Department of Education
HM Government of Gibraltar

SCHOOL AWARD

INFORMATION HANDBOOK

for students & guarantors 2025

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Introduction

This handbook offers you and your guarantor information and guidance on the policies and procedures regarding HM Government of Gibraltar Scholarship awards. It also highlights the responsibilities and expectations of all Award holders.

You will be required to acknowledge that you have read the booklet and understand the policies, procedures and responsibilities outlined in the handbook, and the application forms. This handbook should be read carefully and kept as a valuable reference resource.

The Scholarship Administrative Team is also available to help you throughout this next part of your learning journey. We are a team of five based at the Department of Education 23, Queensway.

We aim to have procedures in place which will allow you to apply for a Scholarship Award knowing that we take great care to make sure that the whole process is a stress-free experience for you.

We are also here to assist you with any questions you may have during your studies.

We wish you all the best.

The Scholarship Team

Schools Award

To be awarded a Schools Award the applicant must meet the following criteria:

1. Applicants for awards must have been ordinarily resident in Gibraltar for a continuous period of five years at the time the application for the award is made.
2. Attained the age of 18 by the 1st September of the year of Award.
3. Applicants are attending a HMGoG school or have attended such a school.
4. Applicants are expected to have attained a minimum of two 'A' level or equivalent grades by 1st September of the year of Award (except in exceptional cases).
5. Are allocated as 'home' status by the university within the UK*
   *Individuals who are allocated by the university as having an 'overseas/international' status for the purpose of charging fees, can be found eligible for a schools award if they meet all other criteria. However, in such cases funding awarded will be capped at the relevant home fee status.

If you are planning to enrol on a degree programme which is longer than 3 years, you must seek guidance from the Department of Education before accepting this offer.

Studies Outside the United Kingdom:

If you wish to study an Undergraduate Degree course at a bona fide university outside of the United Kingdom, the Department of Education (DoE) can, at its discretion, approve the award of a Schools Award. Tuition fees and the assistive grant will be capped at the current UK rate.

Foundation Year:

If you need to complete a Foundation year to access an undergraduate course in the future, the Department of Education can, at its discretion, approve a schools award.

Possible reasons for undertaking a Foundation year:

1. You want to study an Art related course and a foundation course is a requirement.
2. You do not have the required subjects at A Level and must complete a foundation year to meet the entry requirements for the undergraduate course.
3. You completed two A Level courses and do not have enough UCAS points to meet the entry requirements for the undergraduate course you want to follow.
4. Your school believes that you would benefit from a foundation year of study.

Integrated Masters:

You may wish to study a course which includes an Integrated Masters. This is typically a four year course. HM Government of Gibraltar (HMGoG) will provide funding for the three years and you will be offered a 3-year Contract. If you wish to pursue an Integrated Masters course, upon successful completion of the 3rd year, you will need to apply for a New Scholarship Award for funding for the 4th year.

If you are planning to enroll in a degree programme which is longer than 3 years, you must seek guidance from the Department of Education before accepting this offer.

Entitlements

A Gibraltar Scholarship Award for overseas studies provides you with the following:

- Assistive Grant
- Travel Allowance
- Tuition Fees – capped at current UK rate.

Assistive Grant

This is a **grant** to help you cover costs whilst you are studying a full-time course outside of Gibraltar. It is important to understand that if you return to Gibraltar and continue with your course online you will not be entitled to receive this grant.

The grant you will receive is £7200.

The grant is paid in three equal instalments: September, December and March.

1st instalment of your grant is awarded for the Autumn Term commencing the month of September.

2nd instalment of your grant is awarded for the Spring Term commencing the month of January.

3rd instalment of your grant is awarded for the final term of the academic year i.e. Summer Term, which customarily commences after the Easter holiday (March/April).

Travel Allowance

If you are studying in the UK or any other country with the exception of Spain, you will receive a travel allowance of £1,300. This allowance will be paid to you with the first instalment of the assistive grant in September.

Tuition Fees

This will be paid directly to your university once the university provides us with the invoice.

Undergraduate: £9,535 (Current UK capping rate).

