

Henley Alumni Masters in Management Bursary 2018/19

Guidance Notes & Application Form

The philanthropic support of the Henley Business School alumni community has enabled us to create a new bursary of up to £10,000 for a Masters in Management student starting at Henley Business School in 2018. This will be awarded from income raised for the Henley Alumni Fund.

The Bursary will be awarded to the applicant who can demonstrate significant financial need who will contribute to the diversity and experience of their programme, and support the aims and objectives of Henley Business School.

**WHO CAN APPLY? WHAT IS THE PROCESS?**

The Henley Alumni Bursary offers financial support to students based on a demonstration of financial need.

Before you apply for a Henley Alumni Bursary, please read the criteria below to ensure you meet all the required points. Only in exceptional circumstances will those who do not meet all the desired criteria be considered:

* A firm offer of a place on a full-time Masters in Management at Henley Business School commencing September 2018
* This bursary cannot provide the main financial support for your studies
* You should demonstrate evidence that you are facing financial hardship and that without help you will not be able to complete the course
* You must show evidence that you are dedicated to your studies

On receipt of your application you will be contacted via the email address provided to confirm that your application has been received. You will be informed of the Henley Business School’s Disbursements Panel’s decision by the beginning of June 2018.

Please note funds will be awarded to the recipient once they have enrolled at Henley Business School, University of Reading in October 2018, and therefore the applicant must meet admissions criteria to receive the funds.

**HOW AND WHEN TO APPLY:**

**Applications deadline for 2018/19:**

* **Henley Alumni Masters in Management Bursary: 25 May 2018**

Answer all questions on the application form fully and electronically. If any areas of the form are not applicable, please detail this with n/a. If you would like to give further details then please expand relevant boxes.

**SUBMITTING YOUR APPLICATION**

When you have completed your application please submit the completed Henley Alumni Masters in Management Bursary Application Form 2018/19 by email to [development@henley.ac.uk](mailto:development@henley.ac.uk) for the attention of the Disbursements Panel.

Incomplete application forms or application forms with no Personal Statement will not be considered.

**CAN I SPEAK TO SOMEONE ABOUT MY APPLICATION?**

If you have questions about the form, your eligibility, or your submitted application, please email [development@henley.ac.uk](mailto:development@henley.ac.uk) or call +44 (0)118 378 4192. Your enquiry will be dealt with the strictest confidence.

**OTHER OPTIONS**

If your application for a Henley Alumni Bursary is unsuccessful then please note that we also provide Hardship Grants that are available for applications throughout the academic year of 2018/19. For further information please see Henley Alumni Hardship Grant information and guidance notes.

**N.B. All applications remain confidential to the Henley Alumni Fund Disbursements Panel.**

HENLEY ALUMNI MASTERS IN MANAGEMENT BURSARY 2018/19 - Application Form

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| **IMPORTANT! Please read the guidance notes before filling out the form and submitting your application as these will explain the eligibility criteria.**   * To apply for a Henley Alumni Bursary, please complete this form in full and return to via email to [development@henley.ac.uk](mailto:development@henley.ac.uk) * All applications are carefully reviewed and **any incomplete forms will be disregarded**. * For more information regarding the application process please contact us on +44 (0)118 378 4195. * ***NOTE****: All applications remain confidential to the Henley Business School’s Disbursements Panel.* | | | | |
| **Personal Details :** | | | | |
| **Title** | Mr  Mrs  Miss  Ms  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **First Name(s) (in Full):** |  | | | |
| **Surname (in Full):** |  | | | |
| **Gender:** | Male  Female | | | |
| **Date of Birth (DD.MM.YYYY):** |  | | | |
| **Nationality:** |  | | | |
| **Student Type:** | International  Home/EU | | | |
| **Student Application Number:** |  | | | |
| **Full Correspondence Address:**  Postcode: |  | | | |
| **Country of Residence:** |  | | | |
| **Contact Number:** |  | | | |
| **Email Address:** |  | | | |
| **Income Assessment:**  For guidance see: [www.reading.ac.uk/life/life-moneymatters.aspx](http://www.reading.ac.uk/life/life-moneymatters.aspx)  Please feel free to expand any boxes if necessary | | | | |
| **Do you have any existing outstanding loans/debts.**  **i.e. academic (student loan, tuition fee loan), bank overdraft, PCDL, other repayable loans?** | **Type:** | | | **Amount:**  £ |
| **Do you receive any non-repayable income?**  **i.e. sponsorships, awards, family support?** | **Type:** | | | **Amount:**  £ |
| **Do you receive any repayable income not detailed above?** | **Type:** | | | **Amount:**  £ |
| **Total Income for the Academic Year 2018/19** | **Per month:**  £ | | | **Academic year- until July 2019:**  £ |
| **Total Amount in Savings**  **i.e. from previous employment** | £ | | | |
| **Please estimate your family’s Annual Household Income** | £ | | | |
| **Estimated Living Costs:**  Please give an estimate of your projected average monthly costs below  For guidance see: <https://student.reading.ac.uk/essentials/_money_matters.aspx> | | | | |
| **Tuition Fees** | Total: | | | Per month: |
| **Accommodation Fees per month (including utilities)** | £ | | | |
| **Travel cost per month Please state type of travel** | £ | | | Type: |
| **Food costs per month** | £ | | | |
| **Cost of essential course materials per month** | £ | | | |
| **Other additional costs and outgoings per month not detailed above, please detail** |  | | | |
| **Total outgoings for the academic year 2018/19** | Per month: | | Academic year until July 2019: | |
| **Total Deficit for the academic year 2018/19 (Total income minus total outgoings)** | Per month: | | Academic year until July2019: | |
| **Personal Statement:**  Please describe in up to 800 words how this Bursary will benefit you. You must also state how you meet the criteria and provide any further information to support your application. Please expand the box below as needed. | | | | |
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| **Confidentiality and Data Protection:** | | | | |
| The University of Reading is a data controller in terms of the 1998 legislation. Personal information provided by you on submission of this form will be used in the department for the following purposes:  i. statistical purposes  ii. assessing your application for a Henley Alumni Bursary  iii. administering any award made  Your personal information will be held securely and will not be passed to any other third party without your consent, except where it is lawful for the University to do so. If you would like to request your personal information held by the University, then please contact [imps@reading.ac.uk](mailto:imps@reading.ac.uk).  **Confidentiality**  Your application is treated in absolute confidence and will only be viewed by the Henley Business School Disbursements Panel. | | | | |
| **Declaration:** | | | | |
| **By signing below**:   * I declare that the information that I have given on this form is correct and complete to the best of my knowledge. * I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any bursary obtained by me as a result. | | | | |
| **Your Name:** | |  | | |
| **Your Signature:** | |  | | |
| **Date:** | |  | | |