



## Scholarships and Funding - Guidance Notes

Document Control

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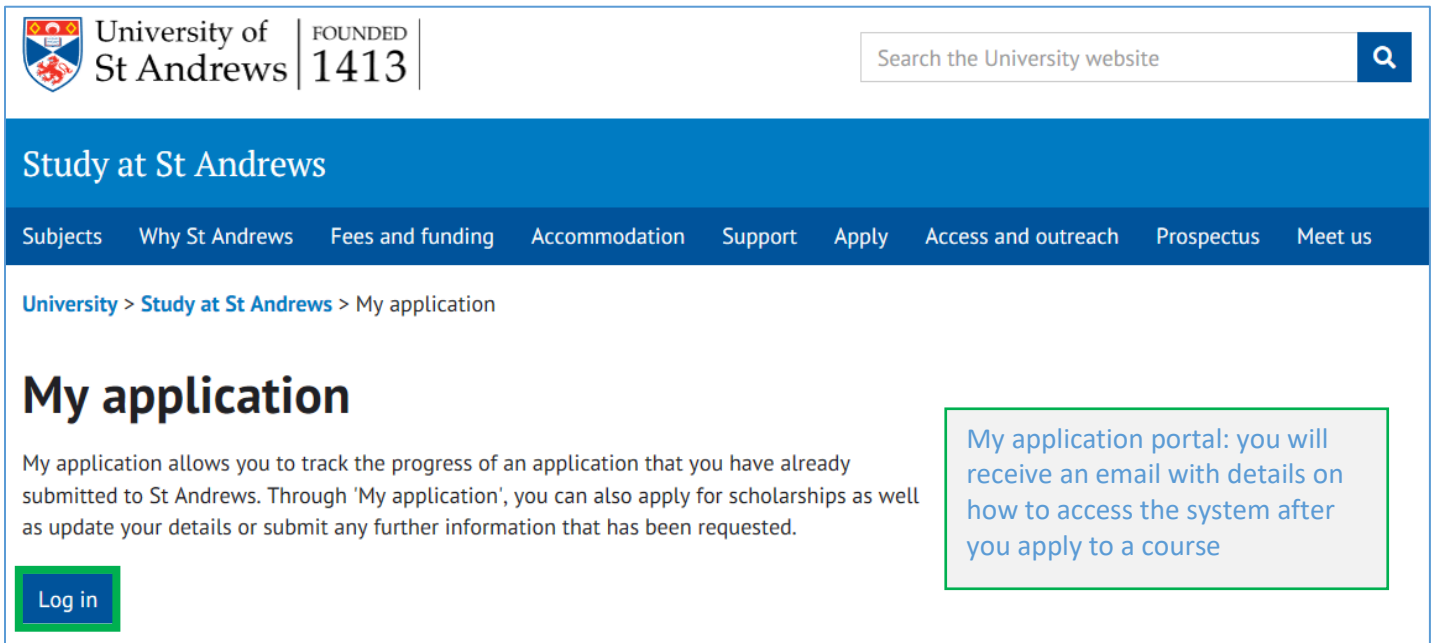
# How do I find the Scholarships and Funding catalogue?

## New Applicants

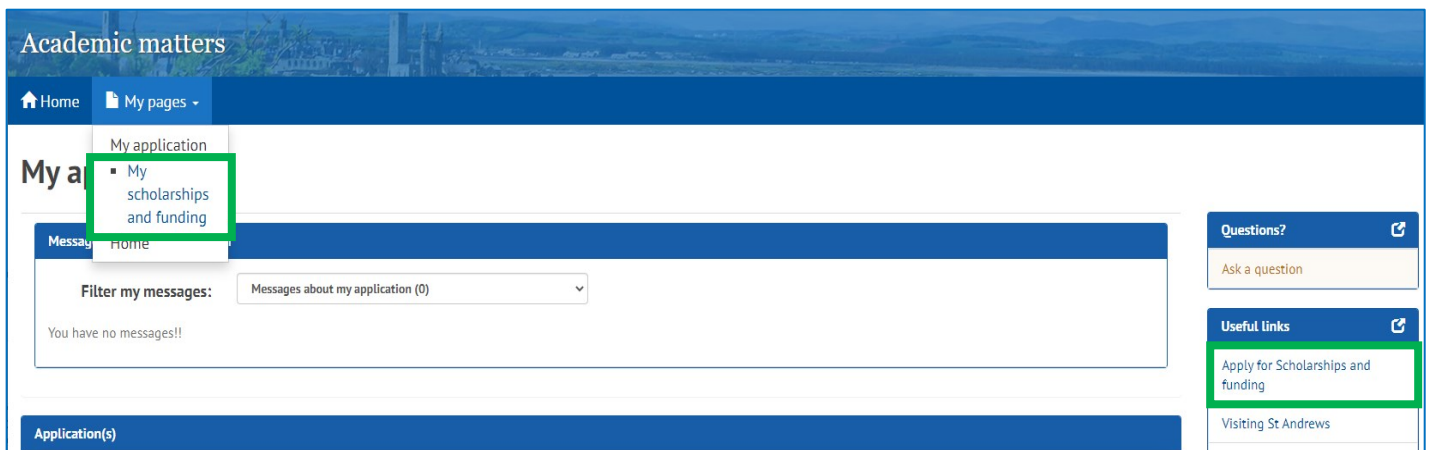
When you have applied to a course at the University of St Andrews, you will receive an email providing log-in information for accessing the My application portal, where you will find "My Scholarships and Funding".



