

# The Sanctuary Undergraduate Scholarship

Guidance Notes

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| **About the Donor** |

An enhanced package of UAL-wide International PG scholarships has been running for a few years to support diversity of the student body at UAL. In 2023 it was agreed that UAL should start working towards becoming a Sanctuary University, with the expectation that we should meet the criteria for this by 2028.

In support of this expectation, Sanctuary Scholarships for undergraduate and postgraduate students was established in 2025.

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| **About the Scholarship** |

* **£6,000** per year **(£18,000 in total)**
* For 8 **Home refugee** students
* For course costs and living expenses
* Accepted on any undergraduatecourse at **UAL.**

The scholarship will be assessed based on financial need. It will provide a contribution towards material costs and living expenses for the duration of the course except the placement year.

Applications are welcome from those who are in financial hardship and those who will benefit from undergraduate studies to realise their full potential.

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| **Eligibility Criteria** |

To be eligible for the Sanctuary Undergraduate Scholarship students must be:

* Considered a home student for tuition fees purposes and;
* Accepted on any full-time undergraduate course atUniversity of the Arts London starting in **September 2025** and;
* Have a household income of £25,000 or below per annum and;
* A refugee **OR** from a forced migration background
* Have **ONE** of the following statuses:
  + indefinite or definite leave to remain
  + refugee status
  + humanitarian protection
  + permanent residency.

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| **Key Dates** |

Closing date:

All applications must be received by **11PM (UK Time) Sunday 6 July 2025.**

**N.B**. We cannot accept applications that are incomplete or arrive late.

Results will be announced **end of July 2025**.

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| **How to Apply** |

Applications for this scholarship must be made by filling in an online application form via the funding tab in the [UAL Student Portal.](https://sits.arts.ac.uk/urd/sits.urd/run/SIW_LGN)

In addition to the online application form, you will need to upload the following supplementary materials uploaded to the student portal:

1. Evidence of your household income

Examples:

* + 1. Student’s bank statements for the last 3 months ***and***
    2. Parent’s or Partner’s most recent pay slips for the last 3 months ***or***
    3. Parent’s or Partner’s annual tax statements ***and***
    4. External scholarship award for the current academic year notification ***and***
    5. Investments, bonds and savings for parents/partner and/or student

**N.B.** If you are a **dependant** then your household income includes the income of your parent(s) / guardian(s). A dependant student is a student who is financially supported (including payment of tuition fees) by parent(s) or guardian(s). If you are an **independent student**, your household income includes the income of your partner**.** Translated and original copies should be provided if the original copy is not in English language.

1. Evidence of Refugee Status
   1. If you’ve claimed asylum and you get refugee status, the Home Office will create a UK Visas and Immigration (UKVI) account. This will give you online evidence of your immigration status - also called an ‘eVisa’.
   2. Please can you send us your general share code which you can get from GOV.UK, so that we can check your immigration status.
2. Evidence of medical condition (if applicable)

Examples:

1. Doctors’ / Hospital letters

**N.B.** These should be from a qualified medical practitioner, signed, dated within the last 3 months. Translated and original copies should be provided if the original copy is not in English language.

1. Evidence of financial hardship**\*** (if applicable)

Examples:

1. Overdrafts
2. Expenditure
3. Overdue rent letters
4. Bailiffs / debt collection letters

**N.B.** Translated and original copies should be provided if the original copy is not in English language.

**NB: If you have any technical issues when uploading your supporting documents to the student portal, please upload your documents via our** [**online enquiry form**](https://forms.arts.ac.uk/funding-student-enquiry-form/)

\*Financial hardship refers to unexpected events or unforeseen changes that have negative impacts

on cash flow or finances. For example: changes in income or expenditure, changes in employment status (such as losing a job or having hours reduced). This does not include last month’s rent or bills.

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| **The Assessment Procedure for Applications** |

Step 1:

After you submit your application, it will initially be assessed by the Student Funding Service at University of the Arts London, where it will be ranked according to financial need. This process will be based on the financial information you supplied in your application.

**N.B.** further evidence may be requested at a later date in order to complete the assessment.

Step 2:

Candidates who meet the financial ranking thresholds will be forwarded to an assessment panel for shortlisting and selection.

Step 3:

The panel will make their final selections by marking the quality of application and the readiness of the applicant to achieve highly in the discipline, and the applicant’s ability to articulate how the Scholarship will contribute to their studies.

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| **Terms and Conditions of the Sanctuary Undergraduate Scholarship** |

The following terms and conditions apply to acceptance onto The Sanctuary Undergraduate Scholarship:

* The scholarship will provide a contribution towards your course costs and living expenses.
* Course costs and living expenses will be paid in termly instalments to the award recipient.
* Applicants must enrol on the course in the same academic year for which they have applied for funding. Failure to do so will result in either:
  + The application being rejected,

**OR**

* + The award being withdrawn.
* When assessing financial hardship, the University considers any household income of £25,000 per annum or below as the criteria for financial hardship for the sanctuary scholarships.
* Applicants may withdraw consent to share information with UAL at any time by contacting the Student Funding Service via our [online enquiry form](https://forms.arts.ac.uk/funding-student-enquiry-form/). This may result in the application and/or award being withdrawn if UAL is longer able to determine eligibility for support.
* Award recipients cannot be in receipt of more than one UAL affiliated or administered award. Applicants can apply for more than one award, but if offered more than one UAL affiliated or administered award, the recipient will need to choose which to receive. However, in exceptional circumstances, on a case-by-case basis, we may consider two awards if the combined awards are less than £5000 in total.
* Applicants can be in receipt of a UAL award and a non-UAL award (subject to the terms and conditions of the non-UAL award).
* Award recipients are expected to attend all timetabled classes and tutorials. The only exception to this is periods of absence due to illness and extenuating circumstances. Attendance will be monitored and any student with a poor attendance record may risk their award being terminated.
* Award recipients are expected to attend a small number of College and University events to promote scholarship support to potential donors and to meet with scholarship supporters at these events (both during and after completing their course).
* The award will be terminated if registration/enrolment lapses on any grounds other than a temporary suspension of study due to extenuating circumstances.

**N.B.** Any absence due to extenuating circumstances must follow university [procedures](https://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/extenuating-circumstances-and-time-out)

* No applicant for the award should make any decisions regarding their enrolment, financial arrangements, accommodation, or other matters that rely on the outcome of their application being successful.
* All applicants will be informed of the final decision via email. Emails will be sent to the UAL email address for all enrolled students.

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| **More Information** |

Please contact the Student Funding Service via our [online enquiry form](https://forms.arts.ac.uk/funding-student-enquiry-form/) for assistance or with any queries relating to the application process and this scholarship, or visit our [Scholarships Search](http://www.arts.ac.uk/study-at-ual/student-fees--funding/scholarships-search/) page.

If you are unable to upload your supporting documents on the student portal, please contact the Student Funding Service via our [online enquiry form](https://forms.arts.ac.uk/funding-student-enquiry-form/)

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| **Checklist** |

Use this list to help ensure you have completed every part of the application before submitting.

## Table 1 Evidence Checklist

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| --- | --- | --- |
| Have you: | Yes | Not applicable |
| Filled out the online application form? |  |  |
| Included evidence of your household income? |  |  |
| Included evidence of your medical condition? (If applicable) |  |  |
| Included evidence of your financial hardship? (If applicable) |  |  |