



Refugee Education UK

# **The scholarship supported by the Marks Family Charitable Trust: guidance notes**

May 2022

# Introduction

Before making an application for the scholarship please ensure that you fully understand and meet the eligibility criteria. For further details on eligibility criteria for each scholarship, please see our Frequently Asked Questions(FAQs) document.

Once you begin, you will not be able to save the online application form and return to complete it later. Therefore, please allow at least 1 hour to complete the form. We will provide a Word version so that you can type your answers beforehand - and copy and paste them into the online form. Please be advised that we will only accept applications via the online application form.

## Completing the application form

There are two introductory pages, and 8 sections to complete in the online application form. Please complete each section.

The online application form has been designed to assess your eligibility and suitability for the scholarships. You will not be required to provide any personal information about your reasons for coming to the UK/seeking asylum in the application form.

## The application form

### Introduction

The Introduction page of the application gives basic information about the application form and where to find help and guidance. Please read this section fully before continuing with the application and make note of the closing date. Applications received after the closing date will not be considered.

### Eligibility check

The next page of the form lists the eligibility criteria that you must meet in order to apply for the scholarships. If you realise that you are not eligible, please refer to the FAQs document for further advice.

### Section 1: Applicant information

Please complete the personal information section of the online form. We need this information to contact you about your application. Please make sure that you put your name as you would want to see it on, for example, a certificate. Your 'Correspondence address' should be the address where you most normally live.

Please make sure that you give an up to date telephone number and email address. It is important to let us know if these change during the course of your application as we will use these to communicate with you.

## Section 2: Educational details

This section requests information about your current and historical education. We need this information to build a picture of your educational history.

For your current education you will be asked to state your course(s), institution, course end date, and predicted grade. Your list could look like;

BSc Science - University of London - May 2020 - Predicted 1st

For your historic education you will be asked to list all your previous educational institutions, the dates attended, and the qualifications you gained. For example, your list could look like;

London College, Sept 2017 - Sept 2019, BTEC Level 3 Science, DDD.  
King Edwards School, Sept 2018 - June 2017, GSCE English, A  
King Edwards School, Sept 2018 - June 2017, GSCE Maths, A  
King Edwards School, Sept 2018 - June 2017, GSCE Science, A

## Section 3: University enrolment information

This section requests information about the universities that you have applied to, and whether or not you have received any acceptances at those institutions.

## Section 4: Immigration information and scholarship eligibility

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.

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.

Please also note that successful candidates may need to evidence their current immigration status with documentation such as an ARC card, Biometric Residence Permit, Home Office letters or a solicitor's letter.

## Section 5: Support

This section asks for 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, or 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.

This section also has room for you to note if you have applied, or been successful in gaining, any other forms of financial assistance. This should include gifts, grants,

scholarships, loans, pledges or private contributions from any other institutions, trusts, family or friends.

Please be assured that any information you provide in response to any question in this section will not negatively impact your application and will only be used to ensure that we provide you with all the support (financial and welfare/pastoral) that you may require throughout your studies, should your application be successful.

## Section 6: Personal statement

Section 6 is a space for you to tell us more about yourself and why you are applying for a scholarship. You should include why you are keen to study your chosen topic, and how this fits in your longer term plans. You should also address how your chosen postgraduate degree programme will make a contribution to society?

## Section 7: Referee details

You will be required to submit the details of two supporting referees. One should be academic (e.g. a teacher, tutor, lecturer). The other can be a social worker, friend, employer or community group or faith leader. Please make sure you have asked the permission of these two individuals, and have their contact details to hand, before beginning your application.

## Section 8: Declaration and submission

Please tick all the relevant declaration boxes. If you feel unable to answer 'Yes' to any of the questions, please refer to our FAQ document, or contact us. Please let us know how you heard about the scholarships. This will help us to improve how we advertise the scholarships next year. Lastly, please type your name (we will count this as an e-signature) and date your completed application form.