rolleston on Dove, Stretton, Tutbury, Tatenhill and Rangemore plus the Parish of Outwoods including South Outwoods. **This restriction is imposed by our Trust Deed and cannot be altered.**
- 2 Applicants must be intending to go to University in this academic year, ie. Students planning to defer entry to University (take a gap year or complete a foundation course prior to completing a degree course) should not apply until the year of degree course entry. If a student is awarded a Bursary but subsequently decides to take a gap year or complete a foundation course then the Bursary will be withdrawn, although the student will be able to re-apply without prejudice the following year. Only years one to three of a degree course are supported.
- 3 Applicants must demonstrate a commitment to study and an ability to reach the standard required for acceptance on their favoured degree course.
- 4 Applicants must be able to convince the Trustees (through their Personal Statement) that they have the personal qualities to cope with the demands of the course and that the course has a relevance to their intended future career and personal aspirations.
- 5 Applicants **must** provide acceptable evidence that satisfactory progress is being made throughout the course prior to bursary payments being released in subsequent years within the timescale provided.

### **Application and Selection Procedures**

- An application form must be completed by each candidate. This provides information on personal details, successfully completed courses of study including results of public examinations, 16-19 courses that have been examined (with results) or to be examined. Candidates should include any National Qualifications including vocational courses and music. It is important for candidates to include bona fide estimated grades for post-16 courses that can be confirmed by the School / College.
- Applicants must complete a Personal Statement. This should be clearly legible and on no more than one side of A4 paper. The Personal Statement may be produced on a word processor but it must include the applicant's name at the top and it must be signed and dated. **When preparing their Personal Statement, applicants should be aware that the Trustees will take into particular account the following criteria;**
  - Personal strengths, skills and weaknesses.
  - Leadership and / or involvement in School / College activities.
  - Involvement in extra-curricular community activities (including positions of responsibility).
  - Reasons for choosing the course and how it will help to prepare you for your future career.
- Schools / Colleges must attach a **confidential** Supporting Statement to each application. A copy of the UCAS reference – or relevant sections – will suffice. Please supply this statement on the School / College letterhead or validate it with the School / College stamp. Where this is not possible, the Supporting Statement should be signed and dated by the Head of Sixth Form or other appropriate person.
- A selection committee will consider the applications and that committee's decision is final. Please note that only 40 Bursaries will be awarded for the year.

### **Completion of Application Form**

1. Please complete the form using **black** ink, biro or type. **Ensure all questions are answered fully.**
2. Print your **SURNAME** in **CAPITAL** letters.
3. Include all secondary schools, colleges and, if appropriate, other institutions which you have attended for 16 – 19 education. Insert part-time (P/T) next to Schools / Colleges you attend for only 1 or 2 subjects.
4. Include all A2 Level, Baccalaureate, BTEC and vocational courses which you have completed or expect to be entered for a Public Examination together with any other qualifications, eg. Music, Drama, etc.
5. For Higher Education Courses **DO NOT** use UCAS abbreviations, include the full course name.

6. You must co-operate with any requests for further information arising from the Charity's grant monitoring procedures.
7. Please ensure you sign the application form.

### **Bursary Awards**

Conditional offers of bursaries will be made by the end of March. Final decisions will be taken as soon as possible after the examination results are published and the Universities have confirmed their offers of places.

Candidates who have received a conditional offer of a bursary should write to the Clerk to the Trustees immediately after they have accepted a firm offer of a place and provide appropriate evidence. **Evidence should be received by 30<sup>th</sup> September** and failure to provide the information by this date may result in the Bursary being withdrawn. **If you do not take up your place at university, this should also be communicated to the Clerk.**

At the end of each academic year of the course, successful applicants are required to notify the Clerk that they have passed the previous year and are moving onto the next year of the course. Evidence of the previous year's examination results and proof of enrolment onto the next year of the course are required before the end of September each year.

**Bursary payments will be made by bank transfer. Payments will be made by the end of October, following the start of the academic year.**

**PLEASE NOTE THAT ALL INFORMATION IS TREATED AS CONFIDENTIAL**