

## Residential Scholarship

### Guidance Notes

#### Who is the Lee Abbey Residential Scholarship for?

Lee Abbey is able to offer either free or reduced price accommodation to a limited number of students within our accommodation in Lexham Gardens for a period of one academic year, depending on need and availability of funds.

To be considered for a Lee Abbey residential scholarship, you must meet all of the following criteria:

- Be in financial need
- Be studying on a recognised full-time degree or postgraduate level course
- Have a good academic and attendance record
- Have a scholarship/bursary/loan from another institution to cover your tuition fees.
- Have a good behaviour record with Lee Abbey if a current or past resident.

Awards are given for 1 year only. Preference will be given to students from overseas and those who are already resident at Lee Abbey.

#### Completing your application

Please read each question carefully and make sure you answer it fully. If you do not answer the questions we may contact you for more information and our decision may be delayed.

As part of the application process, you will need to supply:

- A copy of the letter confirming your place on the course for which you will be applying
- An academic reference from a tutor at your current or most recent academic institution
- A copy of any letters awarding scholarships or other financial assistance
- Contact details for your tutor and scholarship administrator
- Details of any other income
- Three months' recent bank statements for all your bank accounts. Please ensure that the documents you provide are **photocopies** of the originals.

Successful applicants will be expected to play an active role in the life of Lee Abbey, which may include donating your time voluntarily to support the activities of this house.

**Please scan or photograph your application and send it to James Fulford at [jfulford@leeabbeylondon.com](mailto:jfulford@leeabbeylondon.com).**

#### Once we receive your application

Once we receive your application, your situation will be discussed by the Director and at least 2 other members of the Lee Abbey Leadership Team.

If we have questions about your situation, you may be asked to attend an interview to explain your circumstances in more detail.

#### If your application is successful

If your application for a residential scholarship is successful, you will be notified in writing and by email and your booking will be confirmed by the Accommodation Office.

You may be allocated to any room type at Lee Abbey at the discretion of Lee Abbey Leadership.

As part of the ongoing review of the scholarship programme, we expect to discuss your academic progress towards the end of each term.

Your scholarship may be suspended or cancelled if any of the following come to our attention and are verified:

- non disclosure of alternative funding,
- poor academic progress,
- persistent non-attendance at classes, or
- any serious behavioural problems at Lee Abbey.



## Residential Scholarship Application

Please read the *Guidance Notes* carefully and return this form when completed to the Director.

### Personal Information

Family Name / Surname

Room No

First Name

Mobile

Email Address

Correspondence Address (if we need to contact you outside of term-time)

### Course Details

Name of College/University

Full Course Title

Qualification

Start Date of Course

Year of course:  1  2  3  4  5  6

Expected Course Completion Date

What Is Your Fee Status?  EU  Overseas

### Financial Details

How much are your tuition fees for the academic year? £ \_\_\_\_\_

If you have fees outstanding for the year, what amount? £ \_\_\_\_\_

Please provide any scholarship, bursary or loan details below:

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If you have not yet paid the full amount of college tuition and/or Lee Abbey accommodation fees for this year, how and when do you propose to pay for the remainder?

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Have you approached your university/college student advisor or hardship officer for assistance?

**YES**

Who is dealing with your case? Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone no: \_\_\_\_\_

What was the outcome?

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**NO** please state why not:

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Have you sought financial assistance from other sources e.g. charities, bursaries etc?

**YES** Which charity/organisation and what was the outcome?

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**NO** Please state why not:

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**Your Income and Expenditure for Maintenance/Living**

Your Monthly Income

Parental Contribution £ \_\_\_\_\_

Private Loan £ \_\_\_\_\_

Part-Time Earnings £ \_\_\_\_\_

Maintenance Grant/Sponsorship £ \_\_\_\_\_

Other Income £ \_\_\_\_\_

**Total Monthly Income** £ \_\_\_\_\_

Your Monthly Expenditure

Accommodation Fees £ \_\_\_\_\_

Food £ \_\_\_\_\_

Travel £ \_\_\_\_\_

Telephone £ \_\_\_\_\_

Credit Cards £ \_\_\_\_\_

Books, Equipment & Other Course Costs £ \_\_\_\_\_

Disability Costs £ \_\_\_\_\_

Other Costs (Please Specify) £ \_\_\_\_\_

**Total Monthly Expenditure** £ \_\_\_\_\_

### Bank/Building Society Details

You must declare all of your bank/building society accounts below and supply copies of your last 3 months of bank statements relating to each account. These must be full statements showing your name, address and bank details - mini-statements are not acceptable.

A) Name of bank/building society

\_\_\_\_\_

overdraft limit

£ \_\_\_\_\_

Type of account

\_\_\_\_\_

current balance

£ \_\_\_\_\_

B) Name of bank/building society

\_\_\_\_\_

overdraft limit

£ \_\_\_\_\_

Type of account

\_\_\_\_\_

current balance

£ \_\_\_\_\_

C) Name of bank/building society

\_\_\_\_\_

overdraft limit

£ \_\_\_\_\_

Type of account

\_\_\_\_\_

current balance

£ \_\_\_\_\_

### Supporting Statement

Please state why you are in financial difficulty, and why you believe your situation to merit additional support.



## Supporting Documents

Please supply the following supporting documents with your application:

- |   |   |
|---|---|
| <input type="checkbox"/> offer/enrolment letter for your course<br>course | <input type="checkbox"/> copy of results/certificates from previous<br>course |
| <input type="checkbox"/> academic reference                               | <input type="checkbox"/> proof of tuition funding                             |
| <input type="checkbox"/> 3 months recent bank statements                  |   |

Please supply the name and contact details of your tutor/course administrator:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone no: \_\_\_\_\_

Please supply the name and contact details of your tuition scholarship administrator:

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone no: \_\_\_\_\_



## Data Protection

Lee Abbey is a data controller in terms of GDPR legislation. The data requested in this form will be used solely for the purposes of determining the outcome of your application for financial assistance. The data will not be passed on to any other third party without your consent, except where Lee Abbey is required to do so by law.

Any enquiries concerning the use of data noted here should be addressed to the HR Manager.

## Declaration

I declare that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in the termination of my residents' licence at Lee Abbey. I further undertake to repay any funding obtained by me as a result.

I authorise Lee Abbey to contact my college/university student advisor, tutor or hardship officer named in this form to verify the information provided and to verify continued academic progress.

I understand that if I am granted a residential scholarship by Lee Abbey London, I may be expected to volunteer my time in support of Lee Abbey activities.

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Your Full Name

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Signature

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Date