

# Applying for a Carnegie Undergraduate Tuition Fee Grant

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## Table of Contents

Table of Contents.....	1
Getting started .....	2
Registration page.....	2
Online application form.....	2
About the online form .....	2
Guide to different sections of the form .....	3
Contact details.....	3
Residence and nationality .....	3
Scottish eligibility.....	3
Nationality and residence.....	3
Education to date .....	3
Secondary education .....	3
College education .....	3
Previous university courses .....	3
Employment history .....	4
Personal statement .....	4
Course details .....	4
Household Income.....	4
Referee .....	5
Uploading supporting evidence.....	5
Submitting the application and uploaded documents .....	5
Email acknowledgement .....	6
Help and questions.....	6

## Getting started

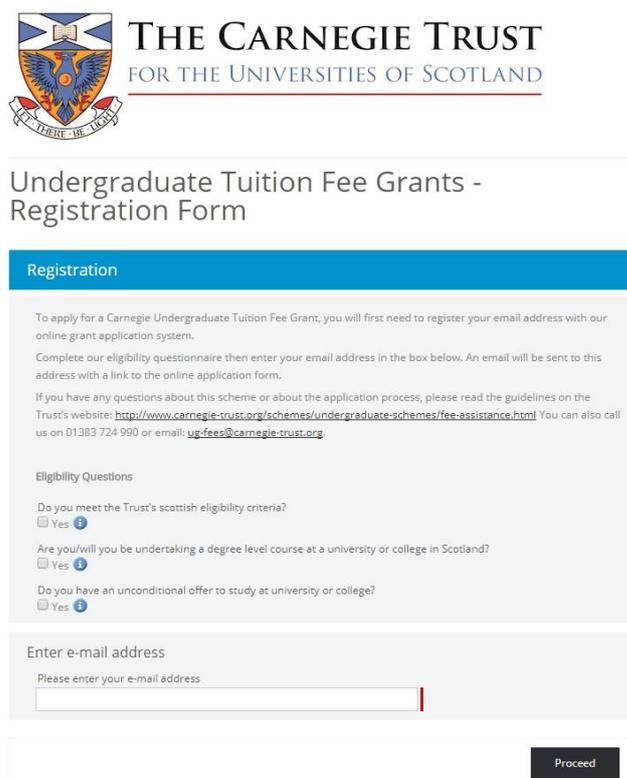
The online application portal is accessible via the Eligibility Checker on the Undergraduate Tuition Fee Grants page of the Carnegie Trust website:

<https://www.carnegie-trust.org/award-schemes/undergraduate-tuition-fee-grants/>

Once you have completed the Eligibility Checker click the Apply button which will then take you to the Registration page. To access the online application form you will first need to register your email address with our online system.

## Registration page

On this page, confirm your eligibility by taking the eligibility quiz:



The screenshot shows the registration page for Carnegie Trust. At the top left is the Carnegie Trust logo, a shield with a book and a lamp, with the motto 'THERE IS LIGHT'. To the right of the logo is the text 'THE CARNEGIE TRUST FOR THE UNIVERSITIES OF SCOTLAND'. Below this is the title 'Undergraduate Tuition Fee Grants - Registration Form'. The main content area has a blue header 'Registration'. Below the header, there is a paragraph of text explaining the registration process. This is followed by 'Eligibility Questions' with three questions, each with a 'Yes' radio button and a blue question mark icon. The questions are: 'Do you meet the Trust's scottish eligibility criteria?', 'Are you/will you be undertaking a degree level course at a university or college in Scotland?', and 'Do you have an unconditional offer to study at university or college?'. Below the questions is a section 'Enter e-mail address' with a text input field and a 'Proceed' button.

- Enter your email address in the email field.
- Click on **Proceed**
- You will then receive an email containing a link to the online application form which you will need to complete. The email may take a few of minutes to arrive. *Do check your spam folder!*

## Online application form

### About the online form

- ✓ You can save the form and return to it later as often as like. To access the form please use the link in the email you received on registration to return to the form.
- ✓ The link to the form is personal.
- ✓ You cannot share the form with another user or applicant and let them edit it.
- ✓ All fields marked in red are compulsory.
- ✓ The Trust will not accept partially completed or saved applications that have not been submitted by the closing date.

## Guide to different sections of the form

### Contact details

Please provide your contact details such as phone number, mobile phone number and email address (please provide your university email address as well as your personal one). If you only wish to provide one email address please ensure that you input this into the email address field and not the alternate email address field.

If you live away from home during term time, you can enter both your home address and your term time address.

### Residence and nationality

In this section, indicate how you meet the Trust's applicant eligibility criteria and give details on your citizenship and residency status.

#### Applicant eligibility

Select one of the two options, under the applicant eligibility criteria. If you are applying on the basis of a substantial link to Scotland **it is strongly recommended that you contact the Trust on 01383 724 990 to discuss your link before submitting your application.** Examples of substantial links may include; an extended period of recent/current residency, strong family ties (i.e. Scottish born children) or having spent a significant portion of your life residing in Scotland.

If you do not meet either of the criteria, please contact the Trust on 01383 724 990 to discuss eligibility.

#### Nationality and residence

Enter all the names of the countries of which you are a citizen.

