

Notification of Award - Email

Dear [Name],

Please find attached a copy of your *Notification of Award* and Client Care Letter. These documents are password protected; the password is your date of birth, in the format *DDMMYYYY* (with no dividers).

Please note that your *Notification of Award* details the outstanding documents that the CSC requires before confirming your award, if any. Please forward these documents and the completed [Health and Disability Form](#) to the CSC as soon as possible. The information that you provide in the Health and Disability Form will be used by the CSC to assist you with any support or adjustments that may be required.

If you wish to accept the award, please sign and return the *Award Acceptance form* and the *Client Care Letter* (both must be returned by email) as soon as possible.

You must ensure that you have read and understood the [Handbook for Scholars and Fellows](#) before signing the *Award Acceptance form*.

Please ensure your form is returned with a **full postal address**, as delivery of your cash card will be made via DHL courier and a PO box will not suffice.

Detailed information about your award and guidance on how to apply for your visa has been updated on the [Pre-award Section](#) of our website. Password: Scholar2023.

To help you prepare for your arrival to the UK there is information on the [Student Wellbeing](#) page of our website.

You should notify your Programme Officer immediately at any point should you no longer be able to take up your award or should you become aware of any issue which will make it difficult for you to meet the conditions of your award or to take up the award as planned.

Do let me know if you have any queries.

Best wishes,
PO



Commonwealth Scholarship
Commission in the UK

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cscuk.fcdo.gov.uk

Scholar name
Scholar address

Offer date from course screen
CSC Reference Number: Reference
Please quote this reference in all
correspondence

Dear First name Surname,

COMMONWEALTH SCHOLARSHIP AND FELLOWSHIP PLAN

I enclose the formal *Notification of Award* of a Commonwealth Scholarship tenable at University for the study programme and period set out. Awards tenable in the UK under the Commonwealth Scholarship and Fellowship Plan are administered by the Commonwealth Scholarship Commission, the body established by the United Kingdom Government under Act of Parliament for this purpose. Your scholarship will be funded by the Commonwealth Scholarship Commission, with University making a contribution to your tuition fee. The Commission's Secretariat is based at the Association of Commonwealth Universities and will be responsible for all administration whilst on award.

It is a condition of your Commonwealth Scholarship that you return to your home country on completion of the programme for which the award is offered. Please sign and return the attached acceptance form to confirm that you accept this undertaking and any other terms and conditions of your award. Confirmation of your award is subject to our receiving the signed acceptance form, a health and disability form and your meeting any conditions stated in the Notification of Award. Also enclosed is a *Client Care Letter* which details the provision of immigration advice that the Commission Secretariat is able to provide to you. Please sign this letter and return it to the Secretariat as soon as possible.

Under UK Immigration Rules, Commonwealth Scholars may be required to apply for a Student visa to come to the UK through the Student Route of the Immigration System. University will be the sponsor for your visa and will provide a CAS (Confirmation of Acceptance for Studies) reference number and information about making your visa application. The British Council will provide pre-departure guidance on studying in the UK. As your Official Financial Sponsor, the Secretariat will provide a Confirmation of Award letter confirming your funding arrangements once your award has been confirmed. **You must under no circumstances travel to the United Kingdom to take up your award or take any action which, were the award not able to go ahead, would have negative personal or financial consequences until you have received your confirmation of award letter from the Commission.**

Most scholars will be required to provide evidence of **English Language** ability (usually an IELTS test certificate) in order to obtain an unconditional offer and submit a visa application. Some Scholars may also need to provide evidence of an **ATAS certificate**. This should be shown on your CAS and offer letter and if you have not done so already, you must discuss these requirements with your institution and make the relevant applications immediately. You may also need to provide a medical certificate confirming that you are clear of tuberculosis from a UKVI approved clinic in order to make a successful visa application. The CSC will not be able to delay the start date of your Scholarship if there are any delays in you obtaining these certificates.

[You are now required to read the Handbook for Commonwealth Scholars and Fellows.](#)

The Handbook outlines in detail the rules and regulations of the scheme.

[You are advised to read our Pre-Award FAQs](#)

To access the FAQs page you will need the Password: Scholar2023

I look forward to future contact with you concerning your Commonwealth Scholarship.

Yours sincerely,

PO signature

PO Name

on behalf of
Professor Robin Mason
Chair, Commonwealth Scholarship Commission in the UK

Notification of Award**Name:** Scholar Name**CSC Reference Number:** Reference**Institution Reference Number:** Inst ref**Award tenable at:** University**For:** the Masters level course in Subject leading to the degree of Degree name**HECoS:** HECOS 1 code and name; HECOS 2; HECOS 3; HECOS 4; HECOS 5**Dates of Tenure:** from PTF date to ETT date

Of this period, ADD CIRC FROM DATE to ADD CIRC TO DATE is for your pre-sessional course at Inst.

