

RIBA EDUCATION TRUST FUNDS COMMITTEE

GUIDANCE NOTES FOR RIBA EDUCATION FUND

1.0 TERMS OF REFERENCE

- 1.1 The RIBA Education Fund exists to aid committed students of architecture, suffering severe financial hardship, to continue their studies.
- 1.2 The RIBA Education Fund provides financial assistance for students of architecture whose means appear to be insufficient to enable them to pursue their studies, subject to satisfying the criteria set out below.
- 1.3 The Education Trust Funds Committee may delegate the assessment and determination of applications to a Sub-Committee which shall report its decisions to the next meeting of the full Committee.

2.0 PROCEDURE: NEW APPLICATIONS

- 2.1 The RIBA Education Department may advise prospective applicants whether their application is likely to conform to the criteria.
- 2.2 If requested, the Education Department will send details of how to apply together with an application form. These documents may also be downloaded from the RIBA's web site: **www.architecture.com**. Upon receipt of the form and other data, any missing or unclear data may be queried if it appears relevant to do so.
- 2.3 The Director of Education may reject any applications within the following categories agreed by the Committee:
 - (a) Student does not meet the residential qualification requirement set out in 4.0;
 - (b) Applicant is not on, or going into, a course as set out in 5.0;
 - (c) Applications to repeat part of a course, except as set out in 6.0;
 - (d) Applications for Part 1 funding after obtaining a degree/qualification in another discipline.
- 2.4 All other applications, and those who seek a review of the Director of Education's decision, will be referred to the Sub-Committee. Where an applicant seeks a review of a Sub-Committee decision, it is again considered by the Sub-Committee with the help of an additional member of the Education Trust Funds Committee, or, if there is a convenient meeting, to the Committee for determination.
- 2.5 The Sub-Committee normally require the following documents:
 - Application form
 - Letter from student relating to hardship / architectural commitment
 - Letter from LEA/SFC regarding ineligibility for a grant
 - AND, if returning from 'stage 1 professional experience', letter from employer
 - AND, if not yet on a course, letter from School confirming a place
 - OR, if already on a course, letter from Head of School (both Heads if a transfer)

3.0 PROCEDURE: RENEWALS

- 3.1 An ongoing student who has been in receipt of an RIBA award and seeks a renewal should obtain an application form from the RIBA Education Department. This is to be completed by the student, and spouse/partner (if applicable), and returned to the Department as soon as possible before the start of the next academic year.
- 3.2 This renewal procedure will not apply where the Sub-Committee have limited the extent of possible grant to specific academic years only.

- 3.3 Renewals are not automatic and depend on the data received on each occasion.
- 3.4 The Director of Education can approve renewal applications where the applicant's school report and, after a year of office training, an employer's report, is/are satisfactory.
- 3.5 All other renewal applications will be referred to the Sub-Committee. The Sub-Committee normally require the following documents:

Application form
Letter from Head of School
Letter from Employer (following 'stage 1 professional experience')
Details of last calculation.

4.0 RESIDENTIAL QUALIFICATION

- 4.1 Applicants must normally satisfy one of the following residential qualifications:
- (a) The applicant has been ordinarily resident in the UK for three years immediately prior to the commencement of Year 1 of architectural studies except that temporary employment or study abroad during the three years will not disqualify an application, or
- (b) The applicant has lived in the UK for a substantial part of his/her life but was not ordinarily resident as above because of being moved abroad by parents, or a parent/guardian, or due to spouse's employment.

5.0 COURSE ELIGIBILITY

- 5.1 The applicant must be on a course at an RIBA validated School of Architecture in the UK leading to admission to the Register of Architects. Applications from students studying on courses with RIBA candidate status may also be considered.

6.0 CATEGORIES

- 6.1 The following are the main categories into which applications fall, and can form the basis for statistical analysis.

Students unable to obtain a LEA/SFC grant in whole or in part because the applicant –

A) THREE YEAR RULE

has not been resident in the UK for the 3 years preceding Year 1 of architectural studies

B) TRANSFERS

wishes to transfer from one UK School to another.

Hardship arising from a transfer will normally be supported only on:

- (a) compassionate grounds, or
(b) strong educational grounds.

C) REPEATS

has been required to repeat a part of the course.

A student required to repeat part of the course will normally be supported for up to one repeat year only:

- (a) for medical reasons, or
(b) on compassionate grounds because of personal or domestic problems.

D) SECOND DISCIPLINE

wishes to study architecture after qualifying in another discipline.

An applicant already qualified in another discipline will only be supported in exceptional circumstances.

E) CHANGED COURSE

has, due to a misjudgement or wrong advice, come late to architecture after disengaging from a course taken in error.

F) CHANGED CIRCUMSTANCES

is receiving an LEA/SFC grant which cannot be increased to meet a change of financial circumstances.

LEA/SFC funded students who marry during the course, and cannot receive any dependent's allowance from the LEA/SFC, or supplementary benefit, will be considered only if it can be demonstrated that the consequence of marriage has provided exceptional financial hardship.

Students already funded by the RIBA Education Funds may, in similar circumstances, have their grant recalculated from the commencement of the next term, but only if exceptional financial hardship can be demonstrated.

G) FAILED FUNDS

is a self-financed student whose expected source of finance is reduced.

H) PART-TIME

is accepted for, or is already attending, a recognised part-time course.

Part-time students would need to demonstrate that their means are insufficient or that hardship would be created for their families.

J) OTHER

Other circumstances agreed by the Committee in individual cases.

7.0 GRANT

7.1 A 'standard grant' is intended to cover elements for fees and maintenance. The rate of the fee is that paid by UK residents at the School (irrespective of whether the applicant is a UK resident) and excludes union dues and other payments.

7.2 Students attending the AA, RCA or Cambridge University will have the rate of their 'fee' element calculated as an average of the UK state school fees.

7.3 The 'standard grant' is calculated using DIUS/SFC rates (except where stated) as:

Fees (as above)
Maintenance as 'Maintenance Grant' standard rate (hall/lodgings inside/outside London; parental home, plus extra weeks allowance (i.e. above 31 weeks)
Dependents allowances – spouse – children

less LEA/SFC grant or other grants / bursaries
Parental contribution (not applicable if student over 25 at start of academic year, or an independent student) as calculated by DIUS/SFC
Student's other net income (after tax/NI contributions)
Spouse's / partner's contribution

7.4 The Sub-Committee may in some situations give an 'ex gratia' award.

8.0 MISCELLANEOUS PROCEDURES

8.1 Withdrawal: A student who does not respond within one month of a letter from the Director of Education will be sent a reminder. If no reply is received within the following 14 days, the student will be deemed to have withdrawn his/her application. A letter will

be sent to the student, with a copy to the Head of School, confirming the withdrawal.

- 8.2 Reminders: The Education Department will send reminder letters to Schools and employers who have not responded three weeks after a reference request. If a reply is still outstanding after a further two weeks, the Director of Education will write a suitable letter and the student will be informed.
- 8.3 Parents: Both parents or guardians will be required to sign Part D of the form. Where both do not sign, a statement will be required giving the reason for non-signature.