

BURSARY APPLICATION GUIDELINES

The ICAS Foundation is pleased to offer this bursary award to eligible undergraduates who wish to study accounting and finance at Lancaster University. The bursary scheme aims to support students from family backgrounds that have limited resources, who wish to attend Lancaster University but may not have the means to do so without additional financial support. The ICAS Foundation will consider making an additional award to those who are eligible for the Lancaster £1,000 Bursary.

Bursaries are available up to the value of £2,500 (inclusive of the Lancaster University award) per annum to eligible students and at the discretion of the ICAS Foundation Trustees. This table gives an example of the various levels of bursary awards:

Household Income	ICAS Foundation Bursary (indicative)
£0 to £20,000	£2,500
£20,001 - £27,000	£1,750
£27,001 - £34,000	£1,000

Applicants are required to provide evidence of meeting our eligibility criteria. This can include:

- Copy of parents/guardians P60 for previous financial year (or certified annual accounts if self-employed) – maximum income £30,000
- Copy of parent/guardian's letter confirming receipt of income related benefits
- Independent applicants will be required to provide evidence of their own income and benefits if applicable.

The bursary awards are intended to assist students with the costs of studying at university such as accommodation, study materials, travel and living costs.

Acceptance of a bursary award is conditional on taking part in the ICAS Foundation Mentoring Scheme. The ICAS Foundation Mentoring Scheme will be a structured, one to-one relationship that focuses on the needs of the mentored participant. The purpose of the scheme will be to support and encourage young people to develop to their fullest potential and to develop their own vision for the future.

Mentors will provide guidance and understanding to students, but the mentoring scheme will not be about supporting academic progress such as helping a mentee to prepare for exams (although general academic discussions are allowed) and it will also not be addressing social concerns such as reducing risky behaviours or poor decision-making skills.

APPLICATION CHECKLIST

Please return the following documents:	✓
Completed application form including personal statement and contact details for 2 referees.	
Predicted or prelim results confirmed with school reference	
Evidence of parental/guardian income can be submitted after you have sent us your application form. This can include: <ul style="list-style-type: none"> - Copy of P60 for previous financial year - Certified annual accounts if self-employed - Letter confirming receipt of income related benefits - 	

COMPLETING YOUR APPLICATION

Please visit the [ICAS Foundation website](#) to download a copy of the application form and save to your desktop before attempting to complete. You should then type directly into it, save and send via email or complete in writing using black ink and clear block capitals.

Personal Details

You do not need to answer the question about ethnic background but by providing an answer it helps us gather statistical data. Please answer all other questions as fully as possible.

Home address should be the address that will be used for correspondence regarding your application.

Formal Education

Please include any National 5/ GCSE/ AS Level results as well as Highers/A Levels in the 'Exam Results by Subject Box'. For applicants coming from college, please detail your HNC/HND qualifications in the box provided and include both your achieved and predicted grades.

Please ask your school or college to provide a reference for any result that you are predicted to get in your forthcoming exams. If they cannot provide this, please include a copy of your prelim exam results as a guide for your predicted results.

Please tell us about how you have engaged with wider activities such as sports, hobbies and clubs, positions held (such as class/school representative or Prefect) and if you have supported any voluntary activities (such as charity fundraising).

University Plans – only students planning to attend University of Lancaster are eligible to apply

Please tell us which university or universities you have applied to. Please put your 1st choice at the top of the list. Please tell us the title of the course that you wish to study. This bursary scheme aims to help those who wish to study accounting or finance so course titles should feature one or more of these topic areas. If you have any questions about your chosen topic then please contact the ICAS Foundation for advice.

If you are a Direct Entrant to university (i.e. entering in 2nd or 3rd year) please give details in this section.

References

Please include two referees with your application. Only one of the references should be from your school or college. These references should inform the Trustees of your character and demonstrate that you would be likely to complete your university course. We will not accept a reference from family or friends. Please make referees aware that we will contact them directly to provide a reference for you.

Personal Statement

Please complete the personal statement in no more than 1,000 words. The personal statement should be used to inform the ICAS Foundation Trustees why you are applying for a bursary. There is no wrong or right way to complete the personal statement but the ICAS Foundation Trustees are keen to gain an understanding of the background of the applicant so the following information could be included:

- How will an ICAS Foundation Bursary make a difference to you and your studies
- Family background e.g. who you live with and their circumstances
- Participation in community activities (such as volunteering)
- Any part-time work or work experience
- Career aspirations
- Participation in any university or career insight programmes
- Reasons for your university and course choices
- Additional information to support your application

- Please make full use of the 1000-word count to tell us about you

SELECTION AND CONFIRMATION OF BURSARY AWARD

Applications will be reviewed by the ICAS Foundation Trustees and other advisors that they may consider appropriate.

Applications approved in principal will be invited to attend a final stage informal interview to discuss their application in more detail prior to funding being confirmed.

Applicants will be required to provide evidence of parental/guardian income and any income benefits. This information can however be provided post application, please do not delay submitting your application.

The ICAS Foundation aims to inform applicants of the result of their application within 6 weeks of the closing date for applications, provided all relevant information is submitted.

TERMS AND CONDITIONS

Applications will only be accepted from eligible students intending to study an undergraduate course where one or more of accounting or finance are the dominant areas of study.

ICAS Foundation Bursaries are paid in two instalments in October and February of each academic year.

ICAS Foundation Bursary recipients are required to take part in the ICAS Foundation Mentoring Scheme. If the recipient leaves the mentoring scheme without the permission of the ICAS Foundation Trustees, then future bursary payments will cease.

ICAS Foundation Bursaries are awarded for the duration of the undergraduate course. Bursary recipients are required to meet the conditions of funding including a high academic standard and participation in the mentoring programme. Bursary recipients will be expected to forward copies of their exam results to the ICAS Foundation each semester and those results must show that the student is on track for a 2:1 honours degree classification.

Please submit completed applications to the ICAS Foundation by the closing date 31ST May 2019

- via email to enquiries@icasfoundation.org.uk
- Or via post to:

ICAS Foundation
CA House
21 Haymarket Yards
Edinburgh EH12 5BH

Please contact us if you have any questions about the ICAS Foundation bursary, application form or mentoring scheme.



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