

 **CILEX** | Foundation

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 Spring 2025

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.

2.5 Bursaries are intended to be used to enrol on the chosen course at the earliest opportunity and should not be deferred or segmented. It is the Bursary recipient's responsibility to enrol onto their chosen course and enter into exam sessions. Bursary cycles are held throughout the year to encourage applicants to apply for uninterrupted learning support.

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 enhancing or personal 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 Team.

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 Lead 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, and
- Are applying to study a CILEX approved course.
- You would 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 Team via email CILEXFoundation@cilex.org.uk or via the [General Enquiry Form](#)

4.4 Typically, Bursary awards will not be made where the student has already enrolled and paid for their course. A Bursary award cannot be used to reimburse a student for the cost of a course already paid.

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. The application form will only appear online during the Bursary open period.

5.2 It is strongly recommended that you complete the form in one sitting, to avoid your work being lost. To assist you in planning your application, the questions in the application form can be found in [Appendix A](#) of this guide.

5.3 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/trained CILEX staff 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 Team via 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 throughout the year. The application windows will be advertised through CILEX Member communications.

8.2 It is important that you check the eligibility criteria for each funding cycle, as this may change between cycles (for example, if a particular course or student demographic is targeted for funding).

8.3 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.

8.4 Awards are often in high demand, with applications outnumbering available funds. It is important that you submit your application at the earliest opportunity, in the event that closing dates are bought forward to allow for applications to be processed.

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 in subsequent cycles.

12. Payment

12.1 Bursaries will be paid to the academic course provider direct, upon receipt of invoice. You will be required to provide invoices or evidence of costs of the course you wish to study before an award is confirmed. 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. You may be required to refund all or part of your award.

14.2 Please notify the Charity Support Team 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. There is no right of appeal.

17. Use of data

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

Appendix A: Application guide for new candidates

We recommend that you complete the form in one single attempt. Starting the form and exiting may result in data being deleted when you return to the form.

The following headers or tabs will be found in the online application form. We recommend that you review the form once it is released (during the application open periods) and draft our responses to any 'free type' questions before starting your application. This will allow you to edit for accuracy, spell check and comply with any word count.

Personal Information

We require this information to verify you identify, and check for eligibility against CILEX systems.

- Your personal information should autofill. Please check that all information is correct, and fields marked with an asterisk (*) are completed or your form will not submit.

Employment Details

We require this information to assess the merit of your application.

- Please use the free type text boxes to tell us your current job title/role
- If you are not currently working, please type 'Unemployed'. There will be space later in the form to tell us about your current and previous work experience.

Course Details

We require this information to assess the merit of your application.

We require this information to check for financial eligibility.

- Please tell us the course or module you wish to enrol on, and the learning provider you wish to study with.
- Please tell us the full cost of the course. If you do not know the cost of the course, please speak with CILEX Customer Services or your chosen learning provider.
- It is your responsibility to research the cost of your course and any associated exam fees. If you do not put input an accurate cost, assessors may reject your application.
- Consider the additional costs that may be associated with studying your chosen course. Whilst we can support with course fees and exam fees (if applied for as part of your bursary), we are unable to fund your annual membership cost.
- Please tell us what the entrance criteria for your course is and confirm that you meet it at the time of application. If you are awaiting exam results that would influence your ability to enrol on the course, you may not be granted an award until such time as you have passed your earlier courses.
- If you have studied this course before and are applying for a resit or reinstatement, please tell us.

Application Personal Statement

We require this information to assess the merit of your application.

Please tell us how do you intend to use this course to develop your legal career? This should form a short essay style question (noting any word count).

In your response, you may wish to consider:

- Your motivation for wanting to study and gain professional qualification. Your career goals, and how qualification will help you achieve them.
- Your professional interests
- The impact your qualification will have on those you work with
- Your commitment to the CILEX and wider legal community.

Millicent Grant Award Programme

We require this information to assess for eligibility for the specific Millicent Grant programme for candidates who may wish to participate.

- Please indicate if you are eligible to join this programme, and if so, whether you wish to be considered for inclusion in the programme activities.

Eligibility for Funding

We require this information to check for financial eligibility.

- Please confirm that you have explored all other funding options prior to apply for the Bursary.
- Consider whether you have sufficient disposable income (once essential bills have been paid), savings or the ability to save in a reasonable period of time, or access to other funds such as workplace or community funding.
- You do not need to attach any supporting documentation to your initial application; however, you will be asked to provide evidence of your finances as your application progresses.

Data Protection

We require this information to ensure that you are aware of how we will treat the information in your application form.

- Please confirm you have read and understand our privacy notice.

Declaration

- Please confirm that the information you have provided is correct.

Submitting your form.

Once you are satisfied that all essential information fields have been completed, you can click to submit your form.

When your form is successfully completed, you will receive an onscreen notification, and a bounce back confirmation of submission.

If your form is not submitted, check that all essential (*) information fields have been completed. You can do this by clicking back through each page.

We recommend that you do not exit out of the form until you are satisfied that your form has been submitted.

If you need to update any part of your form during the application process, please notify the Charity Support Team so that we can ensure that the form being assessed contains accurate information.

Due to the volume of applications, we are unable to update individual applicants on the progress of their application. Communication will be sent to candidates throughout the process updating them of the status of their application.