Use the search box or type this link into your browser: <https://www.st-andrews.ac.uk/study/my-application/>



Once you have logged in you will find "My Scholarships and Funding" in the top "My Pages" menu or in the useful links section of the screen:



The link will take you to the main Scholarships and Funding options home page menu:

Scholarships and funding
This container provides links to student funding services. To search and view funding opportunities, please click on the link to our scholarships and funding catalogue.
<a href="#">Create my funding financial profile</a>
<a href="#">View the scholarships and funding catalogue to apply</a>
<a href="#">View or continue my funding applications</a>

[Create my funding financial profile](#) – complete this to help calculate your household income for any needs-based applications; it will prepopulate questions in your application form.

[View the scholarships and funding catalogue to apply](#) – You can search for funding and apply to all types of funding here. Two years of funding are available; the current year for current students who need funding now, and next year for new applicants applying to a new course.

[View or continue my funding application](#) – If you have started an application or been sent an email notifying you to complete an application it will appear here. You can access applications you have started or track the progress of applications you have submitted here.

## Current Students

**Current students** can log into MySaint and will find the Scholarships and Funding options under the “My Applications” tab:

The screenshot shows the top of the University of St Andrews website. At the top left is the university logo with the text 'University of St Andrews' and 'FOUNDED 1413'. To the right is a search bar with the placeholder text 'Search the University website'. Below this is a blue navigation bar with the text 'Current students' and a list of links: 'Administration A-Z', 'Schools', 'Centres and institutes', 'Staff directory', 'Maps', and 'Memos'. Below the navigation bar is a grid of blue buttons with white text and right-pointing arrows. The buttons are: 'Ask a question', 'MMS', 'Moodle', 'MySaint' (highlighted with a green border), 'Office 365', 'SaintMail', 'Semester dates', and 'Student handbook'.

<https://mysaint.st-andrews.ac.uk/>

The screenshot shows the MySaint user interface. On the left is a vertical navigation menu with icons and text: 'Home', 'Ask a question', 'My applications' (highlighted with a green border), and 'My courses'. On the right is a main content area. At the top is a header 'e:Vision applications' with a three-dot menu icon. Below this is a dropdown menu with two items: 'Outbound Study Abroad Application' and 'Scholarships and funding' (highlighted with a green border). Both items have a downward-pointing arrow icon.

The screenshot shows three action links, each with a blue text label and a right-pointing arrow icon. The links are: 'Create my funding financial profile', 'View the scholarships and funding catalogue to apply', and 'View or continue my funding applications'.

[Create my funding financial profile](#) – Complete this to help calculate your household income for any needs-based applications; it will prepopulate questions in your application form.

[View the scholarships and funding catalogue to apply](#) – You can search for funding and apply to all types of funding here. Two years of funding are available; the current year for current students who need funding now, and next year for new applicants applying to a new course.

[View my funding application](#) – If you have started an application or been sent an email notifying you to complete an application, it will appear here. You can access applications you have started or track the progress of applications you have submitted here.

## My Funding Financial Profile

We recommend that all students applying for needs-based funding complete the Funding Financial Profile in advance, as this information will pre-populate financial questions in your application form. It will help break down the elements of your household income and explain the difference between being dependent and independent financially. It should reflect your **current** household income that you can provide evidence for. If you are aware of significant changes to your household income, you can tell us about this in your application.

You can update this should your circumstances change for any future applications, although please note that any changes you make appear on subsequent applications only, and not on applications already started.

Click on "My funding financial profile" and then select whether you are an Independent or Dependent student per the guidelines noted.

### My funding financial profile

Print

Edit my profile

In **Edit my profile**, you can create and update your current household income profile. Your profile is held on record and is designed to help break down the types of income we will use to assess your financial need. It will populate financial needs based questions in funding applications started after you have completed this section.

Referring to the guidance below please indicate whether you are a dependent or independent student

Dependent

Select

Please enter a figure in each box that is **relevant** to you and your household. It should be for the current or most recent year that you have supporting documentation for and can provide us with if asked.

