

DEFENCE INSTRUCTIONS AND NOTICES (Not to be communicated to anyone outside HM Service without authority)	
Title:	Armed Forces Bereavement Scholarship Scheme
Audience:	All potential recipients of the scholarships, their parents or guardians and their welfare support personnel
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Subject:	Further Education and University Scholarships for Bereaved Service Children
Content:	Eligibility and other criteria, and administrative procedures for the children of Service personnel who have died on active duty to receive further education and university scholarships.
Sponsor:	DCDS Pers & Trg SCW SO1 Non-operational Welfare
Contact:	Lt Col Andrew Purdy Tel: 0207 218 7759 Mil: 9621 87759 DCDSPERS-SCW-NONOPWELSO1@mod.uk
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FURTHER EDUCATION AND UNIVERSITY SCHOLARSHIPS FOR BEREAVED SERVICE CHILDREN

1. This DIN describes a scheme to provide university and further education scholarships for the children of Servicemen and women who have died on active duty since 1990. It explains the eligibility criteria, how those eligible should apply and the amount of the contribution that will be paid towards academic tuition fees and maintenance costs.

AIM

2. The aim of this scheme is to give the children of those who have died in the service of their country a head start in life by enabling them to obtain a university degree or further education training.

THE SCHEME

3. **Eligibility.** The scheme is open to an applicant who meets **all** of the following criteria:
 - a. **Cause of Death.** A parent of the applicant died whilst serving in HM Armed Forces and the parent's death was deemed to be attributable to their service.
 - b. **Date of Death.** The deceased parent died after 0001 hours on 1 January 1990.
 - c. **Relationship.** At the time of death the deceased serviceperson had legal parental responsibility for the applicant, or the applicant was the biological child of the deceased and was born within 42 weeks of the parent's death. This includes biological children, adopted children, children subject to a special guardianship order and step children resident with and dependent on the deceased. Fostered children are not eligible.
4. **What the Scheme Provides.**
 - a. **Further Education.** The scheme will provide a scholarship to enable a bereaved child to stay in further education in order to obtain the qualifications necessary to secure a place at university. This will normally be paid for the last 2 years at school when GCE A Levels, or equivalent, are studied, but may be extended to 3 years if required by the syllabus being studied. It will not be extended in order to repeat part of a syllabus or to retake exams.
 - b. **University.** The scheme will provide a contribution towards the cost of a first undergraduate course at a publicly-funded UK higher education institution. The university scholarship contributes towards both the tuition fees and maintenance costs. Since tuition fees vary across the UK according to place of domicile and place of study the university scholarship is adjusted to provide an equivalent level of support for all applicants across the UK.
 - c. **Amounts.** The amount of the further education and university scholarships are given at Annex A. These amounts will be reviewed annually.
5. **Place of Study.** Scholarships will only be provided for study in the UK. Funding will not be provided for study at any institution outside the UK, except as an integral part of a degree course at a UK university. e.g. a year in France as part of a degree in French.
6. **Foreign and Commonwealth.** Applicants who are not domiciled in the UK must obtain a place at a UK institution before applying for a scholarship. Scholarships will be provided as though the applicant is resident in England. Arrangements and costs for visas and travel will be the responsibility of the applicant; they will not be covered by this scheme.
7. **Start Date.** This scheme will start on 1 September 2010. Applications may be made for scholarships for further education or university courses attended from 1 September 2010. Special arrangements are in place to backdate payments for the academic year 2010-11. No payment will be made for any part of a further education or university course attended prior to this date (see paragraph 27).
8. **Payments.** Further education scholarships may be paid directly to the bereaved child or to the parent or guardian of the bereaved child. University scholarships will be paid directly to the student. For both scholarships 3 payments will be made each year by 31 October, 31 January and 30 April. Payments will be made as soon as confirmation has been received from the education establishment that the student has registered and is attending the specified course.
9. **Income Tax.** Scholarship payments will not be liable for Income Tax.

10. **Means Testing.** The award of a scholarship will not depend on the financial situation of the applicant or their family. The receipt of a scholarship should not preclude a recipient from applying for other financial support, such as the Government's Access to Learning Fund or university funds, should they find themselves in hardship.

11. **Death of a Service Parent while at School or University.** If a child becomes eligible for a scholarship during an academic year while in further education or at university, payments will be backdated to the start of the term in which their parent died or will begin from the start of the next term following a death during the holidays.

12. **Academic Year.** For the purposes of this scheme the academic year is deemed to run from 1 September to 31 August of the following year.