If you are studying outside of the UK, your tuition fees will also be capped at the amounts stated above. If your fees are higher than the capping rate, you would need to pay the difference. Kindly note that if fees are less than the capping rate you will ***not*** be entitled to the remaining amount.

A tuition fee letter will be attached to your contract booklet, which is issued electronically. You must hand in this letter to the Finance Department when you enrol at the university. This is important since this letter informs the university that HMGoG are responsible for the payment of your tuition

fees capped at £9,535. If you do not hand in this letter to the finance department, your university will be asking you for payment of the tuition fees. If fees are not paid, the university may stop you from having access to your student portal and facilities such as the library. Handing in this letter to the university will ensure that fees are paid promptly by us and you will not encounter any problems.

Hardship Allowance

If at any time during your studies, you experience any financial hardship please contact the scholarship team at the Department of Education.

Scholarship Application Process

Before you embark on this new journey you need to do the following:

Step 1 – UCAS Application

The UCAS process is completed in your secondary school with the help of your teachers. You should have already completed this process and received offers through UCAS TRACK. Offers will either be Conditional, Unconditional or Rejection.

Step 2 – Scholarship Application process

Invitations for applications will be announced in the local press. Your schools will also inform you of this through their usual platforms. The application forms are available online at: www.education.gov.gi.

Step 3 – Submission of Form A of Schools Award

The Scholarship Award application has two stages and requires the submission of two separate forms:

Stage 1:

Schools Award (Form A) – This form must be completed if you have undertaken Level 3 courses (A-Levels or equivalent) within the last 2 years (i.e. applicable to school leavers and students on gap years). **Note – Form A has a deadline.**

Once completed and submitted electronically, the Scholarship Team will process the application. This entails checking that the form is fully completed and that the necessary documentation has been attached. If any further documentation is required, this will be requested by email.

When we have received the application form and all the required documents, you will receive an email informing you that we have begun the eligibility check process.

Documents required for eligibility clearing are:

- Current Applicant's ID card
- Current Utility bill (Electricity and Water only)

If consumption levels are less than £10 on the utility bills provided, we will ask for further evidence such as:

- Electricity and Water bills for the last six months.
- Deeds of Assignment (Purchase Agreement) or Tenancy/Rental Agreement).

The Scholarship Team, may on occasions, reach out to other Government Departments such as CSRO, Housing and Land Property Services to establish eligibility.

Stage 2:

Step 4 – Submission of Schools Award Form

After you have received your A Level results you must complete the Schools Award Form B. This form requires you to provide proof of your A-level results and a letter from the university confirming your university place.

Once this form is received and all the evidence has been checked, the Scholarship Team will prepare your Scholarship Award Scheme Contract.

Step 5 – Contract is issued

An 'Agreement with the Award Holder and Government' (the Scholarship Contract) will be prepared. This is an official document that confirms that you are a Gibraltar Government Sponsored Scholarship Student. The Agreement is issued online via the Hello Sign App. This is to be signed electronically by yourself, your guarantor and a representative of HMGoG, before you leave Gibraltar.

Please read the document carefully and ensure that all the details are correct. If there are any errors in the document, you must contact the Scholarship Team immediately. It is important that, before you enter into this contractual agreement, you understand that non-compliance with the responsibilities could render you liable to return funds to HMGoG. It is, therefore, imperative that you familiarise yourself with the conditions of the contract and your responsibilities as a Sponsored Student before you accept the terms of the Agreement.

Note:

- If you are completing a foundation year you will be issued with a contract for one year.
- If you are completing an undergraduate course you will be issued with a contract for the duration of the course as approved by the Department of Education.
- If you are completing an undergraduate course with a compulsory placement year, you will be issued with a three-year contract and then, upon completion of the placement your initial contract will be amended and you will be required to sign an Amendment of Contract.

When all parties have signed the agreement, you will receive an email with the following attachments:

- A copy of the signed Gibraltar Government Scholarship Award Scheme Agreement between Award Holder and Government.
- Where applicable, a specific tuition fees letter confirming that you are a Gibraltar Government sponsored student. It is important to reiterate that you will need to hand in this letter to your university to ensure that your university sends their bill for tuition fees directly to the DoE. If you do not do this, your university will be asking you for payment and may suspend your student portal/library services.
- A 'To Whom it may Concern' letter stating that you are a Gibraltar Government sponsored student. You may need to present this letter to local public service departments e.g. Housing, Tax, Judicial Courts and GHA.

