

ICAS FOUNDATION

APPLICATION FORM & GUIDELINES 2020

Applications to join the ICAS Foundation are open to potential undergraduates who wish to study accounting or finance related degrees. We aim to support academically talented young people from family backgrounds with limited resources, who wish to attend university but may not have the means to do so without additional financial support. Applicants to join the ICAS Foundation should be eligible for support from the Student Awards Agency for Scotland ([SAAS](#)) or another similar agency.

The ICAS Foundation programme includes bursary funding and mentoring support:

- Bursaries are awarded to eligible students up to a maximum value of £2,500 per annum (at the discretion of the ICAS Foundation Trustees). This funding is intended to assist students with the costs of studying at university such as accommodation, study materials, travel and living costs. While the bursary awards can also be used to support your personal development with experience or qualifications, the bursary should not be used to support day to day living expenses of other family members.
- Mentoring support is provided by a qualified Chartered Accountant, who has volunteered to assist a student with impartial guidance and the benefit of their experience. This is a structured, one to-one relationship that focuses on the needs of the student and is designed to support and encourage them to develop their potential in line with their vision for their future.

ELIGIBILITY

Applicants should have a total parental / guardian annual income under £34,000. This includes any employment income, self-employment income, pension income and return on investments. Applicants will be required to provide evidence that they meet the income criteria before the outcome of their application is confirmed.

Throughout the ICAS Foundation programme, students are required to:

- Remain on track to achieve first class honours or upper second class honours at graduation
- Stay in regular contact with the Foundation, complete progress reports and provide exam results
- Actively participate in the ICAS Foundation mentoring programme

COMPLETING YOUR APPLICATION

Please download a copy of the application form and save to your desktop. You should then type directly into it, save and send via email or complete the form in writing using black ink and clear block capitals.

Please complete all of the questions, answering as fully as possible.

Personal Details

- Home address: this is the address that will be used for correspondence about your application.
- Ethnic background: You can choose 'Prefer not to say' as your answer, but an accurate response does help us gather statistical data.

Formal Education

- Exam Results by Subject: Please include any National 5 / GCSE / AS Level results as well as Highers / A Levels.
- Predicted Exam Results: Please include a copy of your school-provided predicted exam results with your application form as verification of your predicted grades. If your school cannot provide this, please include a school-certified copy of your prelim exam results as a guide for your predicted results
- For applicants coming from college, please detail your HNC / HND qualifications in the box provided and include both your achieved and predicted grades.

University Plans

- Tell us which university / universities you applied to - **please put your 1st choice at the top of the list.**
- Tell us the specific title of the course that you have applied to study. (Course titles should include an accounting or finance topic area.) If you have any questions about whether we support your chosen topic, please contact the ICAS Foundation for advice.
- If you are a Direct Entrant to university (i.e. from college entering in 2nd or 3rd year) please give details here.

Referees

Please include the contact details of two referees with your application. Please note:

- Only one of the references should be from your school or college
- Preferably, please include an employer or volunteer manager as your second referee.
- We will not accept a reference from family, your friends or family friends.

Please make sure you have asked permission from your referees before applying that they are happy to be contacted directly by the ICAS Foundation to provide a reference for you.

Additional Information

Please answer all of these questions as far as possible. Generally, the ICAS Foundation will not accept applications from students in receipt of additional funding from a similar trust or scholarship provider. (This does not include SAAS bursary or loan support – we encourage students to apply for their SAAS bursary and any other available support as soon as it is possible for them to do so.) Where you have applied for additional funding, please let us know as your application will still be considered by the ICAS Foundation pending confirmation of any other support.

Personal Statement

Please complete the personal statement in no more than 1,000 words (generally around 850-1000 words). The personal statement should be used to inform the ICAS Foundation why you are applying for a bursary and provide us with a good understanding of your background. There is no wrong or right way to complete the personal statement, but we do suggest the areas highlighted on the application form are covered.

We encourage applicants to provide as much detail as possible about their circumstances to ensure that all relevant information is available to the Trustees when making their decision.

SELECTION AND CONFIRMATION OF BURSARY AWARD

Applications will be reviewed by the ICAS Foundation Trustees and other advisors that they may consider appropriate. At this stage, Foundation programme applicants who have been put forward will be asked to provide more detailed information about their financial circumstances. Applicants who are eligible and approved in principal will be invited to attend a final stage informal interview, where their application will be discussed in more detail before funding is confirmed. 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 in Scotland or an approved partner university in England where one or more of accounting or finance are the dominant areas of study.
- ICAS Foundation bursaries are generally paid in two instalments - October and February.
- Students on the ICAS Foundation programme are required to take part in the ICAS Foundation mentoring scheme. If the student leaves the mentoring scheme without the permission of the ICAS Foundation Trustees then future bursary payments will cease.
- Students join the ICAS Foundation programme for the duration of their undergraduate course, and receive bursary and mentoring support throughout that time. Students are required to meet the conditions of the programme, including maintaining a high academic standard – you will be required to forward copies of your exam results each semester, which must show you are on track for a 2:1 honours degree classification.

