



# Financial Support Office

## Undergraduate Scholarship Application Form | 2017-18

Office use only	
Departmental code	
Reference	

Please read the accompanying Guidance Notes before completing this form.

This form requires you to provide detailed information about your financial circumstances. All figures given must be in UK pounds sterling (£).

### Section 1 | Personal Information

1.1 LSE applicant number

1.2 Title (eg, Miss/Ms/Mr/Mrs)

1.3 Surname or family name

1.4 First name(s)

1.5 Date of birth (DD/MM/YYYY)

 /  / 

1.6 Address(es) between June – September 2016. Please give the dates that you will be at this address or addresses.

Address 1	Address 2
<input type="text"/>	<input type="text"/>
Dates	Dates
<input type="text"/>	<input type="text"/>

1.7 Contact details

Home tel	Email
<input type="text"/>	<input type="text"/>
Mobile tel	Fax
<input type="text"/>	<input type="text"/>

1.8 Country of permanent domicile

1.9 Nationality

### FOR OFFICE USE ONLY

	Name of Award	Decision (circle)	Taken by	Date	Initials	Amount Awarded (£)/Decline Code
1		Award/Decline*	P/D/O			
2		Award/Decline*	P/D/O			
3		Award/Decline*	P/D/O			
4		Award/Decline*	P/D/O			
5		Award/Decline*	P/D/O			
6		Award/Decline*	P/D/O			
7		Award/Decline*	P/D/O			
8		Award/Decline*	P/D/O			
9		Award/Decline*	P/D/O			
10		Award/Decline*	P/D/O			

## Section 2 | Study Details 2017-18

It is important that we know as much as possible about your degree programme in order to consider you for the right award. Please provide us with the following information:

Please indicate:

### 2.1 Title of your BSc/BA programme

### 2.2 Department

### 2.3 Fee status for 2017-18

Home (UK)

Home (EU)

Overseas

### Section 3 | Your Education and Experience To Date

3.1 Please give full details of your attendance at, and qualifications obtained from, schools or educational institutions (most recent first):

Qualification and grade	Subjects	Institution name and address (city and country)	From (mm/yy)	To (mm/yy)

3.2 Please give details of any scholarships, bursaries or prizes awarded during your education to date:

Institution	Scholarship or prize name	Value	From (mm/yy)	To (mm/yy)

3.3 If you have studied away from home and/or you have paid to receive secondary education (or other studies), please provide details of individuals or organisations who contributed towards your fees and/or living costs:

Source of financial support	Value	From	To

3.4 Have you ever been involved in any LSE projects such as LSE Choice or Higher Education Summer Schools?

No

Yes

Please indicate which

3.5 Are your parents university educated?

Mother No  Yes  If yes, in which country did she study?

Father No  Yes  If yes, in which country did he study?

## Section 4 | Your Personal Financial Situation

Please refer to Guidance Notes, Section 4

4.1 Please provide details of any previous or current employment.

Start date	End date	Name of employer	Position held	Nature of work

4.2 In the 12 months immediately preceding the start of the programme (ie, October 2016 to September 2017) have you been/are you currently/will you be:

Working Full-time  Working Part-time  Studying Full-time  Studying Part-time

Other   (Please tick all that apply)

4.3 What is your expected total net income during the 12 months immediately **preceding** the start of your programme (ie, October 2016 to September 2017)?

£

*Please provide evidence of income from employment.*

4.4 Do you intend to work whilst studying?

Term-Time No  Yes, Full-time  Yes, Part-time

Vacation/Summer No  Yes, Full-time  Yes, Part-time

[**Note:** The School strongly recommends that full time students work no more than 15 hours a week during term time. Anyone studying in the UK with a student visa can work up to 20 hours a week.]

4.5 If you intend to work, please provide a reasonable estimate of how much you expect to earn from work during the 2017-18 academic session (term time and vacation/summer):

[**Note:** the 2017-18 academic session covers the period October 2017 – June 2018].

