

ual:

The Wimbledon College of Arts Trust Bursaries

Guidance Notes

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About the Donor

The Wimbledon College of Arts Trust Bursaries were established by the Trust to support postgraduate students at Wimbledon College of Arts, with the aim of enabling students to focus upon their studies and embrace the wider creative opportunities available to them as Wimbledon students.

About the Scholarship

- **£5,000** each
- For **course costs** and **living expenses**
- For up to 3 students
- For **Home** or **International students**
- Studying **MA Theatre and Production Design** at **Wimbledon**

The scholarship will be assessed on the basis of financial need and academic merit. It will provide a contribution towards course costs and living expenses.

We encourage applications from students who have studied at CCW – Camberwell College of Arts, Chelsea College of Arts or Wimbledon College of Arts who are in financial hardship and those who will benefit from postgraduate studies to realise their full potential.

Eligibility criteria

To be eligible for the Wimbledon College of Arts Trust Bursaries students must be:

- Accepted on the full-time **MA Theatre and Production Design** course at **Wimbledon**, UAL starting in September 2021.

Key Dates

Closing date:

All applications must be received by **1pm (UK time), Friday 16 July 2021**

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 send the following supplementary materials:

1. An electronic portfolio sent via Dropbox to scholarshipapplications@arts.ac.uk containing **one PDF document [50MB maximum]** which should be an example of what you consider to be your best work for the Selection Panel to review, and must include:
 - a title page with your name and course title
 - an introductory page of no more than 500 words explaining your work, methodology and inspiration
 - up to 15 pages of images with **each image** numbered and clearly labelled showing the date of production and, if relevant, title, size and materials used in the original piece (see below for how to upload to Dropbox)
2. A copy of your most up to date Curriculum Vitae (CV) or Résumé (uploaded to the student portal)
3. Evidence of your household income (uploaded to the student portal)
Examples:
 - i. Student's bank statements for the last 3 months
 - ii. Parent's most recent payslips for the last 3 months or
 - iii. Parent's annual tax statements
 - iv. External scholarships
 - 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)
4. Evidence of medical condition (if applicable, uploaded to the 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
5. Evidence of financial hardship* (if applicable, uploaded to the student portal)
Examples:
 - i. Credit card statements
 - ii. Overdrafts
 - iii. Expenditure
 - iv. Overdue rent letters
 - v. Bailiffs / debt collection letters

N.B. If you are unable to upload your supporting documents on the student portal, please send your attachments via email to scholarshipapplications@arts.ac.uk

*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.

How to upload to Dropbox

The following instructions are to guide you in uploading your portfolio via Dropbox:

- Go to www.dropbox.com and create an account (if you don't have one already)
- Login to your account using your username and password

- Create a new folder by selecting this icon  in the top right hand corner just before the search box. **Be sure to use your full name as the name of the folder**
- Open the folder and upload your portfolio into it by clicking on this icon  in the top right hand corner just before the search box. This takes you to your desktop to select your file(s).
- Once your file(s) are uploaded in the folder, right click on the folder and select the option 'share link'
- In the dialogue box, enter the address: scholarshipapplications@arts.ac.uk
- Please **include your name and the scholarship you are applying for in the message box before sending**

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, to ensure all supporting documents have been submitted.

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

Step 2:

The selection panel will make their final selections by marking the quality of application and the readiness of the applicant to achieve highly in the discipline, and the applicant's ability to articulate how the Wimbledon Trust Bursaries 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 Wimbledon College of Arts Trust Bursaries

The following terms and conditions apply to acceptance onto the Wimbledon College of Arts Trust Bursaries:

- The scholarship will provide a contribution towards course costs and living expenses
- Course costs and living expense payments will be paid in termly instalments to the award recipient
- 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

- 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 email scholarshipapplications@arts.ac.uk for assistance or with any queries relating to the application process and this scholarship, or visit our [Scholarships Search](#) page.

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?		
Created your PDF portfolio?		
Created a title page with your name and course title?		

Added an introduction (500 words maximum)?		
Included images (15 pages maximum)?		
Numbered the images?		
Labelled the images?		
Added the date of production? (if applicable)		
Included a title for all labels? (if applicable)		
Included a size on the labels? (if applicable)		
Included details of the material/s used in the original? (if applicable)		
Uploaded your PDF to Dropbox?		
Included your Curriculum Vitae / Résumé?		
Included evidence of your household income?		
Included evidence of your medical condition? (if applicable)		
Included evidence of your financial hardship? (if applicable)		

(Please tick the boxes that apply)