

# GUIDELINES FOR BURSARY APPLICATION

## INTRODUCTION

The ICAS Foundation is pleased to offer this bursary award to potential undergraduates who wish to study accounting or finance. Our bursary scheme aims to support students from family backgrounds that have limited resources. If a student applying directly from school is eligible for a Young Students Bursary from the Scottish Government, then they will be eligible to receive a bursary from the ICAS Foundation.

The scheme aims to support students who wish to study an undergraduate course at university who may not otherwise be able to do so.

Bursaries are available up to the value of £2,500 per annum depending on the level of Young Student Bursary received and 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 £16,999	£2,500
£17,000 - £23,999	£1,750
£24,000 - £33,999	£1,000

Please include evidence that you are likely to receive a Young Student Bursary. This can be one of:

- Copy of parents/guardians P60 for previous financial year
- Evidence that you are in receipt of Educational Maintenance Allowance (EMA)
- Evidence that you are in receipt of free school meals
- Copy of parents/guardians letter confirming receipt of income related benefits

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 or partnership that focuses on the needs of 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.

Our mentors will provide guidance and understanding to younger people but the mentoring scheme will, however, 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. Any mentor supporting a student below the age of 18 years will be required to complete a PVG (Protection of Vulnerable Groups) disclosure.

# APPLICATION PROCEDURE

## Completing the Application Form:

Please complete the application form by typing directly into it on a computer or use black ink and block capitals. 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 and all information supplied throughout the form will be treated in the strictest confidence.

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

Please include any Standard Grade results as well as Highers in the Exam Results by Subject Box.

Please ask your school to provide a reference for any result that you are predicted to get in your upcoming exam diet. If your school cannot provide this please include a copy of your prelim exam results as a guide for your predicted results.

Please tell us of how you have engaged with your school's wider activities such as sports & societies, positions held (such as class/school representative or Prefect) and if you have supported any voluntary activities that the school has undertaken (such as charity fundraising).

Please tell us which university or universities that 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.

Please include two references with your application. Only one of the references should be from your school. These references should inform the Trustees of your character and demonstrate that you would be likely to complete your university course.

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
- Participation in community activities (such as volunteering outside school)
- Any part-time or summer work experience
- Career aspirations
- Reasons for your university and course choices
- Other information about your character, hobbies & interests.

## CONSIDERATION AND CONFIRMATION OF BURSARY AWARD

Consideration of the application will be made by the ICAS Foundation Trustees and other advisors that they may consider appropriate. If appropriate the Trustees will, at this stage, seek a mentor for the applicant and that mentor may contact the applicant to discuss the application further.

The ICAS Foundation aims to inform applicants of the result of their application within 4 weeks of the closing date for applications, provided all relevant information is submitted.

Checklist – please remember to return the following:

1. Evidence of parental/guardian income benefits or evidence that you receive EMA/free school meals
2. References from two different people
3. Predicted or prelim results/school reference
4. Completed personal statement and application form

# TERMS AND CONDITIONS

Applications will only be accepted from a school pupil who is intending to study an undergraduate course where one or more of accounting or finance are the dominant areas of study.

Applications in Scotland will only be accepted from those who will receive a Young Students Bursary from the Scottish Government. The payment of any bursary awarded will not take place until the ICAS Foundation is in receipt of a copy of the Young Students Bursary confirmation letter from the Scottish Government.

ICAS Foundation Bursaries will be paid in two instalments in September and January 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 will be required to demonstrate that they are progressing from year to year and meeting a high academic standard. Bursary recipients will be expected to forward copies of their exam results to the ICAS Foundation each year and those results must show that the student is capable of passing their degree with a 2:1 honours award. If a recipient falls to meet these academic standards then the ICAS Foundation Trustees will investigate, and if necessary, stop any and all future bursary payments.

ICAS Foundation Bursary recipients are required to take part in ICAS Foundation marketing and fundraising activities. This will not be an onerous task and will be limited to the occasional picture and interview by the ICAS Foundation about their progress and consent to being named in ICAS Foundation literature.

Upon being awarded an ICAS Foundation Bursary, successful applicants will be sent a contact to sign that they understand and agree to the Terms & Conditions outlined above and that failure to adhere to them may lead to their bursary award being withdrawn.

## **Applications should be returned to:**

**Head of ICAS Foundation  
CA House  
21 Haymarket Yards  
Edinburgh  
EH12 5BH**

**[ljamieson@icasfoundation.org.uk](mailto:ljamieson@icasfoundation.org.uk)**

Please contact the Head of ICAS Foundation if you have any questions about the ICAS Foundation Bursary, mentoring scheme or application form.



CA House 21 Haymarket Yards Edinburgh EH12 5BH  
[ljamieson@icasfoundation.org.uk](mailto:ljamieson@icasfoundation.org.uk) +44 (0) 131 347 0313 [icasfoundation.org.uk](http://icasfoundation.org.uk)

ICAS Foundation is a Registered Scottish Charity No SC034836