£

4.6 How did you arrive at this figure (eg, type of work, number of hours per week, hourly pay)? Is it reasonable to assume that you will earn similar amounts in subsequent years of your programme? If not, please explain.

4.7 Do you have any other sources of **personal** income (eg, savings, savings returns, trust fund, social security benefits) which will be available during the course of your programme?

*Please provide evidence of other income.*

## Section 5 | Your Household Financial Situation

Please refer to *Guidance Notes, Section 5*.

5.1 Please provide the following details for all members of your household:

[Note: Your household is the group of people you ordinarily live with as a family.]

Name	Relationship to you	Age	Occupation	Annual gross income from all sources £
1				
2				
3				
4				
5				
6				
7				
<b>Total household income</b>				

5.2 Please provide details of any other individuals supported by you or your household income, but not living with you (e.g. grandparents).

Name	Relationship to you	Age	Circumstances
1			
2			
3			
4			
5			

5.3 If you expect to receive contributions from anyone during the course of your programme please provide details. You should include members of your household or anyone else including your employer (other than pay which you earn).

Name	Relationship to you	Contribution to your studies		
		2017-18 £	2018-19 £	2019-20 £
1				
2				
3				
4				

5.4 Please provide details of any other members of your household who are or will be studying overseas and/or in higher education during the course of your programme:

Name of household member	Age	Level of study	Institution name and address (city and country)	From (mm/yy)	To (mm/yy)
1					
2					
3					
4					

5.5 Please provide details of any existing obligations or costs (e.g. debts, support for dependants, loan repayments, medical bills), which will affect you or your household's financial situation during the course of your programme:

Description of obligation/cost	Annual payment

Please provide evidence of any obligatory payments.

## Section 6 | Other Financial Support

6.1 Please list all known sources of financial support, including scholarships, grants, bursaries and loans, for which you can apply to fund your undergraduate studies.

[Note: LSE expects you to make all reasonable efforts to secure funding to enable you to study at the School. In particular, all students are expected to apply for government funding in their country of domicile.]

Source of financial support	Amount applied for £	Amount secured, or date result expected	Contact details of awarding/ lending body
1			
2			
3			
4			
5			
6			
7			
8			
9			

[Note: Results of the outcome of unsuccessful applications may be requested at our discretion. In the event of successful applications, copies of notification letters **must** be submitted to us.]

6.2 If you have not applied for financial support from other sources or there is no financial support available to you please explain why:

6.3 Please provide details of **all** efforts, not already included above, that you have made to secure financial support:

## Section 7 | Total Funding Available For Your Studies

7.1 Please summarise the funding you have **already secured** for your programme from the following sources:

	2017-18 £	2018-19 £	2019-20 £
Self (e.g. personal savings)			
Financial assistance (as in 6.1)			
Funding from members of your household			
Funding from other sources			
<b>Subtotal A</b>			

Loans from members of your household			
Loans from other sources			
<b>Subtotal B</b>			

**Total amount available (A+B)**

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7.2 What is the minimum amount of financial support that you need from the LSE in each year to enable you to take up your place?

	2017-18 £	2018-19 £	2019-20 £

7.3 Please explain why you are applying for financial support, and specify how you will use the money if made an award.

**[Note:** Please do not exceed 500 words. You may use a separate sheet if preferred, but you must include a word count at the top of the page. *Failure to complete this section will prevent proper consideration of your application.*]

**(Home UK/EU students only)**

Do you wish to be considered for an LSE Discretionary Bursary?

No  Yes

LSE Discretionary Bursaries are available to students with exceptional financial needs. They are normally intended as a top up to the standard LSE Bursary. Application for standard LSE Bursary is via Student Finance – there is no separate application form. You must have applied for all statutory support available to you to be considered for an LSE Discretionary Bursary. If you have already received the maximum value LSE Bursary of £4,000, it is very unlikely you would also be awarded an LSE Discretionary Bursary.



