



# CILEX Foundation

## Bursary Programme

Information and Guidance for CILEX  
members

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

*Funding cycle Summer 2024*

## **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 an independent 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. A charitable aim of the CILEX Foundation is to encourage and support aspiring legal professionals to study Law and progress within the legal sector. We do this by offering means-tested bursaries to students enrolling or studying with a [CILEX Accredited Learning Provider](#).

### **2. What is a CILEX Foundation Bursary?**

2.1. A CILEX Foundation Bursary provides funding for members of CILEX to undertake CILEX 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.

2.4 Bursary applicants are expected to have explored all other means of funding their chosen course, including employer support with funding, and discussing instalment payment plans (e.g. Direct Debit options) with their chosen course provider.

### **3. Additional support for CILEX Bursary recipients - The Millicent Grant award programme**

3.1 The Millicent Grant award programme is a complementary programme of support, offered to successful Bursary candidates who identify as Black, Asian or being from an underrepresented or diverse heritage group.

3.2 The programme is designed to encourage participation in legal education and careers and can offer additional career development opportunities.

3.3 Candidates who are successful in applying for a CILEX Foundation Bursary, and who identify as being eligible to join the Millicent Grant award programme may be invited to join, subject to charity funding availability.

### **Additional support for all CILEX Foundation Bursary recipients**

3.4 The CILEX Foundation offers a Welfare and Support Programme which includes access to PayPlan. As a CILEX Member you can access free, independent money and debt advice from their specialist advisors. Further information is available [online](#), or from the Charity Support officer.

3.5 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 To be eligible to apply for funding, you must show that:

- You live in England or Wales
- Are applying to study a CILEX approved course.
- Face financial barriers that prevent them from continuing their CILEX studies.

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

4.3 If you are unsure of your eligibility or the documentation required to support your application, please contact the Charity Support Office via email [CILEXFoundation@cilex.org.uk](mailto:CILEXFoundation@cilex.org.uk) or 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 of the MyCILEX Portal.

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. If your application passes our initial eligibility screen, you will be asked to submit your financial evidence (bank statements and payslips/other evidence of financial necessity).

6.2 Applications will be assessed for merit by a panel of Charity staff/specialist volunteers and Trustees.

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

6.4 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. We cannot update on the progress of individual applications throughout the application process.

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 [CILEXFoundation@cilex.org.uk](mailto:CILEXFoundation@cilex.org.uk) or 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. 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 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. Disciplinary action and fraudulent applications**

15.1 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.

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

## **16. Decisions**

16.1 The CILEX Foundation's decision on the interpretation of eligibility criteria and all elements of its assessment processes is final.

## **17. Use of data**

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