### Dependent:

#### Dependent student

If you do not meet any of the conditions listed above and meet **all the conditions listed below** you will be considered as a dependent student. You should provide all contributors to your household income for the current year (including; parent/step-parent/parent's partner/guardian/any other). Any changes in income for the coming year should be described in your financial statement.

- You have not supported yourself from earnings or benefits outside full-time education or the parental/guardian home
- You have no dependent children
- You have not been married, in a civil partnership or living with a partner

Select dependent and enter all types of income and benefits received into the household, including maintenance contributions where parents are separated. This should NOT include child benefits or child related tax/universal credits.

#### Dependent student financial profile

Please provide gross **annual** amounts for all applicable categories below (for the most recent/current full year you can provide evidence for)

Gross salary or earnings (parental)	Disability allowances
£ 0	£ 0
Private or state pension income (parental)	State benefits, working tax credits or universal credits (excluding child benefits)
£ 0	£ 0
Earnings from trusts or dividends or investments	Other income (Capital gains, annuities, other rental income, gambling etc.)
£ 0	£ 0

Update my financial profile Exit

## Independent:

### Independent student

You must meet **one** or more of the following conditions to be considered as an independent student. You should provide your personal income and that of your partner/spouse/other contributors to your household income for the current year. Any changes in income for the coming year should be described in your financial statement.

- You have supported yourself financially for more than one year away from the parental/guardian home
- You have any children who are dependent on you
- You are/have been married, in a civil partnership or living with a partner
- You have not communicated with either of your biological or adoptive parents for 12 months before your course begins and the situation is irreconcilable.
- You are living in care for at least three months spanning your 16th birthday or under custodial order

Select independent and enter all types of income and benefits received into the household, including spousal income and contributions from any other family members. This should include any student loans received for the current year.

### Independent student financial profile

Please provide gross **annual** amounts for all applicable categories below (for the most recent/current full year you can provide evidence for)

#### Student loan

£ 0

#### Bursary, maintenance or scholarship

£ 0

#### Single or lone parent grant

£ 0

#### Small business income e.g. property rental, stocks and shares

£ 0

#### Gross earnings or salary

£ 0

#### Partner or spousal income

£ 0

#### Family contribution

£ 0

#### Disability living allowance

£ 0

#### State benefit, working tax credits or universal credits (excluding child benefits)

£ 0

#### Earnings from trusts or dividends or investments

£ 0

#### Private or state pension (income)

£ 0

#### Other income (Capital gains, annuities, other rental income, gambling etc.)

£ 0

[Update my financial profile](#)

[Exit](#)

Click on [Update my financial profile](#) when you have added all types of household income received. If you have any questions, please email [scholarships@st-andrews.ac.uk](mailto:scholarships@st-andrews.ac.uk)

You will then be presented with a summary of your financial profile. If this information is correct, the [Exit](#) button will return you back to the home page where you can apply for funding via the Scholarships and funding catalogue. If you have made an error, you can amend your profile at this point by clicking on the [Edit profile](#) button.

### My funding financial profile

[Print](#)

#### Summary

Student Financial Profile Classification	Dependent
Gross salary or earnings	£12,000
Disability allowance	£0
Private or state pension (income)	£3,000
State benefit, working or universal tax credits	£300
Earnings from trusts, dividends and investments	£0
Other Income	£1,000
<b>Total Income</b>	<b>£16,300</b>

[Edit profile](#)

## View the scholarships and funding catalogue to apply

Within this section you can search and apply for funding available across the University.

### Funding search

#### Select the Academic Year you are applying to

Entry year funding from Aug 2023 (2023/4)

e.g. select 2022/3 if you are a current student looking for travel, emergency or course funding for this academic year. Funding for courses starting in 2023/4 will be available for applications from October 2022 onwards.

#### Funding type

Any

#### By School

Choose an option

#### Study level

Any

[Refresh list](#) After refreshing, please scroll down to see list.

**Year:** This will default to the current academic year, however:

- If you are **applying for a new course** (e.g., to start in August/September 2023/4) and are looking for funding for that course, select “**Entry year funding 2023/4**”.
- If you are currently studying at St Andrews and are looking for funding to continue your studies for the following academic year (e.g., from September 2023 onwards), select “**Entry year funding 2023/4**”.
- If you are currently studying at St Andrews and are looking for financial assistance to be paid within the current academic year or over the summer, select “**Current in-year funding 2022/3**”.

**Award Type:** You can search here for specific types of funding – i.e., accommodation awards, financial assistance, tuition and maintenance, travel, projects and initiatives

**School:** Choose the School which you are applying to or leave empty to view all available funding options

**Study level:** Choose your intended level of study e.g., Undergraduate

Please note that you do not need to make a choice for every dropdown. The more detail you enter the more accurate the funds returned.

