



CILEX Foundation Scholarship Programmes.

Information and Guidance for applicants.

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

Funding cycle summer 2025

Guidance and Information notes for applicants – CILEX Foundation 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 Team via the Contact us section on the CILEX website or via email CILEXFoundation@cilex.org.uk.

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. A charitable aim 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 to students enrolling with a [CILEX Accredited Learning Provider](#).

2. What is a CILEX Foundation Scholarship?

2.1. The CILEX Foundation offer two types of Scholarship: The CILEX Lawyer Scholarship and the Launchpad to Law Scholarship.

▪ *The CILEX Lawyer Scholarship*

The CILEX Lawyer scholarship provides early career legal professionals with full academic funding to study the CILEX Professional Qualification (CPQ). On completion of your studies, you will become a Chartered CILEX Lawyer, having gained a recognised qualification in Law, valuable work experience and desirable skills in legal practice, professionalism and ethics.

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

- The course fees of the [CILEX Professional Qualification \(CPQ\)](#) for those starting their studies at Foundation (entry) level, or,
- The course fees for the [CILEX Graduate Qualification](#) for candidates who have an LLB degree, and who are from Black, Asian or underrepresented ethnic or heritage groups.

▪ *The Launchpad to Law Scholarship*

The Launchpad to Law Scholarship provides initial academic funding to applicants who are yet to start or are in the very early stages of their legal careers. On completion of the Launchpad to Law programme, you will have attained a CILEX Certificate in Legal Practice, access to legal networks and career advice and – subject to continued CILEX membership, funding availability and eligibility – will be supported to apply for further funding through one of our Bursary programmes to continue your CILEX education.

If awarded a CILEX Launchpad to Law Scholarship and on becoming a CILEX Lawyer scholarship student, the CILEX Foundation will fund:

- Enrolment onto the [CILEX Certificate in Legal Practice](#) (typically taking a year to

- complete),
- A full year of CILEX Student Membership and
- Other targeted support or career enhancing and personal development opportunities, as available.

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

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

2.4 It is the responsibility of the award recipient to enrol onto the courses funded by the Scholarship, engage in all elements of study and register for examinations and assessments.

3. Additional support for CILEX Foundation Scholarship students – The Millicent Grant award programme

3.1 The Millicent Grant award programme is a complementary programme, offered to successful Scholarship candidates, who identify as Black, Asian or being from an underrepresented or diverse heritage group.

3.2 The programme is designed to enhance a student's participation in legal education and careers and can offer additional career and personal development opportunities.

3.4 Candidates who are successful in applying for a CILEX Lawyer Scholarship, and who identify as being eligible to join the Millicent Grant award programme may be invited to join, subject to availability.

Additional support for all CILEX Foundation Scholarship recipients.

3.5 As a CILEX Lawyer scholarship student, you may be eligible for additional opportunities or benefits provided by CILEX, our donors or other supporters. Please note that no extra-curricular activity is guaranteed as part of the scholarship offer.

3.6 The CILEX Foundation offers a Welfare and Support Programme which includes access to our partners, 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.

3.7 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 Team will discuss this with you as individual opportunities arise.

4. Who is eligible for a CILEX Foundation Scholarship?

4.1 The CILEX Foundation Trustees propose 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,
 - At Foundation level for those with no legal qualification*,

- At Graduate level for those with an LLB degree, and who identify as being Black, Asian or other underrepresented ethnic or heritage group.

*This includes the initial *CILEX Certificate in Legal Practice* for candidates applying for the Launchpad to Law Scholarship

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

4.3 Before applying, we strongly 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 Foundation 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: <ul style="list-style-type: none"> • Universal Credit • Income Support • Housing Benefit (including Local Housing Allowance) • Income-related Job Seekers Allowance • Income-related Employment and Support Allowance • Disability Living Allowance, Personal Independence Payments or Carers Allowance • Any other income-based state benefit. 	
Or, 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 (CRL) 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 Applicants will also be asked to confirm that they are eligible to join the CILEX Professional Qualification at either the Foundation level or Graduate level entry point. Whilst any eligible candidate can apply for funding to join at Foundation level (including the *Certificate in Legal Practice* for those on the Launchpad to Law programme), only candidates from Black, Asian, or underrepresented ethnic/heritage groups are able to apply for Graduate level funding at this time.

4.4 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 during application open periods.

5.2 You must complete and submit an application form by the closing date of the application period. Late applications cannot be accepted. Whilst we have not previously closed application windows before the advertised closing date, we reserve the right to do so, and early submission is therefore recommended to ensure that your application can be considered.

