

DEFENCE INSTRUCTIONS AND NOTICES	
Title:	Armed Forces Bereavement Scholarship Scheme
Audience:	All potential recipients of the scholarships, their parents or guardians and their welfare support personnel
Applies:	Immediately
Expires:	When rescinded or replaced.
Replaces:	N/A.
Reference:	2011DIN01-132
Released:	November 2011
Channel:	01 Personnel
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:	Maj David Tyce RM Tel: 0207 218 4019 Mil: 9621 84019 DCDSPERS-SCW-NONOPWELSO2@mod.uk
Keywords:	Service children, death in service, further education, university, scholarship.
Related info:	
Classification:	Unclassified

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 been killed 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 while in further education and for university 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, and for which the child or surviving parent is receiving benefits under a MoD attributable benefits scheme.

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 for up to 3 years in order to obtain the qualifications necessary to secure a place at university, although application for FE Scholarship does not require that child to go on to study at University. This will normally be paid for the last 2 years at school when GCE A Levels 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, regardless of course length. The university scholarship contributes towards both the tuition fees and maintenance fees. Since tuition fees vary across the UK according to place of domicile and place of study the university scholarship is adjusted to provide a similar level of support to 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. Those who are resident in either the Channel Islands or the Isle of Man, residence in England will be assumed. 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 31).
8. **Payments.** Further education scholarships will be paid to either the parent or guardian or directly to 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 April¹ or as soon as confirmation has been received from the education establishment that the student has registered and is attending the specified course. SPVA are to confirm both registration and attendance at the beginning of the academic year.
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. **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.
12. **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
Norcross
Thornton-Cleveleys
Lancashire
FY5 3WP

¹ Amounts will be divided by 3 and the final payment will account for any residue e.g. £8,420 = £2,750, £2,745 and £2,745. £6,770 = £2,260, £2,255 and £2,255. £4,950 = 3 equal payments of £1,650

HOW TO APPLY – FURTHER EDUCATION

13. An application for a further education scholarship should be made either by the parent or guardian of an eligible child or by the bereaved child and sent to the Scheme Administrator at the address in paragraph 12.

14. The application must be made on AFBSS1 at Annex B to this instruction. An electronic copy of this form may be downloaded from:
<http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/SPVA/EducationScholarshipSchemeForBereavedServiceChildren.htm>
However, the form must be printed and a signed hard copy sent to the Scheme Administrator.

15. 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.

16. On receipt of a valid application the Scheme Administrator will confirm in writing to the applicant that the child is eligible.

17. If the child is not eligible for this scholarship, the Scheme Administrator will write to either the parent or guardian or directly to the bereaved child who submitted the application to inform them of the reason why the child is 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
Norcross
Thornton-Cleveleys
Lancashire
FY5 3WP

18. Applications for each subsequent year of study should be made in accordance with this DIN. The Scheme Administrator will write to the academic institution to obtain confirmation that the scholarship recipient has started the next year's studies. Once such confirmation has been received the scholarship will be continued for the next year.

19. If the child intends to continue into a third year of the further education course the parent or guardian 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 the child will study confirming that the child 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.

21. If at any stage the child withdraws from the further education course, the parent or guardian of the child, or the bereaved child must write immediately to the Scheme Administrator at the address in paragraph 12 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 of the child from the further education course before any further payments have been made will render the recipient of the payments liable for repayment of all money received after the date of withdrawal from the course.

HOW TO APPLY – UNIVERSITY

22. An application for a university scholarship should be made by the eligible child and sent to the Scheme Administrator at the address in paragraph 12.

23. The application must be made on Form AFBSS1 at Annex B to this instruction. An electronic copy of this form may be downloaded from:
<http://www.mod.uk/DefenceInternet/AboutDefence/WhatWeDo/Personnel/SPVA/EducationScholarshipSchemeForBereavedServiceChildren.htm>
However, the form must be printed and a signed hard copy sent to the Scheme Administrator.

24. The application must be accompanied by a letter from the university confirming that their offer of a place to study has been accepted.

25. An application may be submitted after 1 April in the calendar year in which the university course will start. Applications will not be accepted before this date. The application must be received by the Scheme Administrator no later than 31 January of the following year (i.e. 31 January in the academic year for which the application is made). This end date for submission of applications does not apply to applications for scholarships for academic year 2010-11

26. On receipt of a valid application the Scheme Administrator will confirm in writing to the applicant that the child is eligible. The applicant will be required to provide their bank account details for direct payment of the scholarship money.

27. If the applicant is not eligible for this scholarship, the Scheme Administrator will write to them 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
Norcross
Thornton-Cleveleys
Lancashire
FY5 3WP

28. 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.

29. 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.

30. Applications for each subsequent year of study should be made in accordance with this DIN. The Scheme Administrator will write to the academic institution to obtain confirmation that the scholarship recipient has started the next year's studies. Once such confirmation has been received the scholarship will be continued for the next year.

31. 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.

32. If at any stage the applicant withdraws from their university course, they must write immediately to the Scheme Administrator at the address in paragraph 12 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

33. 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.

34. 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.

35. 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.