Once you have made your selections click on [Refresh List](#). This will return all funds that match your search criteria.

If you are more general with your selections, this may take longer to load.

**Note:** You can go back at any point and change your search criteria. Ensure that you click [Refresh List](#) each time you change the criteria to update the results.

Use the active ‘Filter’ box to find a specific scholarship. Just start typing the name...

**Funding catalogue**

1 to 6 of 6 rows  
 Show  entries  
 Filter

Type	Award title	Description	Application dates	Apply
Accommodation	Accommodation Award - Postgraduate Taught Masters	£1,500 per year towards accommodation, selection based on financial need. Applicants must have a ... <a href="#">more</a>		
Accommodation	Accommodation Award - Postgraduate Research Degree	£1,500 per year towards accommodation, selection based on financial need. Applicants must have a ... <a href="#">more</a>		
Tuition and Maintenance	BA International Honours Scholarship	This Scholarship is available to entrant students applying to the William & Mary joint degree <a href="#">Bat...<a href="#">more</a></a>		
Tuition and Maintenance	International Undergraduate Scholarship	Scholarship up to £10,000 per year towards your overseas tuition fees, International undergraduate e... <a href="#">more</a>		
Tuition and Maintenance	International Excellence Scholarship (Undergraduate)	Scholarship up to £25,000 per annum, towards annual tuition fees. Eligible applicants will be : e... <a href="#">more</a>	01 February 2022	<a href="#">Apply</a>
Tuition and Maintenance	St Leonard's Widening Participation Scholarship (Postgraduate)	The St Leonards Widening Participation scholarship has been established to provide financial assi... <a href="#">more</a>	08 April 2022	<a href="#">Apply</a>

Choose how many results you want to view

Quick filter your results

View more information

Apply for funding

We recommend you read and comply with the guidance, terms and conditions for the scholarships or funding you are applying to; this information is provided at the beginning so that you are aware of the requirements.

The summary information is available with links to the sponsors' web pages for more information, including terms and conditions. You should read this important information carefully.

**Help**

- [Scholarships and funding \(video\)](#)
- [Scholarships and funding guidance notes](#)
- [Ask a question](#)

**Application deadline is 03 March 2022**

Scholarship up to £10,000 per year towards your overseas tuition fees, international undergraduate entrants can apply. Selection is based on financial need, you will be asked to provide details of your financial circumstances and household income to demonstrate this.

You will be asked to upload at least one of the following as supporting evidence of your **Household income**:

As stated in your funding financial profile. All relevant forms of income for the most recent full year including: employment, wage, salary statement, tax certificate, tax return, letter from department of work and pensions, local government, FAFSA, Council Tax statement, Tax credits, PIP, DLA, dividends, pension, annuity and where evidence is not available provide bank statements, E-statements (3 months) to show receipt of income. Preferably pdf or similar small file size format and in English.

It is extremely important that you apply to us for funding giving complete and accurate information.

By completing this application form you will also be considered for the accommodation award and any international donor awards you may be eligible for. More details on the scholarships available can be found on the INTUGS webpage.

USA applicants, see notes on **free application for federal student aid (FAFSA) and Student aid report (SAR)** on the **loans for American applicants**.

**Awards available**

- Up to £10,000 per year towards tuition fees for each year of your undergraduate studies.

**Search criteria and initial eligibility**

The list below outlines the basic criteria required to be eligible for this award. Please note that on application we may request and assess further eligibility information from you as part of the award decision making process.

**Country of domicile**

Any

**School**

Any

**Study level**

Undergraduate

[Start application](#) [Exit](#)

Click on **Start Application** to generate the application form questions.

New course applicants should select the course application you want to link the funding application to, then **Link to new course application** to continue.

If you are a **current student** AND applying for funding for your **current year** of study, select **Link to my current course** to continue.



## Course selection

Select the course related to the funding you are applying for

Doctorate (Arts Faculty) International Relations

[Link to new course application](#)

Funding relates to my current International Relations course

[Link to my current course](#)

This screen will not display if you only have one course record.

## The application form

Completing your application form

- Complete the application form by clicking on each section, answer the questions as fully as possible and check the information is correct.
- You can complete the sections in any order.
- You can leave and return to your application at any point, you will find your application in the "View my funding applications" section of your funding home page.
- You will be able to submit your application when all the sections say "complete" (coloured green) and the deadline date has not past.
- Your responses will be held against your student record, please note any changes made to your student record may affect your eligibility to the funding you have applied for.

● Student Information  
✖ Incomplete

● Student Finance Information  
✖ Incomplete

● Document Uploads  
✖ Incomplete

Each box represents a set of questions that you need to answer. Each fund will have different questions to be answered, so the number of boxes and questions will vary. The screen above shows an example of how these will be presented but depending on the fund you are applying for there may be more or fewer sections to complete.