13. **Scheme Administration.** The scheme will be administered by the Service Personnel and Veterans Agency (SPVA). All correspondence for the Scheme Administrator, including applications, should be sent to:

Armed Forces Bereavement Scholarship Scheme Administrator
SPVA MP 480 (Wid&Dep)
Kentigern House
Glasgow
G2 8EX

HOW TO APPLY

14. An application for a scholarship should be made on AFPS Form 10, which can be downloaded from:

<http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/SPVA/EducationScholarshipSchemeForBereavedServiceChildren.htm>

The completed form should be signed by the eligible child, or by a parent or guardian if the child is under the age of 16 years, and sent to the Scheme Administrator at the address in paragraph 13.

15. An application may be submitted after 1 April in the calendar year in which the further education or university course will start. The application must be received by the Scheme Administrator by 31 January in the academic year for which the scholarship is to apply. This end date for submission of applications does not apply to applications for scholarships for academic year 2010-11 (see paragraph 27).

16. On receipt of a valid application the Scheme Administrator will confirm in writing to the applicant that the scholarship will be paid.

17. If the applicant child is not eligible for this scholarship, the Scheme Administrator will write to the applicant to inform them of the reason why they are not eligible. If the applicant believes that the decision of the Scheme Administrator is incorrect they should write, explaining why they believe the decision is incorrect, to:

Armed Forces Bereavement Scholarship Scheme Adjudicator
SPVA MP 600
Kentigern House
Glasgow
G2 8EX

FURTHER EDUCATION

18. Before the start of the second academic year the scholarship recipient should submit a new AFPS Form 10 to the Scheme Administrator in order to confirm that the academic course will

continued for a further year. Once such confirmation has been received the scholarship will be continued for the next year.

19. If the scholarship recipient intends to continue into a third year of the further education course he or she should write to the Scheme Administrator at the address in paragraph 12 requesting an extension of the scholarship and enclosing a letter from the school or further education establishment where they will study confirming that they will continue to be enrolled in that establishment for a further year. This confirmation must be received by SPVA no later than 30 June in the second year of the further education course.

20. A further education scholarship will not be extended beyond 3 years.

UNIVERSITY

21. The applicant must also register with the Student Loans Company for student finance. This is to ensure that fees charged are those for a UK student. Failure to register may mean that the applicant is charged fees as an overseas student, which may be higher. Registering for a student loan does not mean that a loan must be used, however, the scholarship may not cover all of the tuition and living costs incurred and so the scholarship recipient may also take out a student loan to cover additional costs.

22. University scholarship payment amounts may vary across the UK depending on the country of domicile and the country in which the applicant chooses to take their degree course. The scholarship levels set for academic year 2010-11 are given at Annex A to this instruction. Eligible children from overseas will be treated as resident in England for the purposes of these scholarships.

23. Each university scholarship recipient must re-apply each year, on AFPS Form 10, for continuation of their scholarship, in order to confirm that they are registered for the next year of their university course. The Scheme Administrator will write to each university scholarship recipient in May to remind them to re-apply for the next year. Once such confirmation has been received the scholarship will be continued for the next year.

24. If a scholarship recipient fails to progress into the next year of studies the scholarship will be suspended. If the course is subsequently resumed, the scholarship will normally be continued. Scholarship payments will not be made while part of a course of study is repeated or while exams are retaken.

WITHDRAWAL FROM AN ACADEMIC COURSE

25. If at any stage the applicant withdraws from their further education or university course, they, must write immediately to the Scheme Administrator at the address in paragraph 13 to inform the Scheme Administrator of the date of withdrawal from the course. No further scholarship payments will be made after the date of withdrawal. Failure to inform the Scheme Administrator of the withdrawal from the course before any further payments have been made will render the applicant liable for repayment of all money received after the date of withdrawal from the course.

ACADEMIC YEAR 2010-11

26. The scheme will be backdated to provide payments for further education or university courses attended from 1 September 2010. No payment will be made for any part of a further education or university course attended prior to this date.

27. Applications for scholarships for the academic year 2010-11 should be made using the process explained above and are to be received by the Scheme Administrator by 31 July 2011.

28. No scholarships will be given for any course or part course completed prior to 1 September 2010. However, applications will be welcomed for any part of a further education or university course starting or continuing after this date.

SCHOLARSHIP RATES FOR ACADEMIC YEAR 2010-11

Further Education: £1500

University:

Studying in \ Domiciled in	England	Scotland	Wales	Northern Ireland
England	8240	6770	8240	8240
Scotland	8240	4950	8240	8240
Wales	tbc	tbc	tbc	tbc
Northern Ireland	8240	6770	8240	8240