

DR CAROLINE ROBERTS BURSARY 2018/19



Birkbeck
UNIVERSITY OF LONDON

This bursary was instituted under the will of Dr Caroline Roberts, a former lecturer in politics at Birkbeck.

The bursary is for mature female students (30 years or over) who have just completed their Bachelor's undergraduate degree and are looking to progress onto a Master's programme within Birkbeck's Department of Politics.

A limited number of bursaries of up to £4,000 are available, which is payable towards tuition fees only.

GUIDANCE NOTES

ELIGIBILITY CRITERIA

You will be eligible to apply for an award **if you satisfy ALL of the following criteria:**

You must:

- Be a 'Home' student
- Be currently enrolled on an MPhil/PhD or taught Master's in the department of Politics at Birkbeck
- Be a mature female student (30 years of age or over)

COMPLETING YOUR APPLICATION

1. Please complete all sections of the application form. If you are not enrolled and/or your application form is incomplete, missing any pages or supporting documents, or does not have your signature, your application will not be processed.
2. Please attach your typed Personal Statement explaining your financial circumstances (see Part 5 of the application form).
3. Please also attach **photocopied** supporting evidence of your income, e.g. your P60 for the 2017-2018 Tax Year (including that of your partner/spouse if applicable), or a Self-Employed Tax Return, or proof that you currently receive means-tested benefits.

DEADLINE FOR APPLICATIONS

All applications must be received by Birkbeck Student Services by 31st August 2018.

Please return the entire completed application form and supporting documents to: "Student Services, Birkbeck University of London, Malet Street, London, WC1E 7HX."

**DR CAROLINE ROBERTS BURSARY 2018/19
APPLICATION FORM**



Part 1: YOUR PERSONAL DETAILS

Your Student ID Number			
Your Full Name			
Your Title (e.g. Mr, Mrs)		Your Date Of Birth	
Your Contact Address			
	Your Post Code		
Your Contact Phone Number			
Your Email Address			

Part 2: YOUR PROGRAMME DETAILS

Which postgraduate programme do you intend to study at Birkbeck next year?

Part 3: YOUR STATUS

What is your status?	Married	Living with Partner	Single
Do you have any children that are financially dependent on you?	YES / NO		
If YES, give details:	Child's name	Date of birth	Living with you?
			YES / NO
			YES / NO
			YES / NO

Part 4: YOUR HOUSEHOLD INCOME

Are you in receipt of any of the following benefits? (please circle)		Yes	No
Housing Benefit or Local Housing Allowance	Income-Based Jobseeker's Allowance	Income-Based Employment and Support Allowance	
Income Support	Universal Credit		
If you are not in receipt of any of the above benefits:			
What was your gross annual income for the 2017-18 tax year? <i>(please attach photocopied proof)</i>	£		
If you live with a partner, what was your partner's gross annual income for the 2017-18 tax year? <i>(please attach photocopied proof)</i>	£		

Part 5: YOUR SUPPORTING STATEMENT

The purpose of this award is to assist with the cost of tuition fees for students whose financial circumstances may otherwise prevent them from continuing their studies, such as low income or financial hardship.

Please type and attach a statement to support your application, stating why you are applying for this bursary. You should include your reasons for wanting to study your chosen postgraduate course at Birkbeck and provide information on your financial circumstances.

Your supporting statement should be no more than one side of A4 paper (around 500 words).

Part 6: YOUR RESIDENCY

Tick the statement that best applies to you:	✓
I have been ordinarily resident in the UK for at least 3 years immediately before the start of my course	
I have been ordinarily resident in the EU / EEA for at least 3 years immediately before the start of my course	
I have NOT been ordinarily resident in the UK or EU / EEA for at least 3 years immediately before the start of my course	

Part 7: YOUR DECLARATION

Please read the following statement and sign below to indicate your agreement:

- I confirm that the information I have provided is correct to the best of my knowledge and I consent to my data being processed by Birkbeck for the purposes of selection.
- I have read the Guidance Notes and have enclosed all the relevant documentation.
- I understand that the deadline for receipt of applications by the Student Advice Service is **31st August 2018**
- I agree to assist Birkbeck with the promotion of such awards by attending occasions such as award ceremonies and donor recognition events.
- I also understand that if, subsequent to being offered an award, information I have provided in support of my application is found to be incorrect, Birkbeck reserves the right to withdraw my award, and this may also lead to disciplinary action by the College.

Your name (in CAPITALS)			
Your signature		Date	

CONFIDENTIALITY

Applications are seen only by the Committee, Deputy Registrar and Funding Advice Service staff.

YOUR DATA

Data you provide in this form will be used to assess your eligibility for financial support. For information about how Birkbeck use your data please see here: bbk.ac.uk/privacy.

In some instances financial support provided by the College is funded by generous donations from individual benefactors and charitable trusts. If your application is successful and is funded by a donation we may report to donors on how the donation has been utilised and you may be contacted by the College during your studies to request your feedback on the benefit of the financial support.