To complete a set of questions, click on the relevant section (e.g., Student information). This will take you into the set of questions that need to be completed for this section.

Where any questions relate to information already submitted as part of your course application to the University, these will be prepopulated for you. Some sections may therefore already be complete, and **you should check these are correct**. Any set of questions fully completed that meet the eligibility criteria will turn green.

The information should relate to the course or funding you are applying for; please read the summary information at the top of the screen for further guidance.

If any of the information prepopulated is incorrect, you can change it.

The only field which cannot be edited is your Fee Status and your Country of Domicile. If you think this is not accurate, please contact the Fees team ([fees@st-andrews.ac.uk](mailto:fees@st-andrews.ac.uk))

You will only be asked questions that are required to determine eligibility and provide supporting information to make an informed decision on the most suitable candidate/s for funding, as detailed in the terms and conditions of the award.

Please answer the questions below

1. Mode of attendance *	Please select ▼
2. Fee Status *	Overseas
3. Level of Study you are applying to *	Undergraduate ▼
4. Do you hold a Masters or other Postgraduate Degree? *	Please select ▼
5. What is your 1st degree awarded grade? *	Please select ▼

Cancel Save and exit Next

Complete the questions in each section.

If you have not completed all information needed, you will be unable to move on from this section and will receive an error message specifying what information you still need to enter.

Click on **Cancel** to return to the summary information and question boxes.

Click on **Save and exit** to return to the Scholarships and funding home page. You can return to your application via 'View my applications'.

Click on **Next** when you have completed all the questions and choose the next section.

## Completing your application form

- Complete the application form by clicking on each section, answer the questions as fully as possible and check the information is correct.
- You can complete the sections in any order.
- You can leave and return to your application at any point, you will find your application in the "View my funding applications" section of your eVision home page.
- You will be able to submit your application when all the sections say "complete" (coloured green) and the deadline date has not past.
- Your responses will be held against your student record, please note any changes made to your student record may affect your eligibility to the funding you have applied for.

● Student Information

▲ Ineligible details

● Student Finance Information

✓ Complete

● Document Uploads

✗ Incomplete

## Eligibility

You are not eligible for this funding award for the following reasons:

- ✗ This Scholarship Is Not For Current Students
- ✗ Fee Status Not Funded

Exit

If you enter information which means you do not meet the conditions of the funding, this will be highlighted to you within each section along with an explanation as to what has made you ineligible.

If you have been made ineligible in error, you can click on the ineligible box and correct the information. If you no longer wish to continue with the application, you can exit to return to the home page.

### Application notes:

You do not need to have received a course offer of a place before applying for funding.

We will only accept completed funding applications submitted by the deadline date.

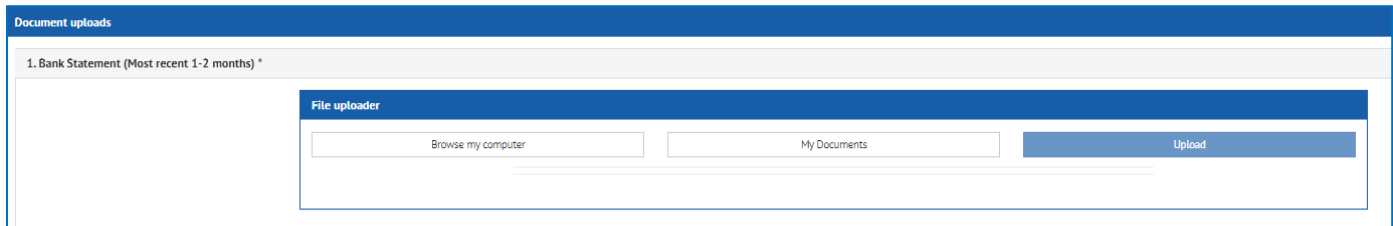
Applications will be checked and sent to a committee for selection after the deadline date.

We recommend you apply for funding as soon as you have applied for your course.

We recommend you apply for funding even if St Andrews is not your first choice University.

You can apply to all scholarships for which you are eligible, both internal and external to the University, you can then make an informed decision based on the awarded scholarship terms and conditions.

## Document uploads

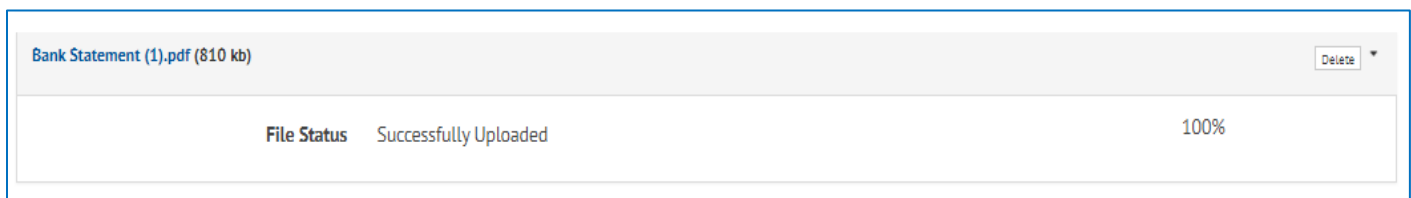


Click **Browse my computer** to search for a document on your device. Click **upload** to save it to your funding application.

