

Bursary and Scholarship Application Notes

To be considered for a bursary and/or scholarship please submit the following documents:

- Your completed Application Form
- Your completed Creative Exercise, Covering letter and Financial information
- Examples of artwork that demonstrate your creative ability, if applicable*
(For scholarship applications only)

Process

KLC is committed to encouraging and supporting design talent and broadening access to the school. Limited bursaries and scholarships are available for students who are genuinely unable to pay the course fees. If you would like to be considered for a bursary and/or scholarship, you should complete the following form and email a scanned copy to the Admissions team (info@klc.co.uk).

Applicants will be contacted within one month of the application deadline and will be advised as to whether they have been shortlisted for an award. Shortlisted applicants will be required to attend an interview.

Once all the interviews have taken place and the documentation relating to all short listed candidates has been checked, the Trustees of the KLC Charitable Fund will make a decision as to who will be offered an award and the applicant will then be notified. The decision of the Trustees is final.

Scholarships

**If you have examples of work you may also submit these in support of your application. Artworks submitted should be entirely your own work. If it later transpired that these were not your own work, then the bursary or scholarship would be withdrawn.*

Eligibility for Award

Bursary and scholarship funds are strictly limited and priority will be given to those likely to gain most from the educational provision. The potential contribution of the candidate to the group and design community in the future will be taken into consideration.

Conditions of Award

A student who is awarded a bursary or scholarship is required to work hard, to complete the course, to contribute positively to the life of the school, to be a credit to the school and to set an example to other students.

The bursary or scholarship may be withdrawn by written notice to a student if, in the opinion of the school, acting in good faith, the student has not complied with the obligations above. The withdrawal of the bursary or scholarship would take effect from the start of the following term. A student who is awarded a bursary or scholarship must be prepared to participate in publicity on behalf of KLC for the duration of their course and after graduating for a minimum period of five years.

Confidentiality

The school respects the confidentiality of bursary and scholarship awards made to individuals and recipients are expected to do likewise

Data Protection

All information provided by individuals in connection with an application for a bursary or scholarship will be processed in accordance with data protection principles set out in the General Data Protection Regulation 2018. Data will be processed only for the purposes of

Bursary and Scholarship Application Form

Important notice

Please complete this form and send it back to KLC by post or e-mail.

Please include a covering letter/email and all supporting documents.

Please also bring a copy to your interview. All information will be treated in the strictest confidence.

All sections of this form must be completed. If the answer is no or not applicable, please state.

Course (Please state below):

I am applying for a KLC: Scholarship Bursary

Title: (Please tick) Mr Mrs Miss Ms Other

Name:

Email:

Date of birth:

Nationality:

Address:

Postcode:

Tel:

Mobile:

Protected Characteristics under the Equality Act 2010. Please give details of any illnesses, learning differences (e.g. Dyslexia) or anything else that may affect your studies, so that we can discuss your options with you. If none, please state 'None'.

Where did you first hear about KLC? (Please specify where needed):

Search engine:

Recommended by:

Social media:

Magazine:

Event:

Design Centre Chelsea Harbour:

Education

Please specify subject, date and grades where appropriate.

A-levels or equivalent

School/College:	Subject:	Grades:	Date:

Further education Certificate/Diploma

College:	Subject:	Grades:	Date:

Degree or equivalent

University:	Subject:	Grades:	Date:

Post Graduate qualification

University:	Subject:	Grades:	Date:

Professional qualification – please specify

If English is not your first language, please specify your English language test level

(Please note we require an IELTS score of 6.5, or equivalent)

Computer Skills

Please tick your level of competence.

This information will not detract from your potential as a student, but it assists KLC in informing us where we can help you acquire any missing skills.