Step 6 – Releasing of Payments

Once the Agreement is signed by all parties the Scholarship Team will commence the process of releasing grants for those embarking on studies abroad. Funds will be released on a priority basis. Please be aware that this process can take between one to two weeks. The Team will try its utmost to prioritise grants for students who have the earliest start dates.

The first instalment of the assistive grant together with the travel allowance will be deposited into the bank account which you detailed in your application form.

You should expect to receive the following amounts:

Assistive Grant: £2400

Travel allowance: £1300

The second and third instalments will be deposited into your bank account in December and in March.

If there are any changes to your banking details, you must notify the Department of Education immediately and provide proof of your new account details. Failure to do this may delay the receipt of funds in time for the start of the new term.

TYPES OF AWARDS:

All recipients of a Schools Award will enter into a contractual agreement with His Majesty's Government of Gibraltar for the duration of the award.

Gibraltar Scholars

1. If you obtain a minimum of three GCE A Level passes at Grade A taken in one sitting, a certificate and £300.00 will be awarded to you for your achievement.
2. If you obtain three GCE A Level passes at Grade A* taken in one sitting, a certificate and £500.00 will be awarded to you for your achievement.

Funding after Year 1 of your Undergraduate course or completion of the Foundation Year

At the end of each academic year of your undergraduate course, you are required to complete a **'Continuation of Existing Award Form'**. At the end of your foundation year you are required to complete a '**Foundation to Undergraduate Progression Form'**

You are expected to meet the following criteria in order to be eligible for funding:

1. Continue to meet the residency requirements.
2. Successfully complete the academic year of study. A letter of progression or an official transcript of results must be provided.

If you do not meet these criteria your Scholarship Award contract may be terminated.

Gibraltar Government Scholarship Award Scheme

On receiving a Scholarship Award, you will have to sign an agreement with the HMGoG before embarking on your studies. We will then transfer your allowance to your bank account.

Students have a contractual obligation to complete the course they have obtained the award for. HMGoG will only fund costs which are stipulated in the contract. A student who fails to complete the course will need to reimburse all the monies afforded to them including any tuition fees paid by the Department of Education.

Placement year

A placement year, *also known as a sandwich year or year in industry*, is a period of work experience that may be integrated into your studies. Placements vary in length depending on the course you are studying.

Compulsory placements:

A compulsory placement is a placement that is required in order to progress within your degree.

Tuition fees for compulsory placements will be funded by the HMGoG. The DoE will need a letter from your university providing proof that this placement is a compulsory element of your course.

Funding for the academic year of your placement is as follows:

- If you earn a salary which is higher than your yearly assistive grant you will not receive a grant.
- If you earn a salary which is less than your yearly assistive grant, you will receive a reduced grant. The amount you receive will be the difference between your salary and the assistive grant.
- If you do not receive a salary, you will receive the full assistive grant.
- If you complete your placement in Gibraltar, you will not receive an assistive grant.

Optional Placements:

An optional placement is a non-compulsory placement.

If you decide to complete an optional placement, you will have to fund this yourself since optional placements are not funded by HMGoG. Once you have completed your optional placement you will need to complete a **Continuation of Existing Award Form** for the next academic year so that HM Government can continue to award you funding for the remainder of your course.

Turing Scheme:

The Turing Scheme has been launched to replace the Erasmus programme, which, following Brexit, the UK is no longer participating in.

The Turing Scheme is offered by some universities to give you an opportunity to study in other countries for a period of a term or a year. If this is a compulsory element of your course, tuition fees up to a maximum of £9,535 will be funded by the HM Government of Gibraltar. The Department of Education will need a letter from your university providing proof that this scheme is compulsory.

Funding for the academic year during which you are completing your Turing Scheme is as follows:

- If you are provided with funding to support study and work placement abroad, you will receive a reduced assistive grant. The amount you receive will be the difference between the funding you receive and the assistive grant.
- If you do not receive any funding to support study and work placement abroad, you will receive the full assistive grant.

