##### Black master logoRoyal Female School of Art Foundation

**History of Art (Certificate of Higher Education)**

**History of Art / with Curating / with Film / and History (BA)**

##### History of Art and Architecture (Graduate Certificate)

For the academic year 2022-23, the Royal Female School of Art Foundation has awarded a grant to the Department of History of Art at Birkbeck, to be used as maintenance bursaries for students on our undergraduate History of Art programmes. Applications will be considered on the basis of need.

Successful applicants will be awarded a sum to assist with costs such as tuition fees, the purchase of books, travel and childcare. The maximum amount that will be awarded is variable, according to intensity of study:

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| --- | --- | --- | --- |
| accelerated, 3 year BA | 100% | 120 credits | Maximum bursary: £1500 |
| part-time, 4 year BA | 75% | 90 credits | Maximum bursary: £1125 |
| Cert HE and Grad Cert | 50% | 60 credits | Maximum bursary: £750 |

**Application Form**

Information provided on this form will be used for the purposes of assessing eligibility and as the basis of selection for a Royal Female School of Art Foundation bursary. All information will be treated in the strictest confidence and used for these purposes only. No information will be published which could identify you without your prior consent and no information will be given to a third party without your prior consent. If you are awarded a bursary you will be contacted again with further information about the nature of the award.

* Please email the completed application form and scanned supporting documents to the Department of History of Art admin team at [art-history@bbk.ac.uk](mailto:art-history@bbk.ac.uk). Please put ‘RFSA bursary application’ as the subject line.
* **The DEADLINE for this round of applications is 5pm on Monday 20 February 2023**.

### (Please write in block capitals)

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname/family name:** | **Address:** |
| **First name(s):** |  |
| **Title: (please circle) Mr / Mrs / Miss / Ms / Mx** |  |
| **Telephone (Day):** | **Postcode:** |
| **Mobile:** | **Email:** |

###### 2. ELIGIBILITY

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| Please specify the programme you are studying, the year you are in, and whether you are taking 60, 90 or 120 credits.  Please give details of other sources of financial assistance and support you are receiving (e.g. student loan, Birkbeck national scholarship etc.). For details of financial assistance available, see the ‘My Birkbeck’ website at  <http://www.bbk.ac.uk/mybirkbeck/finance/studentfinance> |

1. **APPLICANT’S SUPPORTING STATEMENT AND MATERIAL**

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| 1. Please tell us on an additional sheet:    1. • Why you are applying for an RFSA Foundation maintenance bursary in 2022-23    2. • How you think this bursary will help you start/continue with and complete your course    3. • Introduce and explain your supporting material (please see below)   **Please type and attach your statement, using no more than 1 side of A4 paper**  **As we are aware that a wide variety of situations may cause financial difficulties, we ask that you provide us with whatever documentation you can, which will support your statement and is appropriate to your particular circumstances. We do understand that this can be difficult, but anything you are able to send us in support of your application will be helpful.** |

**4. SUPPORTING STATEMENT FROM PERSONAL TUTOR/ADMISSIONS TUTOR**

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| --- |
| If you are a student on the BA, this supporting statement should be written by your Personal Tutor.  If you are a student on the Cert HE or Graduate Certificate, the supporting statement should be written by Charlotte Ashby ([c.ashby@bbk.ac.uk](mailto:c.ashby@bbk.ac.uk)).  **To Personal Tutors**: please provide information on the student’s progress and attendance on the course. Your supporting statement may either be submitted with the application, or emailed separately to [art-history@bbk.ac.uk](mailto:art-history@bbk.ac.uk) by the application deadline of Monday 20 February 2023. |

**5. 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
* I also understand that if, subsequent to being offered a bursary, information I have provided in support of my application is found to be incorrect, Birkbeck reserves the right to withdraw my bursary.
* If awarded a bursary, I agree to provide a short testimonial for monitoring and publicity purposes.

Your name (CAPITALS):

Signature of applicant: Date:

**CONFIDENTIALITY**

Applications are seen only by the Committee for the Royal Female School of Art Foundation bursaries within the Department of History of Art. It may be necessary for additional supporting information to be sought from other university staff in order for the Committee to reach a decision.

**DATA PROTECTION ACT 1998**

Birkbeck College is a data controller in terms of the 1998 legislation. The Committee will follow College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal data will be used solely in the College for statistical purposes and electronic records keeping.

The data will not be passed to any third party without your consent, except when the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Deputy Registrar.