Click **My Documents** to find a document of the same type you have uploaded already to another funding application, select, then click **upload** to save it to your new funding application.

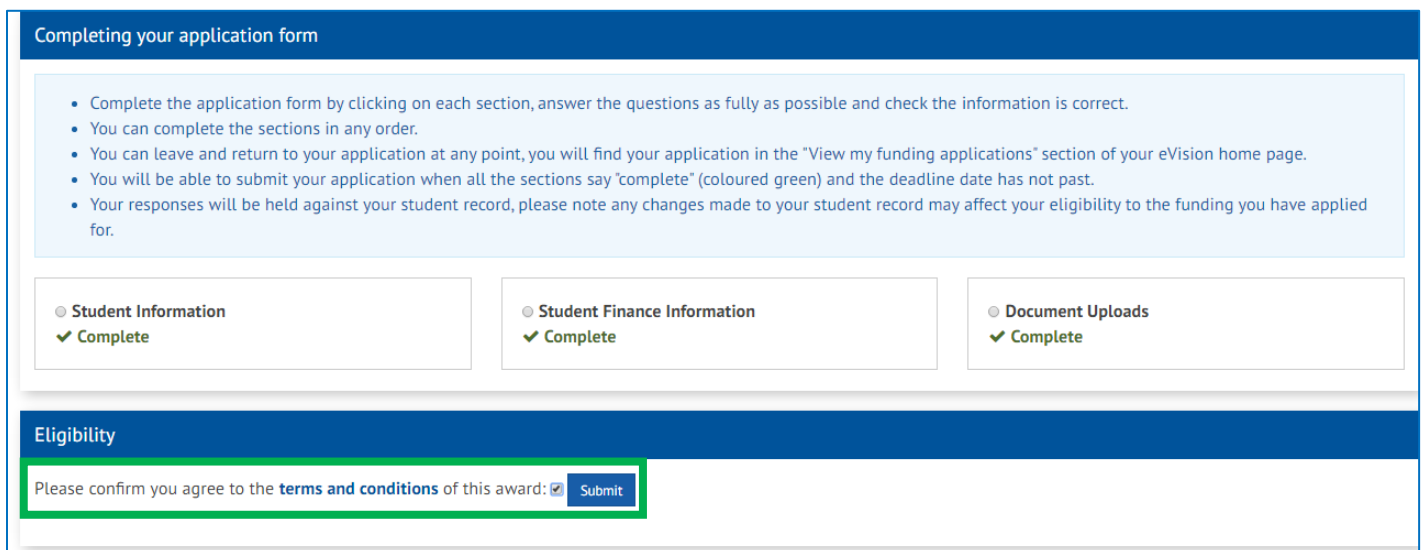
One document per section is required. Up to **2MB** and file types of DOC; DOCX; GIF; HTM; HTML; JPEG; JPG; PDF; XLS; XLSX are normally accepted.

Make sure your document has successfully uploaded before moving to the next screen. Larger documents may take some time to upload.



Once you have completed all the sections of the application form and uploaded any necessary documentation, you need to check and confirm your acceptance of the University's terms and conditions before submitting your application.

If you do not agree with the University or Sponsor's conditions you should not submit your application, ticking this box means that you do agree and are accepting to comply with these terms and conditions should your application be successful.



It is important that you read the terms and conditions of the award.

Once your application is submitted, this will show in **View my Funding Applications**. You should also receive an email confirming submission of your application. The status of your application will update as it is considered by the relevant parties. If you do not receive an email confirming submission of your application, or you are concerned about the status of your application, please use the 'Ask a Question' link and your enquiry will then be forwarded on to the appropriate team who will be able to assist you.

## View my Funding Applications

A history of any funding applications you have started, submitted, or been offered will be stored within this section. If you have not started any applications for funding this will be blank.

### No previous applications for funding

### Student financial profile

Print

Financial details

Search for your current and historic funding applications

Year	Fund	Status	Action
You do not have any funding applications yet.			

Back

If you have correctly followed the steps above, then you will see a list of your funding applications.

