

## PRESIDENT'S AWARD SCHEME (PAS) GUIDANCE NOTES

The President's Award Scheme (PAS) is composed of two separate bursaries – Scholarships and Grants. Grants or Scholarships are awarded on the basis of a financial need and are assessed by the PAS Committee who generally meet three times a year in January, July and September.

### The scheme is available to the following:

- Current or former service personnel (non commissioned ranks only)
- Dependents of current or former service personnel (non commissioned ranks only)
- Spouses/partners of current or former service personnel (non commissioned ranks only)

### When making a decision the committee will take the following into consideration:

- Disabilities
- Financial circumstances
- Family circumstances
- Proven academic capability
- Effort put into application, particularly the personal statement section.

### Scholarships:

- Available for first degrees only
- Open to dependants of current and former service personnel 21 years old or under (for initial applications)
- Scholarships can be awarded up to a value of £1,500 per year (up to a maximum of 3 years)
- Scholarships are generally awarded to assist with accommodation fees
- No funds are available when studying overseas or on work placement
- No funds are available for Postgraduate studies

### Grants:

- Available for first degrees only and non-degree courses
- Open to dependants (under 18, in full-time education, or medically dependent) of current and former service personnel
- Open to current and former service personnel, their spouses/partners
- Grants can be awarded up to a value of £500
- Grants are awarded to assist with course fees, public transport costs, text books, course equipment, laptop, software (relevant to course) and specialist clothing or as decided by the Committee
- No funds are available when studying overseas or on work placement
- No funds are available for post-graduate studies.

Application forms are available to download from the [Royal British Legion Knowledge Base](#) and the [Royal British Legion Women's Section](#) websites.

## SECTION 1

Enter the details of the individual requiring the grant/scholarship.

## SECTION 2

Enter the details of the individual on whom the service connection is based as fully as possible.

## SECTION 3

List all members present in the household, their ages, relationship to applicant, and employment/work status.

## SECTION 4

Enter the details of your education/employment history covering the last 3-5 years.

The course you are applying for or currently studying, including course fees, accommodation fees and other costs i.e. text books, public transport costs, specialist equipment etc

List any grants, student loans or bursaries to which you have either applied for, or have been awarded.

## SECTION 5

Please provide the details of two individuals we can approach, should references be required. For example, they could be current/past employers, Commanding Officers, Sergeants, tutors, or heads of year.

Please tell us how you come to know of the Scheme and what you intend to use the scholarship for.

## SECTION 6

Enter comprehensive details of your monthly income, expenditure and savings.

Scholarship applications only – Please also enter full details of your household income, expenditure and savings/investments. This means the total income in your household or of your parent(s) with who you lived or currently live.

## SECTION 7

Please take the time to complete this section, as this is your opportunity to let the committee know, what difference a grant/scholarship will make to you. The Awards Committee puts heavy focus on this section of the application.

Additional supporting information may also be attached if you feel that it may strengthen your application such as a statement from school, college, university or employer.

If the applicant is a minor (under 18) your parents may include a statement to support your application.

## SECTION 8

Please review this checklist as it will help you to know what information and evidence you need to supply with your application. Applications which do not include the required information and evidence will not be accepted.

Please check each box if you have provided appropriate evidence to satisfy the requirement. For example, to satisfy the requirement of 'Proof of Service' you should provide a copy of an official document proving the service of the Service Person named in Section 2, this could be a copy of an Armed Forces ID card, MOD Payslip, or discharge certificate.

Please supply evidence in appropriate formats (PDF or Word) and ensure that it is legible.

## SECTION 9

If completing a hard copy, please read the declaration and sign and date the application if you are in agreement.

If completing online, please read the declaration and type in your name and insert the date if you are in agreement.

## DEADLINES

Please ensure your application and supporting documents are returned by the date you have been given. As a general rule it is advised that as the meetings are normally held in January, July, and September you should return applications by no later than the 15<sup>th</sup> of the previous month.

Failure to do so may result in your application not being taken to the PAS committee.

## SUBMISSION

When you have completed the form please either email it to [wselfare@britishlegion.org.uk](mailto:wselfare@britishlegion.org.uk) along with scanned in evidence attached. Or post it, including photocopies of the supporting evidence, to:

**President's Award Scheme  
Royal British Legion  
199 Borough High Street  
London, SE1 1AA**

## ANY FURTHER QUESTIONS

If you have any queries or concerns you should contact the RBL contact centre on 0808 802 8080 or using one of the methods available on our [Contact Us](#) page.