

## Scholarship Application Advice and Guidance

This document provides an overview of the application process for the majority of our scholarships at De Montfort University (DMU).

You must apply to study at DMU before you apply for a scholarship. Most scholarships are £3,000 per year and are only available for home students with a household income of under £50,000. If you do not meet this eligibility criteria, or other criteria associated with specific scholarships, then we cannot consider your application.

To be eligible, students must:

- have made DMU their firm choice for the first year of a new full time BA/BSc undergraduate degree programme at De Montfort University in the current academic year (not distance learning)
- Be a home/fee paying student — have a UK Student Support Number (English, Scottish, Welsh, and Northern Irish students)
- Apply online to be income assessed by Student Finance
- Demonstrate financial need — household income must indicate that students are eligible for means-tested support from Student Finance with a household income of up to and including £50,000
- Be paying tuition fees under the new tuition fee regime of £9,250 or £9,535
- Be self-funding — your course of study must not be externally funded
- Hold no other form of donor or university funded scholarship

As mentioned, our scholarship programmes are designed to support students with the most financial need. In addition to that we look to support:

- applicants who are care leavers;
- applicants who are irreconcilably estranged from their parents;
- applicants who are a first-generation student i.e. from a family where neither your parent(s) or guardian(s) have attended university and obtained an undergraduate degree or equivalent level qualification in the UK or abroad
- Hold refugee status
- applicants who live in a 'low participation' neighbourhood. These are areas where low numbers of young people progress to university (you can check your postcode at OfS – search your postcode. Priority will be for those in the lowest POLAR4 young participation quintile)
- Protected characteristics as defined in the Equality Act 2010
- children of military families
- Any additional course or donor specified criteria.

### Before you apply

Application forms will become available towards the end of January each year and will close on 31 July in most cases. Not all scholarships are available each year, please do check the website to see which ones are open. Undertake thorough research of the scholarships available to you, as this may improve your chances of success. Stay organised and keep on top of deadlines.

Before you start the application, you will need to have your Customer Reference Number (CRN) with the Student Loan Company to hand.

Always check the eligibility and details of the scholarship carefully before you apply, this ensures you are not wasting time on an application for a scholarship you are not entitled to.

Personalise each application, don't be tempted to submit an application that is too generic, demonstrate clearly how you meet the criteria and explain how it will help you. The next section covers this in more detail.

### **Application form questions**

For most scholarships the below are the main questions that will be asked, there are some scholarships where there may be additional questions. If you need additional support for these scholarships, do contact [daescholarships@dmu.ac.uk](mailto:daescholarships@dmu.ac.uk)

We recommend that you read each question carefully and draft your responses to the longer questions in a separate document, such as Microsoft Word. This will allow you to check for any errors, you could also use tools such as Grammarly to make it easier to spot any errors.

Don't be afraid to ask for feedback to help you proofread it, this could be from a teacher, family member or friend.

The application form is an opportunity to sell yourself. Be personal, the selection panels will want to know why you deserve this scholarship. This could include information on personal circumstances, academic achievements, extracurricular activities, or charity work.

Scholarships are awarded based on the information provided in your application, ensure that the answers are your own and that the information is accurate. A scholarship may be withdrawn if we believe the information to not be accurate.

### **Section One: Personal Details**

- First Name
  - Enter your first name
- Last Name
  - Enter your family name
- Phone number
  - Enter a phone number, a mobile number is best
- Email
  - Enter your personal email. Do not use your school email. You can use your DMU email if you already have one.
- P number
  - If you are already a DMU student, enter your p number. This can be found on your student ID card.
- Customer Reference Number (CRN) with the Student Loan Company
  - Enter your CRN number, this will be used to check your household income. If you do not have one, please state why. For example, you may be a mature student and may not have applied to have your household income assessed. Your CRN can be found

on any letter that you have been sent by Student Finance. If you don't have a letter, please call them and they can confirm your reference numbers.

## **Section Two: Course Details**

- I have been offered a place at DMU to study...
  - This question may refer to the next academic year or for a course or courses specifically. Please tick the relevant box.

## **Section Three: Why have you chosen this course**

- Why did you choose this course?

This is a short essay question that you will need to complete. The maximum character count is 4,000. Tell us about your future career goals and what your chosen course will do to help you achieve this. It would be beneficial for you to have researched this. How will you make the most out of your time here, and your course. Be specific. Mention any school or college work you have done that may link to why you have chosen this path. Also mention anyone or anything that might have inspired you to follow this path. Mention any work experience, internships, or short courses that you might have done which inspired you. Are there any modules of the course that you are particularly interested in, do your career goals align with this module? Where do you see yourself in five or ten years. Are you drawn to this course because of specific academic staff or facilities.

## **Section Four: Personal Statements**

- What will receiving this scholarship mean to you? What difference will it make to your time at university?

Start by explaining your current financial situation, this may include if you are from a low-income household, single parent household, are estranged or care experienced. Express what this scholarship would mean to you in terms of removing barriers and opening doors. This could be financial, allowing time to focus on your studies, confidence in your future and career routes that may not be possible without a degree. Describe what it would help with while at university, this could include travel costs, digital requirements, course materials, not having to work long hours, ability to participate in societies or course trips, reducing your stress and allowing for better mental health.

## **Section Five: Declaration**

If your application is successful, the donor may wish to be provided with an update on your progress or we may wish to use your story as part of our scholarships campaign. This information may be anonymised. You can either accept or decline this additional criterion, it will not affect your application.

## **Section Six: Data Protection and Declaration**

In this section you will be asked to agree to our data statement, the processing of your data for the application and confirmation that the information you have provided is correct and true.

## **Submission**

Once you have completed your application and submitted you will not be able to make any changes. We will not be in touch with individuals to confirm receipt.

### **Assessment**

Once the application window has closed, a panel will anonymously review the applications based on the evidence you have provided. We receive a high number of scholarship application and unfortunately cannot share feedback.

We will look at all areas of your application when assessing your application, including eligibility checks. However, it is your responses to section three and four that allows the selection panel to be able to determine your suitability for the scholarship. The more you bring your application to life with examples, the stronger your application will be.

### **After you apply**

We will make a provisional award in September. When you have successfully enrolled on an eligible course, we will confirm the scholarship and you will receive the first payment at the end of October. Payments are generally made in equal payments per term.

### **Additional information**

If you withdraw from your course before receiving a scholarship payment, the award will be withdrawn. If you withdraw after a payment has been made, the university will likely not seek reimbursement however, you will not receive any further payments.

Most awards are conditional on you maintaining satisfactory engagement and making academic progress on your course. If you transfer to another course that is not supported by that specific scholarship the scholarship will not continue. If you repeat a year of the same course, the award will not be made in repeated years. If you chose a study abroad or placement year, the scholarship will not be paid during this year. If you take a leave of absence, your payments will stop until you return and progress academically.