



Cardiff Met Sanctuary Award Guidance Notes 2018

This document provides guidance on how to complete the Cardiff Met Sanctuary Award Application Form for students holding offers for a taught postgraduate (Masters) course starting in Sept/Oct 2018.

Background Information

People seeking sanctuary, whether they are separated from or living with their families, are some of the most vulnerable people in the UK (we use the term 'sanctuary' rather than 'asylum' to avoid the negative connotations of phrases such as 'asylum-seekers').

Cardiff Metropolitan University works in partnership with the Article 26 Project, Cardiff Met's Students' Union and its STAR Society to enable people seeking sanctuary access to higher education. Successful applicants for the Sanctuary Award at Cardiff Metropolitan University will be provided with:

- ✓ Tuition Fee Support: Successful students will be offered a full tuition fee waiver for the Cardiff Met postgraduate course they have been offered a place for until such time as they are awarded status that entitles them to access student finance.
- ✓ Travel Pass: Met Rider bus pass which permits unlimited travel on Cardiff Buses for all zones within Cardiff for the academic year (Sept 2018 - June 2019)
- ✓ Meal vouchers: These vouchers will permit one free meal per day (weekdays) during term time, in the Students' Union catering outlets.
- ✓ Personal Support: In addition, support will be available for each student to enable them to identify and overcome barriers to achievement on their degree programme.

Cardiff Metropolitan University will not be able to provide any financial support for accommodation, living costs or expenses such as childcare. Students should only apply if they are able to support these costs themselves during their university course.

Application Deadline

All applications for the Cardiff Met Sanctuary Award for entry in September /October 2018 must be received by **22nd June at 5.00pm**. Applications received after this deadline will automatically be rejected.

Eligibility criteria and the selection process



Before making an application for Cardiff Met's Sanctuary Award please ensure that you meet our eligibility criteria as follows. You are:

- An asylum seeker or the partner/dependant of an asylum seeker;

OR

An asylum seeker/partner/dependant who has been granted Discretionary Leave to Remain (DLR), Limited Leave to Remain (LLR) or some other form of temporary status such as Humanitarian Protection

AND

- Have a conditional or unconditional offer from Cardiff Metropolitan University for entry in September/October 2018 onto a taught postgraduate (Masters) course
- Currently attending a school, college, community or voluntary group which can provide a reference in support of your application
- Unable to access mainstream funding, e.g. student finance or a local authority grant.
- Live within Cardiff and can access Cardiff Bus service to easily commute to Cardiff Metropolitan University with the Met Rider bus pass (the bus pass forms part of the scholarship award)
- Do not require support for living expenses or accommodation.

Applicants must meet **ALL** of these strict eligibility criteria and be in a position to verify their circumstances in order to apply. Applicants who do not meet all of the criteria will not be considered for an award. If you have any questions about whether or not you should apply for an award please contact: sanctuaryaward@cardiffmet.ac.uk

How to apply

- The student should read the guidance notes fully before completing the application form.
- After completion, the student must write a personal statement of no more than 500 words and submit this with the application form.
- The student must give their application and personal statement to their supporting referee and ask them to provide the required reference. The referee can be a member of staff at your current college/university, a member of a voluntary or community group or your Home Office case worker.
- All application forms must also be **signed** by a senior person within the referee's organisation for example, the Head of Department from your college/university or a Senior Manager of the voluntary or community group supporting the student's application.
- The student must provide evidence of their current immigration status or their pending application. Some examples of acceptable forms of evidence are copies of:
 - Home Office letter confirming your immigration status or outcome of your asylum application
 - Home Office acknowledgement letter
 - Passport and visa/biometric residence permit (both sides)
 - Home Office letter confirming you have submitted an application and await a decision



- A letter from a solicitor confirming you have submitted an application and await a decision

- Any other document relevant to your asylum application

- Once the application is complete, please submit it along with the personal statement reference and evidence of immigration status before the closing deadline to:

sanctuaryaward@cardiffmet.ac.uk

OR post it to

Cardiff Met Sanctuary Award
International & Partnerships Office
Cardiff Metropolitan University
200 Western Avenue
Llandaff,
Cardiff. CF5 2YB

Guidance notes for completing the application form

There are six sections to complete in the application form. Please note that the information you provide in the form will be held and processed in accordance with our [Data Protection Policy](#).

Note 1: Personal details and Intended course of study (sections 1 & 2)

- Please complete the personal information section of the form – we need this information to contact you about your application. Please print your details clearly.
- Please confirm the details of the course you have applied to study on at Cardiff Met.