Students intending to complete a Placement or participate in the Turing Scheme must state this in their Schools Award application form.

Changing Course and or University

After all the excitement of starting university has passed, you may realise that the course you are studying, or the university you are attending is not the right one for you.

The issues you may be experiencing may be because it is taking you time to adjust to university life. Before you make any decisions, speak with the dedicated student support team at the university. They will listen and give you practical advice on how to cope with feelings of isolation, homesickness, stress and anxiety.

Once you have received this support and you still want to change your course or place of study, you will need to contact the Department of Education who will provide you with a 'Change of Course/University' application form. Your request will be reviewed by the Department of Education.

How to change your course at the same university?

1. Make sure that you are 100% committed to the course you wish to change to.
2. Research alternative courses carefully, reading module descriptions and whether this supports your long-term plans. You may need certain grades or A Levels in a specific subject, therefore, make sure you meet the entry requirements for the course you want to change to.
3. Speak to your course tutor. Explain the reasons why you want to change Course and they will help start the transfer process with the university's support service.

How to transfer to a new university during your first year?

1. Research alternative courses carefully, reading module descriptions and whether this supports your long-term plans.
2. Contact the Admissions team of the university you would like to transfer to. When accepting transfers, each university has a different policy. Some will accept in-year transfers, although they may have a deadline usually at the end of the first term.
3. Speak to your course tutor. Explain the reasons why you want to change university and they will help you start the transfer process. The earlier you begin the transfer process the better.

How to transfer to a new university at the end of your first or second year to complete the same course or a course in a related field:

1. Research and find out what the policy is at the university you wish to transfer to.
2. Check the university's transfer deadline. When accepting transfers, each university has a different policy. You may be asked to apply through the UCAS application process at Year 2 or Year 3 entry.
3. If your UCAS application is successful, you will be able to transfer your credits to your new university.

How to transfer to a new university at the end of your first year to complete a different course:

1. Research alternative courses carefully, reading module descriptions and whether this supports your long-term plans.
2. Apply through UCAS, Year 1 entry.
3. If your UCAS application is successful, you must inform the DoE.
4. Before a new contract is issued, you will need to either return all funds afforded to you for the period of study which you completed, or self-fund your Year 1 studies of your new course.
5. Once you have successfully completed Year 1 of your new course, HMGoG will fund the rest of your studies, subject to you passing each academic year.

Before starting the new course or university, you must provide the Department of Education with an official letter from your current university confirming the changes and that no further tuition fees will be charged for that academic year.

In all cases, your initial contract will be amended and you will be required to sign an Amendment of Contract. Please note that any changes that you make to your course or place of study must **NOT** result in you being required to study for a period longer than 3 years.

If, upon successfully completing your first year of studies, you decide that you do not wish to continue with your studies, you must inform the DoE. In this case, you will not be liable to reimburse HMGoG for the funds afforded to you.

Break in Studies

Gap Year/ Deferral

A gap year offers you the opportunity to gain skills and experiences before you continue with your studies. This may be pre-planned or you might change your mind during the application process.

If you have planned to take a gap year, you may have decided not to apply to UCAS. If this is the case, you will be entitled to an assistive grant for up to a period of two years after completing your level 3 qualifications.

If you applied to UCAS with a 'deferred' start date, the conditions of your offer will not change. You will need to apply for the Schools Award next year.

If you have applied to UCAS to begin your studies this year, but you would now like to defer, you must contact the university who will advise you if this is possible. Some universities may only accept deferrals for some courses. Some universities will ask you to reapply through UCAS for the following year.

You have until your start date to decide whether to defer or not, but accepting your decision is completely at the discretion of your university.

You will need to inform the Department of Education, in writing, of your intention to defer.

You may decide to defer your studies after you have started your course. Some universities may allow you to do this. You will need to inform the Department of Education of this decision and return any money that you have received from HMGoG for that year.

Leave of Absence

A leave of absence allows you to temporarily suspend your studies, if you encounter any difficulties which are affecting your ability to continue with your studies, for example illness or serious personal problems. You must seek permission from your university to take a leave of absence and they may agree to suspend your registration. Once you return to university, they will reinstate your registration.

