INTRODUCTION

Thank you for downloading an application form for the Alumni Fund Postgraduate Opportunity Bursary 2016/17.

Alumni Fund Postgraduate Opportunity Bursaries are funded by a group of committed and generous individuals who believe in Birkbeck’s unique approach to education. The Bursary is a non-repayable grant and is for new students who meet the eligibility criteria below.

The Bursary award is a total of £3,000 towards tuition fees. For Part-Time courses this will be paid in two instalments: £1,500 for each of the two years of the Part-Time postgraduate taught degree course being taken (provided that academic progress is satisfactory). Opportunity Bursary payments will not be made for any years in which study is being repeated.

The number of individual Alumni Fund Postgraduate Opportunity Bursaries available each year is strictly limited and applying for the Bursary does not guarantee that you will receive it. All eligible applications are presented to a Selection Committee and Bursaries are awarded to the students that the Committee feel have made the strongest applications.

Applications should be received by the Funding Advice Service by the closing date of 3rd June 2016.

ELIGIBILITY CRITERIA

You will be eligible to apply for a Bursary if you satisfy ALL the following criteria:

You must:

• be enrolling on the first year of a Full-Time or Part-Time taught postgraduate degree course (i.e. not Graduate Certificates, Graduate Diplomas, Research degrees or Doctorates)
• be a Home or EU fees student
• have made sufficient financial provision to meet the remaining costs associated with your fees and other course costs - if necessary, you should be applying for a Postgraduate Student Loan (see https://www.gov.uk/funding-for-postgraduate-study) or a Professional and Career Development Loan from a bank (see www.gov.uk/career-development-loans), if you are eligible to do so
• not be a debtor to the college
• have a gross annual household income for the 2015-16 tax year that falls into one of the categories as detailed below:

<table>
<thead>
<tr>
<th>Personal Status</th>
<th>Qualifying Gross Household Income (includes partner income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single student, no dependent children</td>
<td>Up to £28,065</td>
</tr>
<tr>
<td>Single student, one dependent child*</td>
<td>Up to £30,065*</td>
</tr>
<tr>
<td>Married/Partnered student, no dependent children</td>
<td>Up to £30,065</td>
</tr>
<tr>
<td>Married/Partnered student, one dependent child*</td>
<td>Up to £32,065*</td>
</tr>
</tbody>
</table>

(* If you have more than one dependent child, add an £1000 for each additional child)
COMPLETING YOUR APPLICATION

You must complete ALL sections of the Bursary application form.

You must also submit:

- A Supporting Statement

Please type and attach a statement to support your application. It should be approximately 1 side of A4 paper in length. Your statement must be signed and dated and must answer all of the questions in Part 6 of the application form.

1. What qualification do you wish to study and why?
2. How does this qualification relate to your previous study and/or work experience? Remember to explain what you have done to bridge any gaps in knowledge, such as not having studied/worked in your course’s subject area before.
3. How do you hope this degree will benefit your future prospects?
4. If you already have a postgraduate qualification, why do you wish to take a second postgraduate degree?
5. How have you made provision to pay the remainder of your fees and course costs? If you are not applying for a Postgraduate Student Loan or a Professional and Career Development Loan (PCDL), why not? If you are/will be applying for a Loan state why you have also applied for this Bursary and how you will pay your fees if your Loan application is unsuccessful.
6. If applicable, what are the reasons for any discrepancy between your stated household income and the evidence you have submitted?

- Photocopies (not originals) of supporting documents as follows:

  **The award certificate of your highest qualification.** A copy of an academic transcript may be acceptable instead of a certificate.

  **Proof of your gross annual income for the 2015-16 tax year – including zero income – and the income of your partner / spouse (if you have one).** This should be a Statement of Earnings from HMRC, or a P800 / SA302 tax calculation from HMRC, or a copy of a submitted online self-assessment tax return. HMRC documents can be requested by calling 0300 200 3300. If you are unable to provide one of these documents you must contact the Funding Advice Service before submitting a Bursary application.

  **Proof of savings (if you are using these to fund your fees and costs),** e.g. a recent bank statement.

  **Proof of your settled status in the UK,** e.g. passport or Home Office documentation.

If you are providing these supporting documents and the name is different from the one in which you will be registered at Birkbeck, please explain the reasons at the end of your supporting statement and provide relevant evidence (e.g. marriage certificate).

IMPORTANT INFORMATION

Competition for the Bursary is expected to be strong. If your form is incomplete, missing ANY pages or supporting documents, or is not signed and dated, you will be automatically excluded from the selection process.

The DEADLINE for receipt of applications is FRIDAY 3rd JUNE 2016.

You will be notified of the outcome of your application by the end of July 2016.