



CILEX Lawyer Scholarship Programme, funded by the CILEX Foundation.

Information and Guidance for applicants

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

May 2022

Guidance and Information notes for applicants – CILEX Lawyer Scholarship Programme

Please ensure you read this guidance in full, before starting the application process for the CILEX Lawyer Scholarship Programme.

If you have any questions, please contact the Charity Support Officer via the General Enquiry forms, selecting 'Charity' in the drop-down box.

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 aims of the CILEX Foundation is to encourage and support members of under-represented groups to study Law and progress within the legal sector. We do this by offering means-tested awards of academic fees and associated costs, to students enrolling with a [CILEX Accredited Learning Provider](#).

2. What is a CILEX Lawyer Scholarship?

2.1. A CILEX Lawyer scholarship provides funding to study the CILEX Professional Qualification (CPQ). On completion of this qualification, you will have gained a recognised qualification in Law, valuable work experience and desirable skills in legal practice, professionalism and ethics.

2.2 More information on the CILEX route to law can be found [here](#).

2.3 Awards are made following an assessment process and are awarded at the charity Trustee's discretion.

2.4 If awarded a scholarship, and on becoming a CILEX Lawyer scholarship student, the CILEX Foundation will fund:

- The course fees of the CILEX Professional Qualification (CPQ) Foundation, Advanced and Professional Stages.

2.5 Scholarship students 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 scholarship will provide them.

3. Additional support for CILEX Lawyer scholarship students

3.1 As a CILEX Lawyer scholarship student, you may be eligible for additional opportunities or benefits provided by our donors and supporters. This could include information on additional training or internships, employability coaching, career mentors or other items and activities geared toward optimising your study experience. Please note that no extra-curricular activity is guaranteed as part of the scholarship offer.

3.2 Additionally, The CILEX Foundation may, on occasions, make additional awards towards the costs

of Memberships fees payable to CILEX, costs associated with registering to study with an Accredited CPQ provider, equipment, materials or other costs that would assist the scholarship student in completing their studies. These awards are made as part of the CILEX Foundation's Welfare and Support Programme, at the strict discretion of the Trustees of the CILEX Foundation. Further information is available online, or from the Charity Support officer.

3.3 You may be asked to promote the work of the charity and support the CILEX Lawyer Scholarship Programme as an ambassador in future events. The Charity Support Officer will discuss this with you as individual opportunities arise.

4. Who is eligible for a CILEX Lawyer scholarship?

4.1 The CILEX Foundation Trustees seek to award scholarships to candidates who can demonstrate:

- That the cost of study is a barrier to accessing the CPQ qualification,
- That they might experience challenges or barriers in accessing Legal education and training,
- That are eligible to enrol on the CILEX Professional Qualification, starting at the Foundation Stage.

4.2 Details of the CPQ Foundation stage specification and requirements can be found [here](#).

4.3 Before applying, we recommend that applicants read our eligibility criteria assessment guidelines below, to consider how this eligibility may be assessed:

To be assessed as eligible for a CILEX Lawyer scholarship, applicants must satisfy any of the financial eligibility criteria in Part A, plus any of the criteria relating to barriers in Part B.

Applicants may be required to produce documentary or supporting evidence to support their eligibility at any stage of the application process.

The applicant must confirm:

Tick all that apply	X
That my gross household income is less than £25,000	
That I am current in receipt of one of the following means tested benefits: • Universal Credit • Income Support • Housing Benefit (including Local Housing Allowance) • Income-related Job Seekers Allowance • Income-related Employment and Support Allowance • A reduction under the Council Tax Scheme • Disability Living Allowance, Personal Independence Payments or Carers Allowance • Any other income-based state benefit.	
That due to other, exceptional, financial circumstances I am unable to access education and training in law (additional information may be requested).	

The applicant must also confirm:

Tick all that apply	X
That I was previously entitled to Free School Meals	
That I was the first in family to study at an equivalent to the CPQ Level (degree or higher-level vocational training)	
That I was eligible for the Government 16-19 bursary	
That I was a Care leaver	
That I was a Young Carer	
That I have Refugee Status (subject to evidence of a right to remain and right to work)	
That I identify as having a protected characteristic, as defined by the Equality Act 2010 which could result in challenges to accessing education and training.	
That I identify barriers to accessing education and training in Law as a result of a specific family or other exceptional circumstance (supporting evidence may be requested)	

The following questions are set by CILEX Regulations Limited and will determine your eligibility to become a member of CILEX. This is a requirement of enrolling on the CILEX Professional Qualification.