You must inform the Department of Education as soon as any difficulties arise. The DoE will contact you to discuss your contractual obligations.

Remember that although these decisions are ultimately yours, you need to think very carefully and seek advice at all stages of making this decision. Do what you feel is right for you.

Continuation of Funding:

In order for funding to be released for the next academic year of an undergraduate course, you must successfully complete the previous academic year and provide the DoE with a letter of progression or a transcript of results, from the university and complete the 'Continuation of Existing Award Form.'

Throughout the course of study, you may experience unexpected short term difficulties. This might have a detrimental effect on your studies, which may lead you to having to withdraw/defer/take a leave of absence:

- Serious illness (physical or mental)
- Family difficulties
- Death in family
- Other unforeseen circumstances

The university can offer different levels of support and will offer you different options so that you can work towards completing your qualification.

However, for different reasons, you may not be allowed to progress to the next level of study by your university.

Resits or Repeat Year

If you fail an assessment the university may offer you an opportunity to resubmit the assessment or resit the exam. Each university has different resit policies which you need to follow. Your university should contact you to provide the details of what you are required to do. However, if they do not contact you, you must contact them as soon as possible.

If there are mitigating circumstances, for example personal problems, illness, etc. that you feel may affect your exam performance, you should inform the university immediately. The decision will be made by your university as to whether you can resit the exam.

You will be required to pay for the resit opportunity.

If you fail the resit, the university may not allow you to continue with your course and you will need to reimburse the HM Government of Gibraltar with the funds invested in your studies, inclusive of tuition fees, assistive grant and travel allowance for the academic year.

If the university offers you the opportunity to repeat the year, and you wish to do so, you will need to self-fund the year in its entirety. Once the year is successfully completed, HMGoG will continue to fund the remaining years of study.

Trailing of Modules

If you did not complete all the modules in the academic year, the university may allow you to progress onto the next level and trail one or two modules into the next academic year. This means that you will have to attend all the lectures on these modules and complete the assignments in addition to the commitments required for the new academic year. This can be very challenging and you will need to carefully think about this option.

Permission to trail modules must be sought from the Department of Education. You will need to provide a letter from the university which gives details of their offer.

You will be required to attend a meeting with the Department of Education, with your guarantor, in person or remotely, to discuss and explore the challenges that may arise these includes:

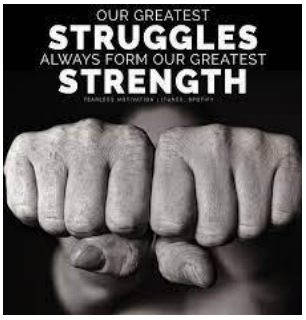
- financial implications if you are unable to complete the course.
- the importance of seeking support from the tutors at the university and the Department of Education, should you encounter any difficulties.

At the end of this meeting, you and your guarantor will be required to sign an agreement with the Department of Education.

If you pass the trailed modules, the university will issue you with a progression letter which you must forward to the DoE.

If you do not pass the trailed modules you will be required to reimburse HM Government of Gibraltar the funds afforded for two academic years.

Encountering Difficulties which lead you to Discontinue with your studies



Medical – Mitigating Circumstances

The university offers support through a number of mechanisms for individual mitigating circumstances. It is important that you inform your personal tutor of any mitigating circumstances you may encounter as early as possible to ensure that the appropriate support is put in place.

Note: *'A successful mitigating circumstances case does not excuse you from an assessment as the learning outcomes for module(s) affected must still be undertaken. It may lead to an extension for assessed work or a resit opportunity (as a first attempt or for a capped mark) for any test, oral or written examination (to be taken at the earliest scheduled opportunity).'*

Once you have received your results, it is too late to submit a request for mitigating circumstances.

Reporting Mitigating Circumstances

You must inform the Department of Education as soon as possible of any issues that you may be having so that we can provide you with support. You will have entered into a Gibraltar Government Scholarship Award Scheme with the understanding that you will need to reimburse HM Government of Gibraltar if you do not complete your course unless you are able to provide evidence that as a result of health concerns you have had to withdraw/defer from the course.

