

**Henley Business School**

**Bursary 2018/19**

Guidance Notes & Undergraduate Application Form

Henley Business School Bursary has set aside funds to create a new bursary of up to £15,000 over three years for Undergraduate Programme students starting at Henley Business School in 2018.

The Bursary will be awarded to applicants who can demonstrate significant financial need and who will contribute to the diversity and experience of their programme. A consideration of the wider impact of your Undergraduate degree on graduating will also be taken into account.

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

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

Before you apply for a Henley Business School 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:

* 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 Bursary Panel’s decision by the beginning of September 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 Business School Undergraduate Bursary: 31 August 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.

**SUPPORTING DOCUMENTS**

You must also complete the income & expenditure spreadsheet available from [j.fletcher@henley.ac.uk](mailto:j.fletcher@henley.ac.uk).

Please note, **only supply copies as no documents will be returned to you.**

**SUBMITTING YOUR APPLICATION**

When you have completed your application, please submit the completed Henley Business School Bursary Undergraduate Application Form 2018/19 by email to [j.fletcher@henley.ac.uk](mailto:j.fletcher@henley.ac.uk) for the attention of the Disbursements Panel.

Incomplete application forms or application forms with no Personal Statement will be declined.

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

If you have questions about the form, your eligibility, or your submitted application, please email [j.fletcher@henley.ac.uk](mailto:j.fletcher@henley.ac.uk) or call +44 (0)118 378 6063. Your enquiry will be dealt with in the strictest confidence.

**OTHER OPTIONS**

If your application for a Henley Business School 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 Business School Bursary Panel.**

HENLEY BUSINESS SCHOOL BURSARY 2018/19

Undergraduate 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 Business School Bursary, please complete this form in full and return via email to [j.fletcher@henley.ac.uk](mailto:j.fletcher@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 6063. * ***NOTE****: All applications remain confidential to the Henley Business School’s Bursary 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:** |  | | | |
| **Proposed Degree Title  (in Full):** |  | | | |
| **Income Assessment:**  For guidance see: <https://student.reading.ac.uk/essentials/_money_matters.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: [www.reading.ac.uk/life/life-moneymatters.aspx](http://www.reading.ac.uk/life/life-moneymatters.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 Business School 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 Bursary 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:** | |  | | |

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| **Application check list**  Please provide the following, in order to submit your application for consideration | |
| Personal statement, written or attached | Yes |
| Income & Expenditure spreadsheet attached | Yes |