



# Bursary Programme

## Information and Guidance for CILEX members

*This guidance provides important information. Please read before  
filling out an application form*

*May 2022*

# Guidance and Information notes for applicants – CILEX Foundation Bursary Programme

Please ensure you read this guidance in full, before starting the online application process for the CILEX Foundation Bursary Programme.

## 1. What is the CILEX Foundation?

1.1. The CILEX Foundation is a registered Charity (registered charity number 1185862) that supports CILEX Members, whether they are qualified CILEX Lawyers or CILEX Paralegals, non-practicing members or students studying the CILEX route to law.

1.2. One of the charitable purposes of the CILEX Foundation is to *support the continued education and development of CILEX members*.

1.3 The CILEX Foundation Bursary Programme aims to encourage diversity within the legal sector.

## 2. What is a CILEX Bursary?

2.1. A CILEX Foundation Bursary provides funding for members of CILEX to undertake Continued Professional Development (CPD) training courses or qualifications. These can be CILEX courses provided by CILEX Law School (CLS) or by a CILEX Accredited Learning Provider or Approved Provider.

2.2 Awards may be made for the full value or partial value of the course fee and are means tested following an assessment process. Bursaries are awarded at the Charity's Trustees' discretion.

2.3 Bursary recipients will be expected to maximise the opportunity this funding gives them, by striving for academic excellence and taking full advantage of the learning and career development opportunities the bursary will provide them.

## 3. Additional support for CILEX Bursary recipients

3.1 The CILEX Foundation offers a Welfare and Support Programme and may make additional awards towards the costs of equipment, materials or other costs that would assist the Bursary recipient in completing their studies. These awards are made at the strict discretion of the Trustees of the CILEX Foundation. Further information is available [online](#), or from the Charity Support officer.

3.2 The Foundation may request the Bursary recipient to promote the work of the CILEX Foundation or engage in publicity relating to the Bursary Programme, by prior agreement. The Charity Support Officer will contact all parties in advance of any activity to discuss this with you.

## 4. Who is eligible for a CILEX Foundation Bursary?

4.1 The CILEX Foundation aims to promote diversity in the legal sector, by providing opportunities for those from under-represented groups to access the legal profession. Information on diversity and the legal sector can be found [here](#)

4.2 Please read our eligibility criteria guidelines below:

- Applicants must be a current member of CILEX and live in England and Wales.

- That if it were not for the bursary, study fees would prohibit access for the applicant, or that due to current financial hardship, support is required to allow the applicant to complete their course of study.
- That the bursary should be used only towards CILEX education and training programmes or CILEX approved qualifications.

4.3 Applicants are limited to a maximum of one bursary award per funding period. A bursary award will represent one course or module.

4.4 If you are unsure of your eligibility or the documentation required to support your application, please contact the Charity Support Office via the [General Enquiry Form](#)

## **5. How do I apply?**

5.1 To apply online, you will need to create a MyCILEX account. The application form can be found on the CILEX Foundation page.

5.2 You may not need to enclose any supporting documentation at the application stage but will be asked to provide financial information for the purpose of means testing during the course of the application process.

## **6. How are applications assessed?**

6.1 You will be asked to complete an application form via the MyCILEX portal. You will then be asked to submit your financial evidence to a secure digital system. This information will only be used for the purposes of completing a means-test assessment related to your current Bursary application. You can read our privacy statement online.

6.2 Applications will be assessed for merit by a panel of volunteer committee members and Trustees.

6.3 Your financial application will be assessed for the purpose of affordability/means-testing eligibility.

6.4 It is important that you complete the form honestly, and to the best of your ability. Some personal information may be removed to ensure applications are assessed fairly, and forms may be anonymised prior to consideration.

6.5 The Bursary programme is expected to be in high demand, and meeting eligibility criteria does not guarantee that an award will be made.

6.6 The decision on whether a bursary is awarded, and the value of the award will be made by the Trustees of the CILEX Foundation. Their decision is final.

## **7. What if I need support with my application?**

7.1 If you require support or assistance in completing the application form, please contact the Charity Support via the [General Enquiry Form](#)

7.2 If you think you may require reasonable adjustments to any part of the application process, please contact us to discuss how we can support you to apply.

## **8. When can I apply?**

8.1 The CILEX Foundation Bursary Programme will be available during funding cycles, held on an annual basis. The application windows will be advertised through CILEX Member communications.

8.2 Applications can take several weeks to be assessed and it is recommended that applications are made as far in advance of any course start dates as possible. The CILEX Foundation will not guarantee payment will be processed within any specified time scale due to other charitable and operational demands.

## **10. What if I have applied before?**

10.1 There is no limit on the number of times that you may apply for a CILEX Bursary, however you may only receive one bursary award per period. If you wish to be considered for subsequent bursaries, you will need to make a new application, submitting up-to-date information confirming your eligibility. Please note that receipt of a bursary previously does not automatically guarantee that further awards will be approved.

## **12. Payment**

12.1 Bursaries will be paid to the academic course provider direct, ahead of each academic period of study. You will be required to provide invoices or evidence of costs of the course you wish to study. If a partial award is made, you may be asked to evidence that you have the means to pay the remainder of your course costs, before bursary funds will be released.

## **13. Changes to study**

13.1 If you change your course or mode of study and are in receipt of an award which is for example course/mode specific, it may be withdrawn. If you make a change to your original course of study, you must notify the Charity Support Officer as it may affect your continued eligibility.

## **14. Suspensions and withdrawal from studies**

14.1 If you suspend or withdraw from your studies then you will not be eligible to receive any future award payments in that year. Please notify the Charity Support Officer of any change in circumstances for support and advice, as it may affect your continued eligibility.

## **15. Repeating or deferring your studies**

15.1 Bursary awards will not be paid for any repeat period(s) of study. This includes studying for the same academic year twice even if this is for a different course.

15.2 If you defer or withdraw and restart, any award already offered may become void. If eligible, you will be considered for support the following year.

## **16. Disciplinary action and fraudulent applications**

16.1 The CILEX Foundation reserves the right to withdraw an award from anyone who is found to have misled the CILEX Foundation about any aspect of their eligibility and to seek repayment of any monies already paid to them. In such cases the CILEX Foundation may seek to recover any money paid as a

debt in the county court (in which case it may also seek to recover additional sums such as interest, court fees and legal costs).

16.2 The CILEX Foundation reserve the right to notify regulators and other legal or law enforcement authorities if an application is found to be fraudulent.

## **17. Appeals**

17.1 The CILEX Foundation's decision on the interpretation of eligibility criteria is final and there is no right of appeal. You may make a complaint if you believe that you have not been considered for an award because of a procedural error, or you believe that there has been some other procedural problem with our allocating and awarding system. Complaints should be made under the terms of our Complaints Policy. You must comply with all requests for additional information to establish your eligibility within the timeframes specified and you must submit any evidence requested by the stated deadlines.

## **18. Use of data**

18.1 Refer to our web pages for our Data Protection, Privacy and Cookie policies.