In order for the Scholarship Panel to consider any cases to determine whether the monies afforded would have to be returned, you will have to complete a Mitigating Circumstances Form and provide the following supporting documents:

- Timeline of events leading up to your withdrawal;
- Mitigating circumstances submitted to the university prior to withdrawal;
- Correspondence with the university leading up to withdrawal;
- Correspondence from counsellor(s) and doctor(s) prior to withdrawal;
- Written confirmation from the university stating that due to health concerns they recommend that you withdraw from the course;
- Official confirmation from your university of your withdrawal;
- Any further documents to support your case.

The Scholarship team acknowledges that you may not feel comfortable with sharing information pertaining to private or sensitive issues which have impacted your academic progression. All information provided is treated confidentially and disposed of by request once the panel has made its decision.

GDPR

We understand that there may be occasions when you may need the support of your parent / carer and would like them to contact the Department of Education on your behalf. However, General Data Protection Rules (GDPR) do not allow us to disclose any information about you to any other person. In order for us to be able to discuss any issues with your parent / carer you would need to send an email to the Scholarship team giving us your authorisation to do so.

Accommodation

Studying abroad can feel like a big step. It is the first time you may have lived away from home. Finding the right accommodation is very important to make you feel secure, comfortable and provide a home in a new environment, making a positive study experience.

Choosing your student accommodation is an important step in your study journey. There will be different options available and you will need to think carefully about what type of accommodation best suits you.

The accommodation you select should match your preference and be within budget. Where you live whilst studying will significantly influence how you feel and affect your overall experience. Take time to look at all your options carefully.

It is recommended that you secure your student accommodation before you confirm your offer. Make sure you understand what steps you need to take to secure the accommodation of your choice. Talk to your parents, carers, family and friends who will be able to help guide you through the process.

There are different types of accommodation that may be available to you:

On- campus accommodation (University Student halls) – Accommodation provided by the university.

Off-campus accommodation - Is an accredited or university partner-run accommodation facility. These can be like university halls.

Private rental – Renting a house or an apartment from a landlord or agency. Always check with your university for a list of reliable agents and landlords.

You should always be prepared to pay an upfront deposit and/or rental fees. Read any contract or agreement you receive carefully and if you have any concerns contact the university accommodation officer, agency or landlord directly.

It is important to note that the Assistive Grant may not cover all the costs of the accommodation, therefore it is important before entering into any agreement that you check that it is within your budget.

HM Government of Gibraltar cannot act as a guarantor and/ or sponsor for your accommodation.

Any issues or concerns relating to your accommodation must be addressed by yourself directly with the accommodation provider.

VISA Information

Studying in the UK Without British Citizenship

If you are a **British Overseas Territories Citizen (BOTC)** or hold a nationality other than **British Citizen**, you **must** apply for a **Student Visa** to study in the UK. The university you apply to will provide guidance on this process in advance. The Department of Education (DoE) cannot resolve visa issues.

Important Funding Information

If a university offers you a place as an **International Student**, HMGoG will only cover tuition fees **up to the Home Student rate (£9,535)**. You will be responsible for paying any additional fees.

Student Visa Application Process

- You can apply up to 6 months before your course begins.
- If your course is at degree level, you can usually stay in the UK for up to 5 years.
- To apply, you must provide evidence that:
    - You have been offered a place on a course.
    - You have sufficient funds to support yourself and pay for any additional tuition fees beyond the £9,535 covered by HM Government of Gibraltar (HMGoG).
- Applying for a Student Visa incurs a cost that you must cover. (£490)
- You must also pay an Immigration Health Surcharge as part of your visa application. (£776 per year)

For further details, please visit: **UK Student Visa Information**

UK Visa Biometrics in Gibraltar

All **UK visa applications** in Gibraltar must be submitted through the **Civil Status and Registration Office's Immigration Section** for **biometric enrolment** once you have submitted your visa application to the UK and paid the UK visa fee.

- Once you submit your visa application to the UK, you will need to complete biometric enrolment at the Civil Status and Registration Office (CSRO).
- There is an additional **£25 fee** for biometric enrolment.
- After biometrics are taken, you must liaise with the CSRO's Immigration Section for the return of your passport and visa application.
- You will then need to **send your visa application and passport to the UK by courier** to ensure timely processing before your departure.