## Section 8 | Your Future Plans

*Please refer to Guidance Notes, Section 8*

8.1 Do you intend to return to your country of domicile upon completion of your studies? (Overseas applicants only)

Yes

No

8.2 Please write a personal statement in which you:

- a) explain why you are particularly deserving of an LSE scholarship
- b) please include details of your family background
- c) describe your academic interests
- d) outline your career objectives and demonstrate how the studies you plan to undertake at LSE will contribute to these objectives

**[Note: Please do not exceed 750 words and please do not attach your CV. You may use a separate sheet if preferred, but you must include a word count at the top of the page.]**

## Section 9 | Declaration

- 9.1 I have provided all details required and I confirm that the information provided in this application is, to the best of my knowledge, true and correct. I undertake to notify the School's Financial Support Office of any changes in my circumstances without delay. I understand that false information will invalidate this application.
- 9.2 I give my permission for the information provided in this form (and the supporting documentation) to be shared with scholarship donors if they request it.
- 9.3 I have read the criteria of the scholarships for which I wish to be considered and the relevant Guidance Notes. I confirm that I have enclosed or have arranged to send all required supporting documentation.

**Signature**

**Date**

Please keep a copy of this form for your records. The Financial Support Office is not able to provide copies.

Please return to: Financial Support Office  
LSE  
Houghton Street  
London WC2A 2AE

You will be sent an email acknowledgement of your application.

### Checklist

Sections 1-9 completed

Evidence of your own income

Evidence of parental or partner/spouse income

Evidence of obligatory payments

Academic reference attached

#### OR

Academic reference being sent separately to the Financial Support Office

Name(s) of referee(s)

Evidence of any exceptional costs (eg, high medical bills) affecting you or your household (eg, medical certificates and associated bills)

Please refer to the Guidance Notes for more information about appropriate forms of supporting evidence.

# Financial Support Office Guidance Notes

## Undergraduate Scholarship Application Form



### General Guidance

- 1 This application form is for **all** undergraduate applicants who wish to apply for an LSE scholarship for the 2017-18 academic session.
- 2 a) LSE Bursary entitlement **for UK students** will be automatically calculated and paid via Student Finance and there is no need to complete this form to apply for this.  
b) LSE Bursary entitlement **for EU students** will not be calculated automatically. You should complete this form to be considered for this and payment will be made by LSE.  
c) LSE Discretionary Bursary entitlement **for UK and EU students** will be considered via this application form. Please use question 7.3 to indicate you wish to be considered for this if you feel you have exceptional circumstances affecting your financial situation.  
d) LSE Undergraduate Support Scheme **for Overseas students** will be considered via this application form.
- 3 This form will be used to consider you for **all** of the awards offered by LSE for which you are eligible. Please submit one form and one set of supporting documents only. You only need to complete this form **once** regardless of how many awards you would like to be considered for or are eligible for.
- 4 The Financial Support Office can only guarantee that you will be considered for all awards for which you are eligible providing you have submitted the supporting documentation requested. It is therefore very important that you read the web information about the awards which you are interested in to ensure that you have submitted all the necessary documentation for us to consider you.
- 5 You are required to provide supporting documentation relating to income, appropriate to your circumstances. If photocopied documents are submitted, original copies may be requested from you at a later stage. If documentation is not in English, a certified translation must be supplied.
- 6 We require one academic reference from your current 'A' level (or equivalent) teacher or supervisor.  
For more information about references, please follow the **Information for Referees** link on the A-Z site index from the home page of the FSO website: [www.lse.ac.uk/financialSupport](http://www.lse.ac.uk/financialSupport)
- 7 Please complete the form clearly and in full in black/blue ink or type and return it to the Financial Support Office together with any supporting documentation or references required. All questions must be answered. Do not leave sections blank. If a section does not apply to you, please indicate that it is not applicable (N/A).
- 8 All sums of money referred to must be in UK pounds sterling (£).
- 9 If you have been offered a scholarship, government award, Student Finance loan (UK students only) or any other financial assistance for your forthcoming education, please attach a copy of the letter notifying you of your award/loan.
- 10 **Application deadline:** For Overseas students the final deadline is **26 April 2017** (decisions sent by the end of July 2017). For UK and EU students the final deadline is **01 June 2017** (decisions sent by the end of August 2017). We will acknowledge receipt of your application by email.
- 11 Forms can be left in the Student Services Centre drop box or posted to Financial Support Office, LSE, Houghton Street, London WC2A 2AE.
- 12 We do not accept incomplete or late applications. **Applications must be sent as a hard copy.** Applications sent by email or fax will not be acknowledged or accepted. It is the responsibility of the applicant to ensure that a hard copy arrives at LSE by the deadline date.
- 13 You will be notified in writing about the outcome of your application.
- 14 You are unlikely to be considered for a scholarship if LSE is your Insurance university choice.
- 15 The decision of LSE is final and we cannot, regrettably, participate in any individual correspondence with applicants before or after that decision.

