

# Sanctuary Scholarship Application Form – Guidance Notes

Our partners:



Peter Stebbings  
Memorial Charity



## Introduction

Guidance notes are to help you complete the application form for the Sanctuary Scholarship.

Please read the guidance notes fully before completing the application form and before contacting the university with any further questions about the application form as you may find your answer in these notes.

Before making an application for the Sanctuary Scholarship please ensure that you fully understand and meet the eligibility criteria for the scholarship. For further details on eligibility criteria for the Sanctuary Scholarship please see <http://article26.hkf.org.uk>

**For institutional use only:**

Applicants will be required to submit supporting documentation and a supporting reference alongside the application form.

If you have any questions about whether or not you should apply for an award please contact:

**For institutional use only:**

### Completing the Application Form

There are 7 sections to complete in the application form. Please complete each section. Please note that the information you provide in the form will be held and processed in accordance with our Data Protection Policy.

Please note that the application form has been designed to assess your eligibility and suitability for the Sanctuary Scholarship. You are not required to provide personal information about your reasons for coming to the UK/seeking asylum.

## Guidance Notes

### Section 1: Personal details

Please complete the personal information section of the form – we need this information to contact you about your application. Please print your details clearly.

Please ensure that you put your name as you would want to see it on, for example, a certificate, with your first name in one box and your second name in the other. You do not need to include your middle names.

### Section 2: Educational details

This section requests information about your educational history and whether you have faced any interruptions to study.

### Section 3: Eligibility for the Sanctuary Scholarship

This section is about your immigration status and whether you meet the eligibility criteria for the scholarship. Please note that the information we ask in this section will only be used to determine whether you are eligible for the scholarship in relation to your current immigration status in the UK. We do not need you to provide details on the circumstances that led you to the UK.

Please note that you will need to evidence your current immigration status with documentation such as a Biometric Residence Permit, Home Office letters or a solicitor's letter. If you are unsure about your current immigration status please speak to your solicitor or to your family members if you are listed as a dependent on a family member's immigration application.

### Section 4: Support

This section requires information about your living arrangements and any additional support needs you may have with regards to your personal circumstances. These may include support needs around a disability, mental health, counselling etc.

Information about your living arrangements and circumstances will help us assess whether the scholarship we offer meets your needs regarding your living arrangements.

Please be assured that any information you provide in response to question 5 of this section will not negatively impact your application and will only be used to ensure that we provide you with all the support you need throughout your studies, should your application be successful.

### Section 5: Personal Statement

This section assesses your suitability for the Sanctuary Scholarship. This section is divided into 4 questions. Please provide a detailed response to each question.

Please ensure that in your answers you have included:

- Your rationale for wanting to access higher education, including your future ambitions and aspirations and how your chosen course will help you achieve these.
- The barriers you have faced in continuing your education and how you have tried to overcome these.
- Details of your financial circumstances and any previous applications you have made for funding.
- The information contained in your application for a Sanctuary Scholarship will be in accordance with the University's Data Protection Policy. The selection panel will only be able to take into account information that you have provided in your application form.

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## Section 6: Referee Details

The Referee Supporting Statement is an important part of the selection process. Please be sure to include all of the requested information, as well as any other information you believe should be taken into consideration by the selection panel. It is your responsibility as the applicant to provide your referee with a copy of your personal statement. Please remember the following:

- The referee must provide their full name and contact details.
- The application will not be accepted without a supporting statement.

The Referee Supporting Statement should be no more than 500 words long and should cover the following:

- What are the applicant's personal and financial circumstances and what barriers have they overcome to continue their education?
- How well suited is the applicant to the higher education course they plan to undertake and how realistic are the applicant's ambitions?
- What contribution, to your knowledge, has the applicant made to a) college life and / or b) their community?
- Is there any other information that you believe is relevant to this application?
- How do you think the applicant would benefit from the support offered by the Sanctuary Scholarship?

Applications will only be considered if they are accompanied by a Referee Supporting Statement that is signed, dated and on letter headed paper.

## Section 7: Declaration

Please tick all the relevant boxes.

Please sign and date your completed application form.

### Application Outcome

- Please note that this is a competitive process and not all applications will be successful.
- Following initial assessment the University will contact you to inform you whether or not your application will progress to the next stage of the selection process.
- If your application is taken forward, you will be invited to an interview to verify the information you have provided in your application.
- If you are successful in being offered a Sanctuary Scholarship you will be informed within two weeks of your interview.