Of this period, ADD CIRC FROM DATE to ADD CIRC TO DATE is for your induction course at Inst.

The award is offered for the Masters course only, for the dates specified, and cannot be extended.

Final date for receipt of acceptance form: Formula showing 14 days from offer date**Special instructions and/or conditions:**

Please read this section carefully. Your award cannot be confirmed until any conditions set by your host university in the UK have been met. In addition, conditions set by the Commission must also be met, and are listed in the box below: **(NB: If the box below is blank, there are no outstanding conditions for the Commission)**

- Offer of award subject to receipt of satisfactory unconditional offer of admission to Inst
- Offer subject to satisfactory receipt of original hard copy reference from Referee name
- Offer subject to satisfactory receipt of original transcript for: Qual
- Offer subject to satisfactory receipt of confirmation of completion of studies to required level for: NR Qual
- Offer subject to receipt of completed Health and Disability Form

Financial Support

Flights: On confirmation of your award you will be instructed on how to arrange your flights to the UK.

OR

You are eligible for a flight to your home country on completion of your award.

Stipend:

Under the terms of the award the Commission pays a monthly stipend for Scholars at your institution of £ **Monthly stipend rate** (at 2022/23 rate) as well as other costs detailed in the Handbook for Commonwealth Scholars and Fellows. **This stipend rate is only payable for periods of study in the UK. If virtual study should be approved while you are in your home country, for exceptional reasons, stipend would be paid at a local rate.**

Warm Clothing Allowance: Warm Clothing Allowance covers expenses incurred on your arrival in the United Kingdom and is currently set at £ **warm clothing amount**

Accommodation:

Please note that you are responsible for arranging and paying for accommodation yourself; university accommodation is not guaranteed under the terms of the scholarship and **University** may not have sufficient accommodation available for all its students. Therefore you should contact the Accommodation Office at **University** immediately if you wish to apply for university accommodation.

Disability Support Allowance:

If you have declared a disability, a full assessment of your needs and eligibility for additional financial support will be offered by the CSC.

Study Travel Grant:

The maximum sum available to you for study travel will be £200 for the duration of your award.

Thesis Grant:

A thesis grant of £225 will be paid in the first half of your tenure.

Field trips:

I understand that you will need to undertake a field trip for which your university will be paid a sum of **{FEE AMOUNT}** to cover your expenses.

All these allowances are British tax and insurance free.

Tuition and other fees payable to the institution**Note to the host institution:**

We shall notify you as soon as this award is confirmed. The Scholarship awarding body is the Commonwealth Scholarship Commission; claims for fees and other agreed costs should be addressed to the Programme Officer named below. Fees cannot be paid before a Scholar's arrival in the UK but must be invoiced before the 30 November 2023.

The full overseas tuition fee for this Scholar is £ 2023 100%/gross fee. As agreed with the Commission, the Tuition Fee Agreed shown below represents the part of the fee that will be met by the Commission; the remaining amount will be met by the University itself.

Tuition Fee Agreed:

TF 2023/24

£2023 CSC payable tuition fee

*Research Support Grant agreed: £amount on fee screen**Induction fee agreed: £amount on fee screen**Field trip fee agreed: £amount on fee screen***Contribution of Tuition Fee payable by the host institution: £ Inst contribution**

The award acceptance form & queries about this offer should be directed to:

PO Name, Programme Officer, Email: PO Email

Copies of Notification of Award to:

Agency

Course tutor

Institution/Partnership Funding Contact

Commonwealth Scholarship Commission in the United Kingdom**Award Acceptance Form (Commonwealth Scholarship)**

Name of Candidate: Scholar name

CSC Reference Number: Reference

I hereby accept a United Kingdom Commonwealth Scholarship tenable at University for the programme and format of study set out in the notification of award dated offer date.

I acknowledge and accept the terms of award as set out in the Notification of Award letter.

I have read and agree to follow the procedures and conditions outlined in the Handbook for Commonwealth Scholars and Fellows.

I acknowledge that these procedures and conditions may change from time to time during my award and I agree to be bound by any changes made.

I understand the Code of Conduct for Award Holders and undertake to abide by this during my time as a Commonwealth Scholar.

I agree that before my award is confirmed I will not undertake any action which, were my award not able to go ahead, would have negative personal or financial consequences.

I agree to return all progress reports and to respond to information requests aimed at assisting the evaluation and monitoring of the Commonwealth Scholarship Programme, both whilst on award and following its completion.

I understand and agree that accepting this award requires me to return within one month of expiry of my Commonwealth Scholarship to my home country.

The CSC is committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it.

To find out more, see our privacy notice.

Signature:

Date:

Address for correspondence (please do not use a PO Box address as the Commission will send correspondence by courier):

Tel No:

Email:

Failure to return this form promptly may result in the cancellation of your award.