

ual:

The Stationers' Foundation Bursary

Guidance Notes

Contents

1. About the Donor.....	1
2. About the Scholarship.....	1
3. Eligibility criteria.....	1
4. Key dates.....	1
5. How to apply.....	2
6. The assessment procedure for applications.....	3
7. Terms and conditions.....	3
8. Help.....	5
9. Checklist.....	5



About the Donor

The Stationers' Foundation is the charitable arm of the Worshipful Company of Stationers and Newspaper Makers. The Foundation supports a wide range of educational initiatives from primary through to postgraduate education. The Foundation's new University Bursary Scheme is aimed at students who plan to study on postgraduate courses which reflect the industry sectors that The Stationers' Company specifically support. MA courses at eleven universities have been selected for this scheme.

About the Scholarship

- **£6,000** per awarded student
- For **tuition fees**
- For 1 **Home** student
- Opportunity to receive mentoring during the period of studies from a Stationer
- Accepted on the **MA Publishing** course at **LCC**

The scholarship will be assessed on the basis of financial need, academic merit and the quality of the application. It will provide a contribution towards course tuition fees.

Applications are welcome from those 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 Stationers' Foundation Bursary students must be:

- Ordinarily resident in the **UK** and Islands (Channel Islands and Isle of Man) i.e. living in or predominantly tied to the UK and Islands (Channel Islands and Isle of Man) for most of the three years before your course is due to start

AND

- Considered a Home student for tuition fee purposes

AND

- Under 25 years old on 1st September 2022. If you are between 25 and 30 and wish to apply, please discuss your application with the Course Leader Frania Hall

AND

- Accepted on the full-time **MA Publishing** course at **London College of Communication** starting in September 2022

Key Dates

Closing date:

All applications must be received by **Friday 20 May 2022**.

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

Panel interview:

Applicants must be available for interview at Stationers' Hall in London on **Friday, 24 June 2022**.

Award ceremony:

There will be an Awards Ceremony at Stationers' **Hall in October/November 2022**. All the award winners and representatives from each university will be present. It is essential that the award recipient is able to attend this event.

How to apply

Applications are available on the UAL website. Complete the application form by typing into it or by writing on a hard copy in CAPITAL letters and BLACK ink.

You may use additional sheets of paper if necessary.

N.B. It is important that your application form is fully and accurately completed

Please upload a PDF copy of your FULLY COMPLETED application and supporting documents **to our [online enquiry form](#)** for submission.

Applications are **not** to be sent to The Stationers' Company or to UAL by post.

In addition to the application form, you must provide the following supplementary material:

1. An academic reference
N.B. The academic reference can be the same one used when applying for your MA course
2. A personal reference from someone of standing who can support the financial statements made in the application
N.B. For the **personal** reference, please note you **cannot** use a close relation as a referee. Examples of appropriate referees are a previous/current employer, family acquaintance who has a professional qualification (doctor/accountant/banker etc), a tutor at University or a school teacher with whom you are still in contact. The referee just needs to confirm that you do have a need for a bursary and that they have known you for a period of time.
3. A covering letter
4. 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 or Partner's most recent pay slips for the last 3 months **or**
 - iii. Parent's or Partner's annual tax statements **and**
 - iv. External scholarships **and**
 - v. Investments, bonds and savings for parents/partner and student**N.B.** If you are a **dependant** then your household income includes the income of your parent(s) / guardian(s). If you are an **independent student**, your household income includes the income of your partner. Translated and original copies should be provided if the original copy is not in English language
5. Evidence of medical condition (if applicable)
Examples:
 - i. Doctors' / Hospital letters

N.B. These should be from a qualified medical practitioner, signed, dated, and from within the past 3 months. Translated and original copies should be provided if the original copy is not in English language

6. Evidence of financial hardship* (if applicable)

Examples:

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

N.B. Translated and original copies should be provided if the original copy is not in English language

7. Evidence of residency

Examples:

- i. Driver's license
- ii. letter or certificate from your school, college, university or other accredited educational or training organisation showing the dates you enrolled, attended and completed your course
- iii. Annual tax statements covering a period of 3 years
- iv. Official letter on letter-headed paper

N.B. You can combine different documents to ensure you cover a 3 year period by providing one document for each year of residency. Translated and original copies should be provided if the original copy is not in English language

*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 then forwarded to an assessment panel for shortlisting. The assessment panel will consider the applicants based on academic merit and creative excellence.

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

Step 2:

Shortlisted applicants will be invited for an interview by Stationers'

Step 3:

The 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, financial need and the applicant's ability to articulate how the Stationers' Foundation Bursary 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 Stationers' Foundation Bursary

The following terms and conditions apply to acceptance onto The Stationers' Foundation Bursary:

- The scholarship will provide a contribution towards your tuition fees
- Tuition fees will be paid directly from the award into the University's Tuition Fees account
- Upon successful completion of the Masters programme, award recipients will be presented with the Freedom of the Worshipful Company of Stationers and Newspaper Makers and will be expected to participate in the life of the Company
- Award recipients will also be offered the opportunity to receive mentoring during the period of their studies from an appropriate Stationer, taking into account the specific interests of the student
- Award recipients will be asked to submit termly reports to their mentors
- Applicants may withdraw consent to share information with UAL and external partnership sponsors at any time by emailing 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
- 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
- For continuing students of EU Overseas fee status, although the tuition fee is the equivalent to that of a Home fee status student, this does not qualify EU Overseas students for awards for Home fee students. Home fees students meet the UK residency criteria and EU Overseas students do not meet the residency requirement but the University is committed to EU Overseas students paying Home fees until the end of their course post-Brexit.
- When assessing financial hardship, the University considers any household income of £80,000 per annum or below as the criteria for financial hardship.
- 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 contacting the Student Funding Service via our [online enquiry form](#). 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. However, in exceptional circumstances, on a case by case basis, we may consider two awards if the combined awards are less than £5000 in total.
- 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 contact the Student Funding Service 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 cover letter?		
Included your personal and academic references?		
Included evidence of your household income?		
Included evidence of your medical condition? (if applicable)		
Included evidence of your financial hardship? (if applicable)		
Included evidence of your UK residency? (if applicable)		

(Please tick the boxes that apply)