If you were not born in Scotland, or were born in Scotland and then left, indicate your arrival date in Scotland.

If you hold a Visa in order to stay in the UK, enter the Visa type and expiry date in the appropriate box.

### Education to date

Use this section to list all your previous education, even if you did not finish the course or school and left with no qualifications.

#### Secondary education

Enter the name, location and attendance date for your secondary education. You will also need to enter the details of the qualifications and grades you obtained, for example, Advanced Higher English A.

You can enter up to three different schools.

#### College education

If you went to a further education college or equivalent, enter the details in this section even if you did not complete the course. You can add up to three different college courses.

#### Previous university courses

If you enrolled at university in the past, list the details here, even if you did not obtain any qualifications.

## Employment history

In this section, you should list any job you currently hold or have had in the past. If you currently work and expect to reduce your hours or leave your job while at university, you can mention this in within the Personal statement section.

## Personal statement

To help us understand your personal circumstances and who you are as an individual, explain why you wish to be considered for an Undergraduate Tuition Fee Grant. Please include details about your ambitions, aspirations and reasons for wanting to study the course you have chosen.

## Course details

In this section, you will need to provide the following information on the course you are planning to study at university:

- ✓ **Title of the course:** for example, Mechanical Engineering, Law, Modern Languages and History
- ✓ **Type of degree:** for example, LLB, BSc, BEd, BA, BSc (Hons), BA (Hons)
- ✓ **Where** you will be studying the course
  - At College
  - OR
  - at University
- ✓ The **name of the institution where you will be studying**
- ✓ **Mode of study:** Whether you will be studying full-time, part-time or by distance learning
- ✓ The year of study you will be entering: 1<sup>st</sup> year, 2<sup>nd</sup> year etc.

## Household Income

Grants are awarded on a basis of financial need. To help us assess your circumstances, enter details of the household income and expenditure at your permanent residence. If you live away from home during term time, you will also need to enter your expenditure details further down under Expenditure at term time address.

When assessing applications, the following household income thresholds are used as a guide:

Household type	Dependents	Indicative Income Thresholds
Single person household	No children	£25,000
	1 child	£30,000
	2 children	£35,000
	3 children	£40,000
	Per additional child	5,000 per additional child
Couple	No children	£30,000
	1 child	£35,000
	2 children	£40,000
	3 children	£45,000
	Per additional child	£5,000 per additional child

Applications are considered on a case by case basis. When considering an application and deciding on the level of award for successful applications, the Trust will take into account, in addition to income, other extenuating circumstances such as long term illness of the main earner, disabilities, having been in local

authority care, coming from a single parent family, redundancy etc. The Trust may request additional evidence supporting these extenuating circumstances.

In 2018-19, the median household income of award holders was £8,368 per year before tax.

## Referee

As part of your application, you will be asked to enter the name and contact details of your referee. The referee should be someone familiar with your academic record and potential (a current/former lecturer, tutor or teacher for example) or a line manager if you are returning to education after a period of employment. If you applied to university through UCAS, you could use the same referee as for your UCAS application. Family members, friends or fellow students cannot act as referees.

**The Trust will request the reference directly from the referee after receiving your application.** Before making an application to us, please check with your referee that they are available and willing to provide a reference in the week after your application has been submitted. A decision on your application will be delayed if a referee is not available or cannot be contacted.

## Uploading supporting evidence

What you need to supply

As part of your application, you will be asked to supply the following:

1. Proof of applicant eligibility; an image of your passport or driver's licence and (if applying on the basis of secondary education in Scotland) one of the following; an electronic copy of your Scottish Qualifications Authority (SQA) transcript, school attendance reports, school certificates or a letter from your school confirming you went to school in Scotland for two full years. If applying on the basis of a substantial connection to Scotland, please contact the Trust to discuss.
2. Acceptance letter/confirmation of enrolment from your university (this should show your name, the tuition fee amount for the academic year, the title of the course and degree type)
3. Your SAAS Award Notice letter, or other correspondence from SAAS, confirming that they will not be paying your tuition fees and listing the student maintenance loan amount awarded to you.

**NOTE:** If you are not eligible for a SAAS loan you will need to provide proof of your income (most recent P60 or last 3 payslips) and your parents' income (most recent P60 or last 3 payslips) if you are aged 25 or under.

What formats can you use for the documents?

You can supply the documents in the following formats: PDF, Word, OpenOffice, TIFF, GIF, JPEG. You can scan the documents or take a photo on your mobile phone. If you do take a photo please make sure the text in the image is clearly visible and can be read easily.

You will be asked to give a name to the file. Please ensure that the name you give to the file is not too long as this may prevent it from successfully uploading.

## Submitting the application and uploaded documents

To submit your application and uploaded documents, click on the Submit application button. Please ensure that you have completed the form and attached all evidence before clicking the Submit button as you will not be able to access your application again once it has been submitted.

**NOTE:** You have to press submit in order for the Trust to receive your application.

### **Email acknowledgement**

Once you have submitted your application, you will receive an email confirming we have received it. You should hear back from us within 2 weeks of submitting your application.

### **Help and questions**

If you have any questions, please contact use by:

- ✓ Phone: 01383 724 990
- ✓ Email: [ug-fees@carnegie-trust.org](mailto:ug-fees@carnegie-trust.org)