For general visa information, visit: **Do I Need a Visa?**

Studying outside the UK

Requirements for student visas will vary depending on the country and whether you are going to be a full-time student or completing a placement. Check the websites of the universities you're applying to and the relevant national immigration/visa agencies. In some cases you may also require a residence permit.

It is your responsibility to apply for the VISA. We advise you to research the process and corresponding requirements, and begin the application process as soon as possible.

Any issues or concerns relating to your VISA must be addressed by yourself directly with the University and/or national immigration/visa agencies.

HM Government of Gibraltar cannot take responsibility for your VISA application process.

Frequently asked Questions:

1. **Do I qualify for a Scholarship Funding Award?**

Applicants must:

1. Attained the age of 18 by the 1st September of the year of Award.
2. Applicants for awards must have been ordinarily resident in Gibraltar for a continuous period of five years at the time the application for the award is made.
3. Applicants are attending a school in Gibraltar or in the United Kingdom, or have attended such a school.
4. Applicants are expected to have attained a minimum of two 'A' level or equivalent grades by 1st September of the year of Award (except in exceptional cases)
5. Be eligible for home fees within the UK*
   *Individuals who are not eligible for home fee status can be found eligible for a Schools Award if they meet all other criteria. However, in such cases funding awarded will be capped at the relevant home fee status.

2. Can I apply for a Scholarship Funding Award for more than 3 years?

The Schools Award, typically granted by HMGoG to students upon successful completion of their A Levels, is designed to support young people with the completion of their undergraduate degree course (Level 6). However, there are some undergraduate degree courses (e.g. Dentistry and Medical Degrees) that are longer than 3 years in duration and these will be eligible for funding. Undergraduate courses in Scotland have a duration of 4 years, these courses will also be funded.

3. Can I apply for a Scholarship Funding Award for a 4-year Integrated Master's Course?

The Schools Award, typically granted by HMGoG to students upon successful completion of their A Levels, is designed to support young people with the completion of their undergraduate course (Level 6). An integrated Master's course awards a postgraduate qualification (Level 7) and you will have to apply for funding for the 4th year of studies upon successfully completing your third year.

4. Will I receive funding if I study at a university outside of the UK?

Yes. You will receive an assistive grant and travel allowance grant as per UK students. Tuition fees will also be capped at UK rate (£9,535). Students are advised to bear this in mind when considering universities in other countries as any costs additional to the maximum capped figures will have to be met by the student.

5. How do I decide on my Insurance Offer?

The conditions of your insurance offer must be considerably lower than the conditions of your first choice. In making your choices for your UCAS application you must consider courses at undergraduate level which have entry requirements which you can meet. **Your aim is to secure a place in an undergraduate course.** However, if you are unable to meet the entry requirements for courses at undergraduate level, you can apply for Foundation Degree courses (see Q 8 & Q 9 below).

Once I get my results in August…

6. If I do not meet the conditions of my firm offer and the university makes me an offer for a foundation degree course should I accept this?

No. If you do not meet the conditions of your firm offer you should accept your insurance offer if this offer is for an undergraduate degree course.

7. What if I do not meet the conditions of my firm choice or my insurance offer?

You will need to apply through clearing and try to secure a place on an undergraduate course.

8. What if I am only offered a place on a foundation year?

Your application will be considered by the Scholarship Team at the DoE. Your Headteacher/Principal will be asked to state whether this pathway is in your best interests personally and/or academically. Please note that your application may **not** be successful.

9. What are the entry requirements to apply for a Scholarship Funding Award for a Foundation Year?

Except in exceptional cases, you must have achieved a minimum of two E grades, or equivalent, in two Level 3/A Level subjects. You must have met the minimum attendance requirements of your courses and your school believes that a Foundation year would be beneficial to your educational development.

10. What is a scholarship?

A scholarship is financial support awarded to students during their time at university following a foundation year, undergraduate or postgraduate degree.

11. What does a scholarship consist of? What am I entitled to?

A scholarship consists of an assistive grant, travel allowance and payment of tuition fees paid directly to the university each academic year.

