

# HKF / Ufi Learning through Work Awards

## Application form guidance notes



### HKF Background Information

HKF is working with Ufi to support students on its Learning through Work programmes, by awarding bursaries to Learning through Work students who have overcome significant personal and financial hardship. Successful students are awarded a £500 bursary towards the costs of continuing their education.

### Eligibility criteria and the selection process

The HKF / Ufi bursaries are only available to students who are on a Learning through Work programme provided by one of the following institutions:

University of Chester, University of Derby, Staffordshire University, University of the West of England, Open University, Trinity College Carmarthen.

Before making an application to the Foundation please ensure that you meet the following eligibility criteria:

- You are studying a Learning through Work programme provided by one of the institutions listed above
- You are studying for at least 40 credits (you will be asked to confirm this on your application form)
- You are experiencing financial hardship

Applicants who do not meet the eligibility criteria will not be considered for an award.

### Making an application

Applications are accepted throughout the year and will be assessed quarterly on the last working day of June, September, December and March.

#### How to apply

- Application forms can be downloaded from the HKF website ([www.hkf.org.uk](http://www.hkf.org.uk))
- The student must complete the application form
- The student must give their application to their Learning through Work tutor and ask them to complete a supporting statement
- The Learning through Work tutor must sign the application form to confirm that the Institution supports the students application for an award
- The form must be posted to the Foundation's office in Milton Keynes, the application will be considered on the next assessment date

### Completing the application form

There are five sections to complete in the application form, three to be completed by the student and two to be completed by the Learning through Work tutor.

#### Personal details

- Please complete the personal information section of the form – we need this information to contact you about your application.

### Learning through Work Provider

- Please identify which institution provides your programme and confirm that you are studying for at least 40 credits.

### Applicant's Personal Statement

When answering the questions in the personal statement section of the form please consider the following. In making a judgement about your application, the selection panel will base their assessment on:

- your personal and family circumstances and the barriers that you have faced in continuing your education
- Your ambitions for the future, why you have chosen your programme of study and how will the HKF award help you to achieve your ambitions
- Your financial circumstances, including how you have managed financially whilst studying
- How you would spend the £500 bursary if successful

Your application to the Foundation is completely confidential and the selection panel will only be able to take into account information that is given in your answers to the 4 questions. Your Learning through Work tutor will be asked to give a supporting statement about you but if there is information that you feel should be taken into account when your application is considered you must include it here.

### Declaration of Eligibility and Consent for Publicity

- Please confirm, by ticking the appropriate box, that you meet the Foundation's eligibility criteria.
- Please confirm that should your application be successful, you will endeavour to keep in touch with the Foundation and agree to take part in any publicity that may arise as a result of your selection for an award.

### Equal Opportunities Monitoring Information

- Please complete the equal opportunities monitoring information section of the form – this information will not be seen by the selection panel and will form no part of the selection process. It is important for the Foundation to ensure that we are accessible to all students and we will use this information to monitor whether or not we are reaching a cross section of our student population.

### Referee's Supporting Statement

The Referee's Supporting Statement is an important part of the selection process. Please be sure to include all of the requested information and any other information that you believe should be taken into consideration by the selection panel.

When completing the Referee's Supporting Statement please consider the following:

- The Referee providing the supporting statement must provide their contact details and confirm that the Institution wishes to support the student's application.
- The supporting statement should be completed by the Learning through Work Tutor
- The student's application will not be accepted without a Supporting Statement.
- The referees Supporting Statement should be no more than 500 words and should cover the following:
  - What are the applicant's personal and financial circumstances and what barriers have they overcome to continue their education?
  - How well suited is the applicant to the higher education programme they are taking / plan to take and how realistic are the student's ambitions?
  - Is there any other information that you believe is relevant to the student's application

Applications will only be accepted for consideration if they are accompanied by the Referee's supporting statement and signed by the Learning through Work Tutor.

## Informing you of the outcome of your application

- The Foundation does not acknowledge receipt of completed applications
- Your application, once received, will be considered on the next assessment date.
- You will be informed of the outcome of your application within a month of the assessment date (e.g. if you submit your application in May, it will be considered on assessment date at the end of June and you will be informed of the outcome of your application by the end of July.)
- All students and their Learning through Work Tutors will be informed of the outcome of their application.
- If your application is successful you will be sent a form to complete, which must be authorised by the Institution providing your programme, to confirm that you are enrolled. You will receive your bursary cheque once this form has been received by the Foundation.

## Further Information

For further information on any aspect of completing your application please contact the HKF Bursary Scheme Manager, Rachel Watters on (01908) 36386 or email [rachel@hkf.org.uk](mailto:rachel@hkf.org.uk).