Note 2: Further essential details (section 3)

- The information in this section is required for the panel to understand your current circumstances and immigration status. You must provide evidence of your current immigration status. Please see the 'How to apply' section on page 2 of this document for examples of acceptable evidence.
- As part of the eligibility check, it may be necessary to seek advice from UK Visas and Immigration (UKVI) about your immigration status. Please tick the box in this section to confirm that you give the university permission to make these enquiries. These enquiries will only be made by the University's Immigration Compliance Team.
- In order to meet the eligibility criteria for Cardiff Met's Sanctuary Award, you must confirm that you are not eligible for support from the Student Loans Company. Before ticking this box, you must check your eligibility by thoroughly reading the guidance notes entitled Government Student Support – Applying in Wales on the [UKCISA Website](#). (Please note, where someone has been granted refugee status to remain in the UK, **they will** usually be eligible for student finance).

Note 3: Applicant's Personal Statement (section 4)



As part of your application, you are required to write a personal statement of **no more than 500 words**. Applications received without personal statements will automatically be rejected as invalid. In making a judgement about your application, the selection panel will base their assessment on:

- Your personal and family circumstances and the barriers that you have faced in continuing your education - with particular reference to your current status in the UK. You should have already indicated on your course application form whether you have any disabilities and require any additional support, however if there is any additional information that you believe the panel should be aware of, please include it in your personal statement.
- Your ambitions for the future, why you have chosen your course of study, why you have chosen Cardiff Met and how the Sanctuary Award will help you to achieve your ambitions
- Your financial circumstances, including how you have managed financially up until now and how you will support yourself at university. Cardiff Metropolitan University cannot support living costs or provide accommodation – please indicate how you will support these costs whilst at university.

Your application for the Sanctuary Award is completely confidential and the selection panel will only be able to take into account information that is given in your answers to the questions stated. Whilst the selection panel does need some details of personal circumstances we do not need to know about the circumstances that led to you seeking asylum in UK if you do not wish to provide this information. Your supporting referee will be asked to give a supporting statement about you but if there is any information that you feel should be taken into account when your application is considered you must include it here.

Note 4: Applicant's Declaration (section 5)

- Please confirm by ticking the appropriate boxes that you meet the eligibility criteria. You must meet **all** of the eligibility criteria to be considered for the award.
- As part of the application, you are required to submit a personal statement, a reference and evidence of your current immigration status. By completing this section of the form, you are confirming that you understand these requirements.
- Examples of acceptable forms of evidence of your current immigration status can be found in the '*How to apply*' section of these guidance notes.
- Please confirm that should your Sanctuary Award application be successful, you will inform the University immediately if your circumstances change by emailing sanctuaryaward@cardiffmet.ac.uk.
- Please sign and date the declaration.

Note 5: Referee's Supporting Statement (section 6)

This section must be completed by a member of staff from the applicant's college/university or community/voluntary group where the applicant attends. The referee's supporting statement is an important part of the selection process. Please be sure to include all of the requested information and any other information that you believe should be taken into consideration by the selection panel. It is the responsibility of the applicant to provide their referee with the completed application form and a copy of their personal statement.

When completing the referee's supporting statement please consider the following:



- The referee providing the supporting statement must provide their contact details and confirm that the school/college or community/voluntary group that they represent wishes to support the student's application.
- The student's application will not be accepted without a reference.
- The referee's supporting statement should be **no more than 500 words** and should cover the following:
 - What are the applicant's personal and financial circumstances and what barriers have they overcome to continue their education?
 - How well suited is the applicant to the higher education course they plan to take and how realistic are the student's ambitions?
 - What contribution has the student made to college/school life and/or their community?
 - Any other information that you believe is relevant to the student's application?
 - How do you think the student would benefit from the support offered by Cardiff Metropolitan University's Sanctuary Award?

Applications will only be accepted for consideration if they are accompanied by the referee's supporting statement and signature. This section should also be signed by the Head of Department or Senior Manager of the referee's organisation.

Informing you of the outcome of your application

- Please note that this is a competitive process and there are limited scholarships available, consequently not all applications will be successful.
- Following initial assessment of the applications received, the University will contact you within 2 weeks of the application closing date to let you know whether or not your application will progress to the next stage of the selection process.
- If your application has progressed to the next stage, you will be informed within 8 weeks of the application deadline whether you will be required to attend an interview to verify the information you have provided in your application.
- If you are successful in being offered a Cardiff Met Sanctuary Award you will be informed by 3rd September 2018.

For further information on any aspect of completing your application please email:
sanctuaryaward@cardiffmet.ac.uk