

# ual:

## The Clothworkers' Materials Fund

Guidance Notes

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## About the Donor

Founded by Royal Charter in 1528, The Clothworkers' Company was established to protect its members and promote the craft of cloth-finishing within the City of London. Today, the Company values its past and traditions, but seeks to build upon its heritage and find ways for the Company to have a useful role in today's society.

The Clothworkers' Materials Fund was established by the Clothworkers' Company with the purpose of offering financial assistance to final-year BA (Hons) Textile Design students at Central Saint Martins (CSM).

## About the Scholarship

- £1,000 each
- For material costs for the final year of study
- For **10 Home** students
- Studying **BA (Hons) Textile Design** at **CSM**

The scholarship will be assessed on the basis of financial need and academic merit. It will provide a contribution towards material costs for their final year of study.

Applications are welcome from those who are in financial hardship and those who will benefit from undergraduate studies to realise their full potential.

## Eligibility criteria

To be eligible for the Clothworkers' Materials Fund students must be:

- Considered a **Home** student for fee purposes
- AND**
- Enrolled on the final year of the full-time **BA (Hons) Textile Design** course at **Central Saint Martins**, UAL starting in **September 2021**

## Key Dates

Closing date:

All applications must be received by **Friday 7 January 2022**.

N.B. We cannot accept applications that are incomplete or arrive late

## How to apply

Applications for this scholarship must be made by filling in an online application form via the funding tab in the [UAL Student Portal](#)

In addition to the online application form, you will need to upload the following supplementary materials with your application:

1. A copy of your most up to date Curriculum Vitae (CV) or Résumé (upload to student portal)

2. Evidence of your household income (uploaded to the student portal)

Examples:

- i. Student's bank statements for the last 3 months **and**
- ii.** Parent's most recent pay slips for the last 3 months **or**
- iii. Parent's annual tax statements **and**
- iv. External scholarships **and**
- v. Investments, bonds and savings for parents and student

**N.B.** If you are a dependant then your household income includes the income of your parent(s) / guardian(s)

3. Evidence of medical condition (if applicable - upload to student portal)

Examples:

- i. Doctors' / Hospital letters

**N.B.** These should be from a qualified medical practitioner, signed, dated, and from within the past 3 months

4. Evidence of financial hardship\* (if applicable - upload to student portal)

Examples:

- i. Credit card statements
- ii. Overdrafts
- iii. Expenditure
- iv. Overdue rent letters
- v. Bailiffs / debt collection letters

\*Financial hardship refers to unexpected events or unforeseen changes that have negative impacts on cash flow or finances. For example: changes in income or expenditure, changes in employment status (such as losing a job or having hours reduced). This does not include last month's rent or bills.

## The assessment procedure for applications

Step 1:

After you submit your application, it will initially be assessed by the Student Funding Service at University of the Arts London, where it will be ranked according to financial need. This process will be based on the financial information you supplied in your application.

**N.B.** further evidence may be requested at a later date in order to complete the assessment.

### Step 2:

An assessment panel will then shortlist the applicants for the award based on academic merit and creative excellence, before forwarding the shortlisted applicants to an academic panel.

### Step 3:

An academic panel will make their final selections by marking the quality of application and the readiness of the applicant to achieve a highly in the discipline, and the applicant's ability to articulate how The Clothworkers' Material Fund will contribute to their studies.

Finally, the selection panel makes their last decision on who to award the funding to.

## Terms and conditions of the Clothworkers' Materials Fund

The following terms and conditions apply to acceptance onto the Clothworkers' Materials Fund:

- The scholarship will provide a contribution towards material costs for the final year of study
  - Material costs will be paid in termly instalments to the award recipients
  - Applicants must enrol on the course in the same academic year for which they have applied for funding. Failure to do so will result in either:
    - The application being rejected
- OR**
- The award being withdrawn
- UAL will share personal data from completed scholarship application forms and portfolios of award applicants with the award donor. Information on academic progress and final results of scholars may be shared with the award donor  
**N.B.** It cannot be guaranteed that applicants or scholars data will be as protected as it would be within the European Economic Area if the trustees of the donor are based outside of the European Economic Area
- Applicants may withdraw consent to share information with UAL and external partnership sponsors at any time by emailing [funding@arts.ac.uk](mailto:funding@arts.ac.uk). This may result in the application and/or award being withdrawn if UAL is longer able to determine eligibility for support
- Award recipients cannot be in receipt of more than one UAL affiliated or administered award. Applicants can apply for more than one award, but if offered more than one UAL affiliated or administered award, the recipient will need to choose which to receive.
- Applicants can be in receipt of a UAL award and a non-UAL award (subject to the terms and conditions of the non-UAL award).
- Award recipients are expected to attend all timetabled classes and tutorials. The only exception to this is periods of absence due to illness and extenuating circumstances. Attendance will be monitored and any student with a poor attendance record may risk their award being terminated.

- Award recipients are expected to attend a small number of College and University events to promote scholarship support to potential donors and to meet with scholarship supporters at these events (both during and after completing their course).
- The award will be terminated if registration/enrolment lapses on any grounds other than a temporary suspension of study due to extenuating circumstances  
**N.B.** Any absence due to extenuating circumstances must follow university [procedures](#)
- No applicant for the award should make any decisions regarding their enrolment, financial arrangements, accommodation or other matters that rely on the outcome of their application being successful.
- All applicants will be informed of the final decision via email.

### More Information

Please contact the Student Funding Service via our [online enquiry form](#) for assistance or with any queries relating to the application process and this scholarship, or visit our [Scholarships Search](#) page.

If you are unable to upload your supporting documents on the student portal, please send your attachments via via our [online enquiry form](#)

### Checklist

Use this list to help ensure you have completed every part of the application before submitting.

Have you:	Yes	Not applicable
Filled out the online application form?		
Included your Curriculum Vitae / Résumé?		
Included your professional or academic reference?		
Included evidence of your household income?		
Included evidence of your medical condition? (if applicable)		
Included evidence of your financial hardship? (if applicable)		