The James Hughes-Hallett Memorial Fund Scholarship Application

# General Guidance

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

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

1. Your completed application and supporting documentation should be sent to [ugadmissions@courtauld.ac.uk](mailto:ugadmissions@courtauld.ac.uk) by the deadline, **Thursday 21 August 2025.**
2. You should also contact this email if you have any questions or need support with your application
3. It is very important that you read the information on our website about The James Hughes-Hallett Memorial Fund 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. See the list of suitable supporting document below.
4. 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.
5. If a section of the form does not apply to you, please indicate that it is not applicable (N/A).
6. All sums of money referred to must be in UK pounds sterling (£).
7. Application deadline: **Thursday 21 August 2025.** Please submit all applications to [ugadmissions@courtauld.ac.uk](mailto:ugadmissions@courtauld.ac.uk)
8. 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.
9. You will be notified by email by **Thursday 28 August 2025** about the outcome of your application.
10. The decision of The Courtauld is final and we cannot, regrettably, participate in any individual correspondence with applicants about 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. You will be advised of the outcome of your application by email. It is therefore important that you provide a reliable email, where you can be reached.

# 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)
* where you are self-employed please provide an annual accountant’s statement
* a copy of your employment contract or letter from your employer
* a tax return summary

Please append eligible scans of any of the above to the application email in .pdf format. Please do not send multiple payslips.

* 1. 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.

* 1. For income from other sources, please provide copies of your bank statements and/or other documentation (e.g., benefit statements) showing the income level and its source.

# Other income sources

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

# Legal 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.