SUBMITTING YOUR APPLICATION

Please submit completed applications to the ICAS Foundation by the closing date (see website for details):

- via email to enquiries@icasfoundation.org.uk
- Or via post to: ICAS Foundation, CA House, 21 Haymarket Yards, Edinburgh EH12 5BH

Please contact us as soon as possible if you have any questions about the ICAS Foundation programme or application form.

Formal Education (continued)

Do you have any other qualifications including HNC/HND? (If yes please give details below)	Yes		No	
Subject / Level / Institution	Dates			

University Plans (Please specify if not entering in year one of your degree programme i.e. Direct Entrant from college)

Universities applied to (in order of preference)	Title of Degree applied for (See Guidelines for eligibility)	Offer Conditional / Unconditional?	Commencement Date

Referees

Please provide contact details for two referees who can inform us about your character and confirm that you are likely to complete your university course. Family members will not be accepted. Only one of your referees should be from your school or college; your second reference can be from an employer or volunteer manager. You should check with your referees before submitting this form that they are happy to be contacted directly by the ICAS Foundation to provide a reference for you.

	Referee 1 – School / College	Referee 2 - Other
Name		
Address		
Postcode		
Telephone		
Email		
In what capacity does this person know you?		

Additional Information

We encourage applications from students who have experience of care, have caring responsibilities, are estranged from their families or who have previously applied for asylum in the UK. If you answer yes to any of the questions below, please provide further details in your personal statement.				
Do you have experience of care? i.e. lived in residential care, foster care, kinship care (cared for by family / friends) or at home under the supervision of a social worker.	Yes		No	
Do you have unpaid caring responsibilities for a family member/s?	Yes		No	
Are you an estranged student? (i.e. no contact or support from family members)	Yes		No	
Have you previously applied for asylum / refugee status in the UK?	Yes		No	

Funding

Is your annual total parental / guardian income less than £34,000?	Yes		No	
Are you in receipt of Educational Maintenance Allowance (EMA)?	Yes		No	
Have you applied / do you intend to apply for funding from any other source to support your studies? (This includes in-kind support i.e. accommodation fees covered)	Yes		No	
If yes, please give details of the organisation you have applied to, the potential level of funding and the dates these funds are applicable to cover.				
Have you received confirmation that you will receive funding from any other source, including SAAS or Student Finance England / Wales? (We will require a copy of your finance provider's confirmation in due course)	Yes		No	
If yes, please give details				
Scotland only: What type(s) of SAAS funding have you applied for / do you intend to apply for?	Tuition Fees		Bursary	
England / Wales only: What type(s) of Student Finance England or Student Finance Wales funding have you applied for / do you intend to apply for?	Tuition Fee Loan		Maintenance Loan	

How did you hear about the ICAS Foundation? (please select your main source of information)				
School / College		University email / event		ICAS / ICAS Foundation
Other <i>Please detail</i>				Word of Mouth

Personal Statement

Your personal statement on page 4 should tell us why you are applying to the ICAS Foundation. There is no wrong or right way to complete the personal statement, but as we are keen to understand your background, please include the following information:

Studies and Career Aspirations	What difference ICAS Foundation support would make to you / your studies Your career aspirations. Any relevant part-time / summer work experience you have Your participation in any university or career insight programme Reasons for your choices of university / course
You and Your Skills	Your participation in community activities (volunteering, clubs, etc) What skills you've developed through your activities or other experience Your family background (who you live with, their circumstances etc)
Additional Details	Any other information relevant to your application

Please use no more than 1000 words - we strongly encourage you to make full use of the available word count.

Submitting Your Application

By submitting your application, you confirm that, to the best of your knowledge, all information you have given is accurate and that you will inform the ICAS Foundation immediately of any change in your circumstances. You also agree to supply any additional information we require to process your ICAS Foundation application.

Before sending your application to us, please ensure you have checked the ICAS Foundation Application Guidelines and completed all of the application form, and that you have included a copy of your predicted exam results with your application.

You can submit your application:

- Electronically via email to enquiries@icasfoundation.org.uk
- Or, by post to ICAS Foundation, CA House, 21 Haymarket Yards, Edinburgh, EH12 5BH

The ICAS Foundation acknowledges all applications. We will notify you of the outcome **within 6 weeks of the closing date**.

Personal Statement

Please use no more than 1000 words - we strongly encourage you to make full use of the available word count.

Internal Use Only	Interview Date		Outcome Date		Outcome	Yes	No
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