## **Guidance for Completing the Application Form**

### **Section 1 | Personal Information**

#### **1.1 LSE applicant number**

This unique identification number will be provided by the Undergraduate Admissions Office.

#### **1.6 Address**

You will only be advised of the outcome of your application in writing. It is therefore important that you provide a contact address or addresses where you can be reached from June – September 2017.

#### **1.8 Country of domicile**

This is the country where you are ordinarily resident. If you are currently living in another country solely for the purpose of receiving education, this would not be considered your country of permanent domicile.

### **Section 4 | Your Personal Financial Situation**

For income from employment, please provide one of the following:

- 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 tax return summary

Please do not send multiple payslips.

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 are in receipt of should be provided.

### **Section 5 | Your Household Financial Situation**

**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.**

For income from employment, please provide one of the following:

- 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 tax return summary

Please do not send in multiple payslips.

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

#### **5.1 In the table, please provide**

- the name of each person in your household
- their relationship to you (eg, parent, grandparent, spouse, partner, child)
- their age
- their current occupation status  
(eg, homemaker, student, retired, in employment, incapacitated)
- their total annual income

#### **5.2 In the table, please provide**

- the name of any other individual(s) supported by your household income
- their relationship to you (eg, parent, grandparent, spouse, partner, child)
- the circumstances (eg, a child living with other parent, family member in residential care)

### **5.5 Obligatory payments**

For obligatory payments, please provide documentation appropriate to the circumstances. Please provide copies of any regular payment agreements (excluding utilities). Please include any credit card or loan repayments. If you have any exceptional costs (eg, high medical bills) affecting you or your household, please provide evidence (eg, medical certificates and associated bills).

### **6.1 Other financial support**

If you do not yet know the amount you will receive from the Student Loans Company please write 'to be confirmed'.

## **Section 8 | Your Future Plans**

### **8.1 Destination**

Some scholarships require the award holder to return to their country after the tenure of their award is finished. This will be made clear in the information about the award on the FSO website. Failure to answer this question fully may mean that you cannot be considered for certain country specific scholarships even though you are a national of that country and/or are domiciled there.

### **8.2. Personal statement**

You are required to write a statement, of no more than 750 words, explaining why you have applied for financial support from the School. Although we are also interested in your academic interests, work experience and future career objectives, it is very important that you tell us why you are particularly deserving of financial support.

### **Completion of person statement is necessary for consideration for LSE Scholarships.**

You can write the statement in a word processing application and attach it as a separate document if you prefer.

Some of our scholarships for overseas students require the award holder to return to their country of permanent residence after the tenure of their award is finished. This is made clear in the information about the award on the relevant FSO web page.

## **Section 9 | Declaration**

In this section, you are required to confirm that the information you are submitting is true and correct, to the best of your knowledge, that you are happy for us to show this information to scholarship donors, and that you understand that you will be asked to provide supporting documentation in the event that an award is offered to you.