**RIBA Student Support Fund**

2020/21 Autumn Application Cycle

Information and Guidance Notes

The RIBA Student Support Fund welcomes applications, twice yearly, from students of architecture enrolled in RIBA Part 1 and 2 courses in the UK who are experiencing financial hardship and would benefit from financial support.

**Level of Bursary**

Students can apply for a maximum of £3,000 in this application cycle. In the application form (Section 7) you will need to provide a financial breakdown which clearly details how you intend to spend the amount you have requested, should you be successful in your application.

The level of bursary awarded to any one student will not exceed £3,000 per academic year. Therefore, if you were to be successful in your application in both the Autumn 2020 and Spring 2021 application cycles, the total amount of funding you receive would not exceed £3,000.

The level of bursary awarded by the RIBA Student Support Fund will vary depending on the applicant’s financial need and the number of applicants supported. Successful applicants may therefore not receive the full amount requested.

Based on the volume of applications received in previous application cycles and the amount of funding available, the RIBA can award bursaries to approximately 10% of applicants. This percentage may change should application numbers fluctuate. It is important to note that we only have the capacity to fund the most urgent cases of short-term financial hardship and where a student has exhausted all other means of support.

**Application Process**

To apply, please complete this application form and submit with all supporting documentation (see Section 9 in the application form for the checklist) to student.support@riba.org with the subject line ‘RIBA Student Support Fund Application.’

Applications and all supporting documents **must be submitted in one single email only by the deadline of 5pm on Friday 27 November 2020.**

Applications received after this time, or without the required supporting documentation, will not be considered.

**Eligibility Criteria**

Students may apply for this fund if they meet any of the following eligibility criteria:

* Can clearly demonstrate evidence of a financial deficit in the income and expenditure sections of the application form
* Have experienced extraordinary or unforeseen events or expenditure which have significantly impacted their level of income
* Can show evidence that all options for funding have been exhausted, i.e. they have applied for the full entitlement of government funding (tuition fee loan and maintenance loan/grant) as well as university bursaries (if eligible for the above)

If students are not eligible for either the tuition fee loan or maintenance loan/grant, they can still apply for this fund; however, we will need to see evidence of their ineligibility (i.e. correspondence from Student Finance (England/Wales/NI) or SAAS)

**Please note that** we encourage students to plan and ensure they have the necessary income in place before embarking on their Part 1 or Part 2 course. Whilst we understand that unforeseen events do occur throughout the academic year, we are unlikely to offer financial assistance to a student if it is clear there was not enough financial planning in place before embarking on their course.

Financial support awarded by the RIBA Student Support Fund should be viewed as additional to a student’s main source/s of income.

**Application Assessment**

All applications submitted by the deadline with the required documentation will be reviewed by our assessment panel. Decisions will then be finalised at an assessment panel meeting and all applicants will be notified of the outcome.

**Timeline for Assessment**

Deadline: 5pm Friday 27 November 2020

Assessment panel: w/c 18 January 2021

Applicants advised of decisions: by Friday 22 January 2021

Please note, we will endeavour to meet the timeline advised above; however, if we receive a higher volume of applications than anticipated, we may need to revise these dates.

**Guidance Notes**

Please ensure you provide all the required supporting documentation; the full list of what you need to provide can be found in Section 9 of the application form. **We will not process your application if you do not include the required supporting documentation.**

Make sure you explain your situation clearly in Section 8 in no more than 500 words. Our assessment panel will rely on this part of your application to gain a clear understanding of your current situation and difficulties.

The financial breakdown that you provide in Section 7 is also very important to the review process, therefore please think about this section carefully and allocate the funding to the most critical areas of expenditure that you have.

All information provided will be treated in the strictest confidence.

Should you have any queries relating to the application process, please email Gillian Harrison, Education Projects Coordinator student.support@riba.org