James Hughes-Hallett Undergraduate Scholarship Application

# General Guidance

1. This application form is for all UK undergraduate applicants who wish to apply for the James Hughes- Hallett undergraduate scholarship for the BA History of Art programme.
2. The Courtauld Bursary entitlement for UK undergraduate students will be automatically assessed from information submitted to Student Finance and there is no need to complete this form to apply for this. Further information about The Courtauld Bursary is available here:

<https://courtauld.ac.uk/study/fees-and-funding/undergraduates/courtauld-bursary>

1. Your completed James Hughes-Hallett Undergraduate Scholarship application and supporting documentation should be sent to [ugadmissions@courtauld.ac.uk](mailto:ugadmissions@courtauld.ac.uk)

You should also contact this email if you have any questions or need support with your application

1. It is very important that you read the web information about the James Hughes-Hallett Undergraduate Scholarship to ensure that you meet the necessary criteria and have correctly submitted an application with all the necessary documentation for us to consider you.
2. You are required to provide supporting documentation relating to income. If photocopied documents are submitted, original copies may be requested from you at a later stage.
3. Please complete the form. If a section does not apply to you, please indicate that it is not applicable (N/A).
4. All sums of money referred to must be in UK pounds sterling (£).
5. If you have been offered a scholarship, government award, Student Finance loan (UK students only) or any other financial assistance for your forthcoming education, please attach a copy of the letter notifying you of your award/loan.
6. Application deadline: 05 September 2024
7. We do not accept incomplete applications. Late applications will only be considered in extenuating circumstances. It is the responsibility of the applicant to ensure that the application form is sent to The Courtauld by the deadline date.
8. You will be notified by email and in writing about the outcome of your application.
9. You are unlikely to be considered for this scholarship if The Courtauld is your Insurance university choice.
10. The decision of The Courtauld is final and we cannot, regrettably, participate in any individual correspondence with applicants before or after that decision.

# Guidance for Completing the Application Form

1. **Personal Information**
   1. The Courtauld applicant number is a unique identification number, provided by the Undergraduate Admissions team.
   2. Address: You will be advised of the outcome of your application by email and in writing. It is therefore important that you provide a reliable email and contact address or addresses where you can be reached from July – September 2024.

# Your Personal Financial Situation

* 1. For income from employment, please provide one of the following:
     + a P60 (where work is being undertaken in the UK)
     + an annual accountant’s statement
     + a copy of your employment contract or letter from your employer
     + a tax return summary

Please do not send multiple payslips.

2.3 For income from other sources, please provide copies of your bank statements and/or other documentation showing the income level and its source. Evidence of any social security benefits you receive should be provided.

# Your Household Financial Situation

* 1. Evidence of income for your parent or guardian is required. If you do not live with your parents, evidence of income is only required from yourself and, if applicable, your partner/spouse.
  2. For income from employment, please provide one of the following:
     + a copy of a P60 (where work is being undertaken in the UK)
     + an annual accountant’s statement
     + a copy of your employment contract or letter from your employer
     + a copy of a tax return summary Please do not send in multiple payslips.
  3. For income from other sources, please provide copies of your bank statements and/or other documentation (eg, benefit statements) showing the income level and its source.

# Other income sources

* 1. In the table, please provide the name of each person/organisation providing financial support while you are studying, their relationship to you (eg, parent, grandparent, organisation) and the estimated contributions that they will make to you for each year of study.

# Declaration

You are required to confirm that the information you are submitting is true and correct, to the best of your knowledge and that you understand that you may be asked to provide further supporting documentation if asked.