### Current and previous applications for funding

Continue with current and search for historic funding applications

1 to 3 of 3 rows Copy Excel Print Column visibility

Show 75 entries

Filter

Fund	Status	Action
Accommodation Award - Postgraduate Research	Accepted	<ul style="list-style-type: none"><li>Print application summary</li></ul>
Accommodation Award - Undergraduate UK/EU	Rejected	<ul style="list-style-type: none"><li>View rejection feedback</li><li>Update eligibility details</li><li>Print application summary</li></ul>
St Andrews General Wardlaw Scholarship UK/EU (Undergraduate)	Rejected	<ul style="list-style-type: none"><li>View rejection feedback</li><li>Update eligibility details</li><li>Print application summary</li></ul>

« 1 »

Back

From this screen you can view a summary of your submitted application and print this if required. You can also view rejected application information along with the reason your application has been rejected or continue with any applications that have started but not yet submitted before the deadline date. If the deadline date has passed, your link into the application will no longer appear.

Status information is located at the bottom of this screen to explain the different status types and steps the application may take.

Click on [Review invitation to apply for funding](#) to start an application you have been invited to apply to. This means we think you are eligible, but you must provide further information and submit your application to be considered for this scholarship.

Click on [Continue with application](#) to access your application, continue to answer the questions and submit the funding application.

Click on [Update eligibility details](#) to access your application form and amend any information that is incorrectly rejecting you.

## View my Funding Payments

A view of your payments that have been generated by the system will be displayed in a list ordered by date. If no payments have been generated, then nothing will be displayed on this screen.

A warning will be displayed if we do not hold your current bank details for maintenance payments on the system. If this warning is displayed, you should use the link to [Bank details](#) at the bottom of the page to add or check your bank payment information.

You only need to provide your bank details if we are making payment to you via "Payment by BACS" which is a transfer of money directly to your bank account.

**NOTICE:** You must be fully matriculated and remain a registered student to receive payments. Failure to do so will cause delays to any scheduled direct transfer payments by BACS.

**My funding payments** [View all](#)

The award *St Andrews Wardlaw Scholarship UK (Undergraduate)* has been made for 4.00 year(s), between 01 September 2020 and 31 August 2024.

1 to 9 of 9 rows  
Show 75 entries  
Filter

[Copy](#) [Excel](#) [Print](#) [Column visibility](#)

Payment date	Type	Fund	Amount	Payment status
17 September	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 400.00	Paid
01 October	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 400.00	Paid
01 November	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 400.00	Paid
01 December	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 400.00	Paid
01 January	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 400.00	Pending
01 February	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 800.00	Pending
01 March	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 400.00	Pending
01 April	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 400.00	Pending
01 May	Payment by BACS	St Andrews Wardlaw Scholarship UK (Undergraduate)	£ 400.00	Pending

[Back](#) [Bank Details](#)

1

Payment status: the pending payment status means that the payment has not been made yet but should be paid on the payment date indicated. If the payment date has passed and it is a "Payment by BACS" still at 'Pending', then there are a few checks you can make:

1. Have you provided your bank details for us to make payment? Click "Bank details" to add your bank account information.
2. Have you matriculated for the current year? We will normally only make payment if you are a fully registered student. You need to matriculate via MySaint.
3. Have we emailed you for any further information in relation to your funding award? Please respond to the email.
4. Have you been on a Leave of Absence? You need to inform the University that you have returned so that your payments can be re-activated. Contact the school administrator or Registry.

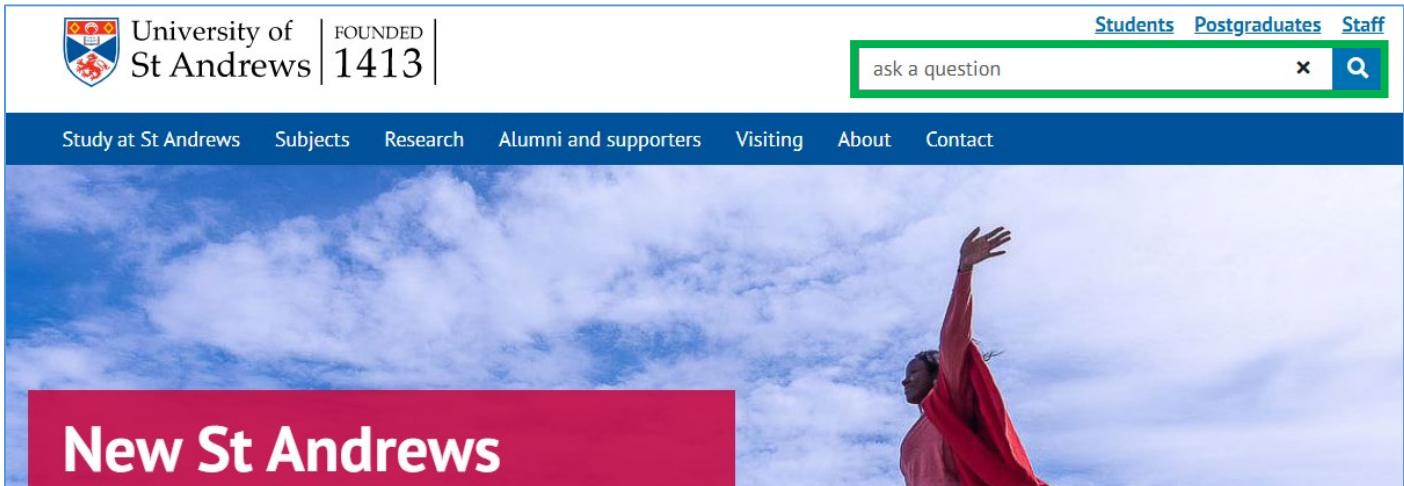
Tuition fee payments and Accommodation will be allocated to off-set your University Tuition fee or University Accommodation charges. They will **not** be paid out to your bank account.