The Scholarship grant covers maintenance and the university's tuition fees. If your chosen university is not within the UK, HMGoG will cap costs as per UK rates.

12. What is an assistive grant?

An assistive grant is money given to each student to help with living expenses incurred whilst studying abroad. This is paid in three equal instalments at the beginning of each term (e.g. September, December and March).

13. What are the different types of Scholarships?

Schools Award – Open to applicants who will start a course within two years of completing their Level 3 qualifications.

New Scholarship Award – Open to applicants for Postgraduate studies or second chance learners who wish to embark on a new course.

Distance Learning Award - Open to applicants who wish to undertake an online course.

Continuation of Existing Award – Open to applicants who require funding to continue with their undergraduate course and are currently Scholarship Award holders.

Foundation to Undergraduate Progression - Open to applicants who have completed a Foundation Year and wish to apply for an undergraduate course.

14. What if I do not want to study abroad?

If you do not want to study abroad, you could study at the University of Gibraltar or apply for an online course e.g. Open University.

15. How do I apply for a course at the University of Gibraltar?

You would have to apply directly to the University of Gibraltar. Once you have confirmation of your offer, you will need to follow the Scholarship Application Process on Page 6.

16. How do I apply for an online course?

You would have to apply directly to the course provider. Once you have confirmation of your offer, you will need to complete the Distance Learning Award form.

17. How do I apply for a Degree Apprenticeship?

You would have to apply through UCAS. For further information please contact DoE.

Guarantor

What is a Guarantor?

A guarantor is an individual who agrees to accept
the responsibilities to ensure you comply with your contractual obligations.

Who can be my guarantor?

A parent or legal guardian, resident in Gibraltar, can be your guarantor.

What are the responsibilities of the Guarantor?

Your guarantor has to agree to pay any debt if you are not able to do so. It is important that they understand fully what their commitments are before they sign the Gibraltar Government Scholarship Award Scheme Agreement.

What are my obligations?

- You need to read the contract carefully before signing and agreeing to the contractual obligations.

- In order to receive a grant for the next academic year for your undergraduate course, you will need to complete the **Continuation of Existing Award** application form. Evidence of successful completion and proof of residency is required.

- After successful completion of your foundation year, you will need to complete the **Foundation to Undergraduate Progression** form to continue into an undergraduate degree to apply for funding. Evidence of successful completion and proof of residency is required.

- If you encounter any issues or difficulties with the course, you must contact the Student Support Services at the university and Department of Education.

- You must seek approval from the Department of Education before you finalise any changes in your course or university. Any changes made without the approval of the Department of Education may result in a breach of contract and may have financial implications.

- You must successfully complete each academic year.

Helpful information for students:

What should I do before I leave for university?

1. Book your accommodation.
2. Make sure you open a bank account before leaving for the UK.
3. Take your tuition fee letter. Remember you will have an electronic copy of this.

What should I do when I arrive at university?

1. Provide the Finance Department with your tuition fee letter.
2. Register with a GP.
3. Register with a dentist.
4. If you have SEND needs, inform your university.
5. Get involved and enjoy freshers week:
   The first year student welcome period is full of events designed to help you settle into university life. While you don't have any course commitments, you can immerse yourself in these activities and make sure you are prepared to start your degree.

Note:

Life away from home will be a new experience for most of you and problems will undoubtedly be experienced along the way. You do not need to feel you're on your own, since advice is readily available on many of the problems you may come up against. First contact should be the personal tutor assigned to each of you when you enrol. You are encouraged to quickly establish a working relationship with your tutors. Help is also available from the student services/affairs office in university. Trained counsellors usually offer around the clock help/advise facility which is completely confidential. Remember, that the Department of Education will continue to support and assist you throughout your time of study abroad.

Nearly all universities offer on-campus student support centres, which can help you with a range of things from homesickness, mental health and financial advice. Check out the Wellbeing section on your university's website.

Zero Tolerance Statement

The Scholarship Team works to support you. We will treat you and your guarantor with courtesy and respect. We expect the same courtesy and respect in return.

Any abuse whether in person, over the phone or written form, will not be accepted under any circumstances.

We trust you will understand that our zero tolerance policy is in place for the interest of our dedicated team and of the complainants we do our best to serve.