5.3 You do not need to enclose any supporting documentation or financial evidence at the application stage.

5.4 We recommend completing the application form in one single attempt, to ensure that data is not lost. A guide to completing the application form is attached at [Appendix A](#).

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, fully 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 an award will be made.

6.5 To allow for the Scholarship programme to be administered fairly and for the broadest range of applicants to benefit, candidates will be asked to attend an interview – virtually by Microsoft Teams. Contact will be made by the Charity Support Team with full details and support options for eligible candidates.

6.6 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.

6.7 Awarding decision will be made by a panel of Trustees of the Board of the CILEX Foundation. Trustees' decisions are final and cannot be appealed.

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 via CILEXFoundation@cilex.org.uk or 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.

7.3 The Charity Support Team host online support webinars and are available to support candidates with their applications. Details of webinars and support options will be advertised through CILEX media channels.

8. When can I apply?

8.1 The CILEX Lawyer Scholarship programme application period for 2025 opens at 9am on 2nd May 2025. The application period will close at midday 3rd June 2025.

9. What if I have applied before?

9.1 Funding cycles are annual. If you wish to be considered for the current funding cycle, you will need to make a new application, submitting up-to-date information, re-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 The CILEX Foundation [here](#), additionally you can follow us on LinkedIn.

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. Payment

11.1 Scholarship award payments are made directly to your chosen accredited learning provider, on a modular basis as you progress through the course.

11.2 We recommend that you speak with your chosen learning provider to establish if any additional costs may be incurred, and that you check with the Charity Support Officer prior to committing to pay any third-party fee, as charitable support with these payments may not be guaranteed.

12. Terms of award

12.1 Candidates who are offered an award will be required to agree to terms and conditions.

13. Data Protection

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

Appendix A: Application form 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 and should be read in conjunction with the form when released.

Once the online form is released (during the application open window) we recommend opening and viewing the form by clicking through each page to familiarise yourself with the questions and format.

We recommend that you draft our responses to any 'free type' question before completing 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.

Prior Conduct

We require this information to assess whether you are eligible to join CILEX as a member. These questions are set by CILEX Regulation Limited (CRL).

- If you answer 'Yes' to any of these questions, we recommend that you make early contact with CRL to discuss how this might affect your application.

Financial Eligibility

We require this information to check for financial eligibility.

- You do not need to attach any financial documentation to this application form but will be asked to provide evidence at a later stage.

Eligibility Criteria

We require this information to check for social mobility or other eligibility.

- You do not need to attach any supporting documentation to this application form but will be asked to provide evidence at a later stage.

Education and Experience

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

- Information in this section will be assessed by our shortlisting panel. It is important that you include as much relevant information as possible to allow assessors to consider the merit of your application.
- We recommend drafting your responses to the free type questions in advance, so that you can proofread, spellcheck and apply any word counts.

- You will be asked to give details of your previous academic and work experience. It is important that you do not just list qualifications or paste from your CV. Shortlisting assessors score information that tells them about your experiences, ambitions and potential to succeed. This could include telling us what you have enjoyed in the past and how you have overcome barriers or challenges, for example.
- Note the prompts within each question, as these will give you a framework in which to structure your answer.

Scholarship award preference

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

- The CILEX Foundation offers two Scholarship award types, *The CILEX Lawyer Scholarship* and *The Launchpad to Law Scholarship*.
- Applicants are asked to indicate which Scholarship they would like to apply for.
- If applicants would like to be considered for both Scholarship awards, please indicate this on your application form.
- If, during the course of our assessments we determine that you are suited to an award that you have not indicated an interest in, we will contact you to discuss this with you.

Personal Statement

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

- Your personal statement should tell us why you want to pursue a career as a CILEX Lawyer.
- Information in this section will be assessed by our shortlisting and assessment panels. It is important that you include as much relevant information as possible to allow assessors to consider the merit of your application and score your application against other candidates.
- We recommend drafting your responses to the free type questions in advance, so that you can proofread, spellcheck and apply any word counts.
- Note the prompts within this question, as these will give you a framework in which to structure your answer.

Millicent Grant Eligibility

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.

Declaration

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

Personal Data collection sections.

We require this information from all candidates as part of our funding agreement.

We require this information from all candidates to ensure that we are reaching candidates from underrepresented groups.

We require this information from all candidates to ensure that our processes are fair and accessible.

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.

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 amend or update any of your details after your form has been submitted, please contact the Charity Support Team to notify us of any changes. This is to ensure that the most up-to-date information is considered by our assessment panel.

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