Tick all that apply	Yes	No
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)?		
Have you ever been subject to any investigations or proceedings by any regulatory or professional body (including findings or orders currently under appeal)		
Have you ever been adjudged bankrupt or made a composition with creditors?		
Have you ever been removed from being a trustee of a charity, or removed from being concerned with the management or control of a charity?		
Have you been removed from office as a member, director or manager of any public body?		
Have you been disqualified from acting as a director of a company?		
Have you been the subject of a civil judgment? This includes a civil judgment as a result of a fixed penalty notice that you have failed to pay.		
Have you been involved in any other matter which may be relevant to a decision by CILEx Regulation to admit, authorise or approve you?		
If you have answered 'Yes' to any of the questions above, are you declaring this matter to CILEx Regulation for the first time? If you answered 'no' to all of the other questions then you should answer 'no' to this question.		

4.3 If you are unsure of your eligibility or the documentation required to support your application, please contact the Charity Support Office using the General Enquiry Forms.

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 area of the MyCILEX portal.

5.2 You do not need to enclose any supporting documentation at the application stage.

6. How are applications assessed?

6.1 You will be asked to complete an online application form confirming your eligibility. This form will also ask you for information on your motivation for applying for the scholarship and your interest in becoming a CILEX Lawyer.

6.2 It is important that you complete the form honestly, and to the best of your ability. The information you provide in the form will be used to determine your eligibility for the scholarship funding, as well as being used to shortlist you against other eligible candidates.

6.3 Personal information and information used to monitor equality and diversity may be removed to ensure applications are assessed fairly. Forms will be anonymised before they are sent for shortlisting.

6.4 The Scholarship scheme is expected to be in very high demand, and meeting eligibility criteria does not guarantee entry onto the scheme. To allow for the scheme to be administered fairly and for the broadest range of applicants to benefit, candidates will be asked to attend an interview – currently virtually by Microsoft Teams or other video calling platform. Contact will be made by the Charity Support Office with full details in this event. You may be asked to provide references to support your application. Details of how these should be obtained will be provided to you at the applicable stage of the process.

6.5 Awarding decision will be made by a panel of Trustees of the Board of the CILEX Foundation.

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 using the General Enquiry forms.

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 Lawyer Scholarship programme application period for 2022 opens on 30th May 2021. The application period will close at midday on 29th July 2022. Applications received after this date cannot be considered.

9. What if I have applied before?

9.1 Funding cycles are annual. If you wish to be considered for the next funding cycle, you will need to make a new application, submitting up-to-date information confirming your eligibility. The CILEX Foundation does not operate a reserve or clearing list and will not retain applications for future use.

10. Where can I find more information?

10.1 You can find more information about CILEX [here](#), or follow them on social media.

10.2 If you would like to speak to us about the CILEX route to law, legal training qualifications including the CPQ or choice of training provider, please contact Customer Services [here](#)

11. Continued receipt of a scholarship

11.1 Scholarships may be withdrawn, or payments withheld if you no longer meet any specific course requirements, specific grade progression criteria, or other conditions that may be attached to a particular scheme. Details of any continuation criteria you need to meet will be detailed in your Scholarship email/ contract, if successful. Decisions will be made at the discretion of CILEX Foundation Trustees or their designated officer.

12. Payment

12.1 Scholarships will be paid in equal instalments ahead of each academic period of study. You will be notified in your award email about the payment schedule.

12.2 We reserve the right to hold scholarship payments if we are informed that you are not expected to fulfil the CPQ requirements.

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 your change in circumstances for support and advice, as it may affect your continued eligibility.

14.2 You may be eligible to receive any outstanding awards due upon your return to studies, following a period of suspension.

15. Repeating or deferring your studies

15.1 Scholarship awards will not be paid during 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). We may request at any point, for audit purposes, evidence of any widening participation criteria as stated in your application.

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 the CILEX 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.

19. If you would like to support the CILEX Foundation

19.1 If you are a CILEX member or individual who would like to support aspiring CILEX Lawyers at the start of their legal career please contact us.

19.2 The CILEX Foundation is a registered charity (registered charity number 1185862). If you would like to speak to us about donating or pledging a regular contribution towards supporting our work, please contact the Charity Support officer using the General Enquiry forms.

19.3 If you are an employer or organisation who would like to support the CILEX Foundation in widening the opportunities for under-represented groups to enter the legal profession, please contact the Charity Support officer using the General Enquiry forms.