

HE Scholarship Application Form 2018/19

Student Name: _____ ID Number: _____

Course title: _____

Address: _____

Line 2: _____

Line 3: _____

Line 4: _____

Postcode: _____

Telephone (Home): _____

Telephone (Mobile): _____

Email: _____

Annual Household Income (within the last tax year): £ _____

Proof of Household Income provided (for example P60) : Yes No (Office use only)

Statement to support application: (Please continue on the next page if required)

Student Signature: _____ Date: _____

I have read and agree to the terms and conditions of the scholarship overleaf:

(Please tick to show that you have agreed to the terms and conditions)

Tutor comments in support of the application:

Tutor Signature: _____ Date: _____

Office use only -

Approved: <input type="checkbox"/>	Rejected: <input type="checkbox"/>
Signature: _____	Reason: _____
Date: _____	

HE Scholarship Award Terms and Conditions

The College recognises the need to support disadvantaged students who may not otherwise progress to a full honours degree and will allocate a limited amount of awards (7) of £500 for students that have been accepted for a full time top up year at the HBUC made available by application.

To be eligible for the HBUC Moving On Scholarship a 2nd year full time student will need to fulfil the following criteria:

- Ordinarily be resident in England or European Union
- Must be starting their first Higher Education top up year
- The student must have a declared residual household income of less than £25,000
- Have had a successful interview

Terms and Conditions

Please read this document carefully and ensure that you understand the conditions of the scholarship.

Hugh Baird College reserves the right to withdraw the scholarship if students are subsequently found to be ineligible or if these terms and conditions are not adhered to.

As a Hugh Baird University Centre Scholarship holder you are required to:

1. Accept the scholarship by the given deadline, via **completion of this** acceptance form. The HE management team reserves the right to withdraw the offer of a scholarship if it is not accepted by the given deadline.
2. Meet any conditions attached to your academic offer.
3. Pay all outstanding tuition fees by the Hugh Baird University Centre deadlines. Non-payment of fees may result in the scholarship being withdrawn and full fees being charged to you.
4. Make satisfactory progress on your programme of study. The scholarship is subject to satisfactory progress.
5. Repay the scholarship amount, pro-rata, if you withdraw from your course before completion if the scholarship has been awarded by cheque or BACS payment.
6. Agree to act in an ambassadorial capacity, to produce student profiles, and to attend scholarship/recruitment events as required for the Hugh Baird University Centre.
7. **Agree to become an active member of the SET group.**
8. Agree to the Hugh Baird University Centre contacting you approximately two years after your graduation for an update on how the scholarship has influenced your career.
9. Forms to be hand delivered, by the applicant, to either Delyth Coles or Martin Harrington only who are located on the 3rd floor HEALS office (room 314) of the Hugh Baird University Centre, 12 noon on Friday 1st June, 2018.
10. **Complete a short student feedback survey prior to receiving each scholarship gift.**

Please note that scholarships may not be deferred to the following academic year or subsequent years; and where changes to the programme of study are made without prior approval, this includes course title, course transfers, suspending studies, etc. please note that approval is not guaranteed. Where changes are made without prior approval, the scholarship will be withdrawn and you may be required to repay the scholarship in full. Scholarships are not automatically extendable.

Interviews will take place within the first term of the new academic year by a panel.

How We Use Your Personal Information

Your information will be securely destroyed after it is no longer require. Your information may be shared as part of data analysis with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. The Hugh Baird University Centre may also, for a variety of purposes including fraud prevention or detection, supply this information to outside organisations such as the Police, local authorities, the Department for Works and Pensions and its agencies, the Home Office, Office for Students (OfS), examination boards and other educational establishments or awarding bodies. All the personal information obtained from you and other sources in connection with your studies at the Hugh Baird University Centre will comply with the GDPR. We will send some of the information we hold about you to Higher Education Statistics Agency (HESA). This forms your HESA record, which contains details of your ethnic group and any disabilities you have. Personal information may also be disclosed to external debt collection or credit reference agencies to assist in the recovery of unpaid tuition fees and other outstanding monies due to the Hugh Baird University Centre. For detailed information about the information we provide to HESA and how this information is handled, please see the [privacy notice on the HESA website \(https://www.hesa.ac.uk/about/regulation/data-protection/notices\)](https://www.hesa.ac.uk/about/regulation/data-protection/notices).

Office use only -

Approved: <input type="checkbox"/>	Rejected: <input type="checkbox"/>
Signature:	Reason:
Date:	