If the payment status is marked as 'Paid' then the University has actioned the payment. It normally takes 2-4 working days for payments to reach your account; overseas bank accounts will take longer (up to 2 weeks depending on the country and bank). If you have still not received your payment or wish to set up an overseas bank payment, email finance: [finschol@st-andrews.ac.uk](mailto:finschol@st-andrews.ac.uk)

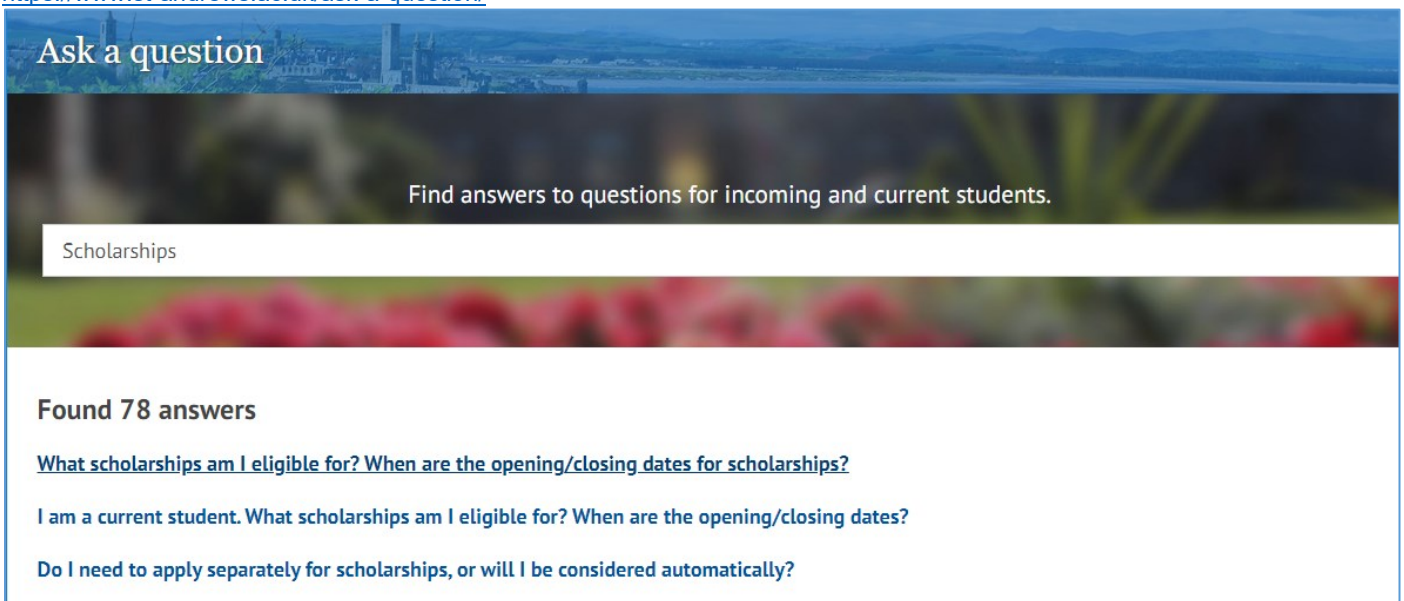
## Help

If you have a query or encounter any issues, please consult the Frequently Asked Questions (FAQs) section which provides answers to a wide range of questions about Scholarships and Funding. If you are unable to find an answer in the FAQs, please click on **Ask a question** and **Submit a question**; your query will then be directed to the appropriate team within the University who can help you.

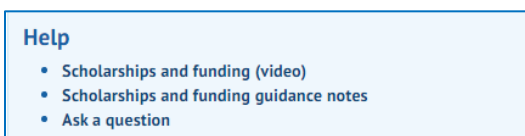
University home page:



<https://www.st-andrews.ac.uk/ask-a-question/>



A help section is also available on the summary screen within your application form.



Please note that all funding information and images used within these guidance notes are for example purposes only and are not necessarily funding offered by the University at this time.