

Bursary Scheme: Chalkhill Community Trust Fund - Higher Education Fund

About the Bursary Fund

The Chalkhill Community Trust Fund aims to create a sustainable legacy of the Chalkhill Community Trust Fund for young people in the Chalkhill Community by providing financial support for higher education cost so that young people can become role models that inspire and encourage the next generation of young people within the community.

The Higher Education Fund is a bursary scheme that will provide financial support to students from the Chalkhill Community to help with the cost of studying a University degree or vocational equivalent.

Students are awarded a £9,000 bursary towards the costs of their higher education at degree level or equivalent. The bursary is paid in instalments throughout the student's higher education course.

The total bursary is £9,000 over three years per Applicant.

Each application for a grant from the Higher Education Fund will be considered on an equal basis, based on the eligibility criteria being met.

For this reason, we are required to ask for confidential information. Please be assured that treatment of personal information will be used in compliance with the Data Protection Act.

Eligibility Criteria

The Higher Education Fund is available to students aged 18-25 years old applying to enter university from September 2017.

Before making an application to the Higher Education Fund please ensure that you meet the eligibility criteria as follows:

Students can apply to the Higher Education Fund if they are:

- Aged 18-25 years old at the time of applying or on the 31st August in the academic year in which they start their programme of study.
- Aiming to start a first-time programme of higher education or vocational equivalent in the autumn of the year in which they are applying at a UK higher education institution (i.e. HND, BA, BSc, Bed, and Foundation Degree).

AND

- Able to demonstrate that they are committed to 20 hours a year volunteering or community development in the Chalkhill Community.

If you are already on or have undertaken a higher education course you are not eligible to apply

How the Bursary Fund is Managed and Distributed

Five grants of £3,000 are available each year. The total bursary is £9,000 (per Applicant) which is awarded over three years. Grants are discretionary.

The Chalkhill Community Trust Fund Trustees will consider all applications fairly before making any awards, but when the Fund has been allocated in full, no more awards will be available during that year.

Grants are applied for at the start of your First year of study. Grants are awarded for the entire duration on the course for a maximum of three years. Therefore, changes in an Applicant's circumstances such as a change in course or ending the course are to be notified to the Chalkhill Community Trust Fund.

How To Apply

The Higher Education Fund Committee will circulate this Guidance Document and Application Form/link to online Application Form, during April of each academic year. Anyone wishing to apply for a grant for the academic year starting in September must do so by completing and submitting the form online with the accompanying evidence requested before the deadline stated on the form.

- Applications can be completed online.
- Read the guidance notes fully before completing the application form
- Provide all the requested documentary evidence and submit this with the application form online.

If you have any questions or are unsure of any steps in the application process, please send an email to: xxx@email.com.

The closing date for applications is **30th June XX**

How Your Application Will be Considered

The Higher Education Fund Committee will meet to review all applications together during July and August.

The Higher Education Fund Committee will usually consist of at least two Chalkhill Community Trust Fund Trustees

Once the Committee has received your application, they may ask to hold a tele-conference/interview to clarify some aspects or request more information. Please make every effort to be available for this phone call should one be requested, as any delay may make it difficult for the Committee to fully assess your application.

Notification of the Decision

The Chalkhill Community Trust Higher Education Fun will only make five awards each year.

If your application is successful, you will receive an email notifying you of the outcome. This will be sent out in September.

If you have not been successful in your application, you will receive notification of the decision via email. If you have not been contacted by the Chalkhill Community Trust Fund's Higher Education Fund Committee, please assume that your application has been unsuccessful.

Appealing the Decision

If you are not satisfied with the Higher Education Fund Committee's decision, you may appeal in writing to the Chalkhill Community Trust Fund stating the reason(s) you feel the decision to be unfair.

Your application will then be considered by the Appeals Panel of Trustees not previously involved in the application decisions, who will look again at the applications and evidence provided in order to judge whether the initial decision was fair (i.e. were the same decision criteria applied to all applicants), whether all the evidence was considered, and whether they agree with the process followed that lead to the decision. If it is subsequently decided to offer you a grant, you will be informed in writing shortly thereafter. If your appeal is unsuccessful, you will also be informed in writing.

Please note that the decision of the Appeal panel is final.

Reviewing Awards During the Year

The HEF Committee reserves the right to review all applications on a termly basis, at which point you will receive a written request to provide and to disclose any changes in your circumstance. As with your initial application, evidence will be requested to support this review and your grant may be withdrawn if you do not provide this information by the date requested.

What we expect from you

It is important that we are able to keep in touch with our students, to find out how you are getting on and to gather regular feedback which helps us to monitor how the support we provide make a difference.

Each Student that is awarded financial support is asked, as a condition of their award, to meet the following requirements. If you think you are unable to commit to fulfilling these conditions, you shouldn't apply.

- To keep the Chalkhill Community Trust Fund up to date with any changes in your contact details, email address or phone number.
- To respond to requests for feedback from the Chalkhill Community Trust Fund within the time limit stated.

- To inform the Chalkhill Community Trust Fund, if for any reason, you change courses or universities, or have to leave your course either temporarily or permanently.
- To update the Chalkhill Community Trust Fund, at least annually, on how you are getting on at university – this update can take whatever form you wish and doesn't have to be long, we just need to know how you are doing.
- To inform the Chalkhill Community Trust Fund, after graduation, of what class of degree you received and what you intend to do next.
- To respond to requests for information from the Chalkhill Community Trust Fund as and when you receive them.
- To help us to publicise our work – this could be formally, for example, by giving permission for your case study or story to be featured in our leaflets or on our website, or being interviewed for a piece in a newspaper, or informally by telling other people about the work of the Chalkhill Community Trust Fund and how it has helped you. We recognise that not everyone wants to share their story and you would always be given the option, but it helps us if you are prepared to take part in this way.