	No knowledge	Basic	Intermediate	Advanced
Using the computer and managing files:				
Know the main concepts of file management and be able to efficiently organize files and folders so that they are easy to identify and find.				
Use anti-virus software to protect against computer viruses.				
Save files to/from a USB flash drive (a 'memory stick').				
Word processing:				
Work effectively with documents and save them in different file formats ready to share and distribute.				
Insert tables and images into documents.				
Web browsing:				
Accomplish everyday web browsing tasks including changing browser settings.				
Search for information and complete and submit web-based forms.				
Save web pages and download files from the web.				
Copy web content into a document (text and images).				
Email:				
Create, spell check and send e-mail.				
Reply to and forward e-mail.				
Attach files to e-mail.				
Spreadsheets:				
Enter data into cells, and use good practice in creating lists.				
Select, sort, copy, move and delete data.				
Edit rows and columns in a worksheet.				
Copy, move, delete and rename worksheets.				
Are the basic programmes such as Word, Excel installed on your computer?	Yes:		No:	

For all of our courses at KLC, a laptop computer will be a necessity for your studies. This is for tasks such as project research, the production of presentation materials and sourcing. Our Certificate and Diploma HE courses also include training in the use of CAD software as part of the programme. Students on online courses will access all of their course material online and take part in virtual seminars with tutors and other students. Students will mostly be working with their own laptop computers, but also with the desktop computers situated at our Chelsea Harbour studios. Consequently, prospective students should ensure that they understand the operation of their own laptops and can confidently carry out certain basic tasks which are detailed above.

Career to date

Please give brief career details starting with the most recent.

Employed

Student

Other (please specify): _____

Company:

Job title:

Dates:

Brief description of role:

Company:

Job title:

Dates:

Brief description of role:

Company:

Job title:

Dates:

Brief description of role:

Work experience/internships. Please give details of any practical experience in Interior Design

What do you hope to achieve from the course?

How did you research into a career in interior design?

Personal statement

In approximately 300 - 400 words, please provide a brief statement explaining (i) why you feel that your financial circumstances merit consideration for a Bursary Award (ii) what exceptional creative talent you think you could bring to the KLC Diploma HE course and (iii) what you hope this training will enable.

Financial documentary evidence on income and capital

If you are recommended to be shortlisted for a bursary you will be required to provide your P60, P11D, tax return and recent payslip. If you are self-employed this includes your annual accounts and tax return. In addition, you will be required to provide information on your assets which includes a property and investment portfolio valuation.

Declaration

I confirm that the information I have given in this form is true, complete and accurate and that no information requested has been omitted. I understand that any offer of a bursary is made on the basis that the information I have supplied on this form is true and complete, and that the offer will be deemed null and void if it is found that my application contains incorrect or fraudulent information or omits key information. I also understand that I will be required to produce satisfactory evidence of qualifications declared on this form to support my application, and that I need to comply with all request for documentation by the deadlines provided to me when the request is made.

I acknowledge that the information on this form will be used in accordance with the Data Protection Act 1998 and will be used to form the basis of my student record. I give my consent to the processing of my data by KLC School of Design.

I have read and understand this declaration.

Signature:

Date:

Bursary and Scholarship

Creative Exercise

Introduction

Although we do not require applicants to have previous interior design experience, it is very helpful for us to see something that has required your creative input.

We therefore ask all applicants **not currently studying on a KLC qualification course** to attempt a short exercise so that we can get an insight into the way you access your creativity, and we can make a sound assessment as to whether this is the right course for you.

Part 1

Imagine that a prospective client, who is in fashion PR, has contacted you. The client has recently acquired a large studio apartment on the 5th floor of a new building (see plan overleaf). The interior has potential but is lacking in character and style. The main feature of the apartment is the large windows on one side of the space, leading on to a balcony with fabulous views of the city. The other side, in contrast, is quite dark. The client travels widely and has accumulated some striking pieces of furniture and artworks. The client entertains frequently and is hoping that you can incorporate these pieces in a cohesive way and create something with a real “wow factor”. You have not yet seen the apartment or met the client.

For the first meeting, you have decided that it would help to compile an informal montage of cuttings, photographs, sketches, samples etc. which will convey the style and atmosphere that might suit the client and the apartment.

You can decide whether the potential client is male or female and whether the apartment is in New York, Shanghai, Rio de Janeiro, London or Rome, but please state, in both cases, which you have chosen. You can also choose the type and style of artworks and furniture that the client might have collected, but one of these should be the work of a well-known contemporary designer/artist.

Please submit:

1. A montage of images, samples, etc. on an A4 or A3 board.
2. A sketch plan showing how you would arrange the living/dining, kitchen, bedroom and bathroom areas within the studio apartment.
3. A brief statement citing your perception of the opportunities and problems that the space presents.

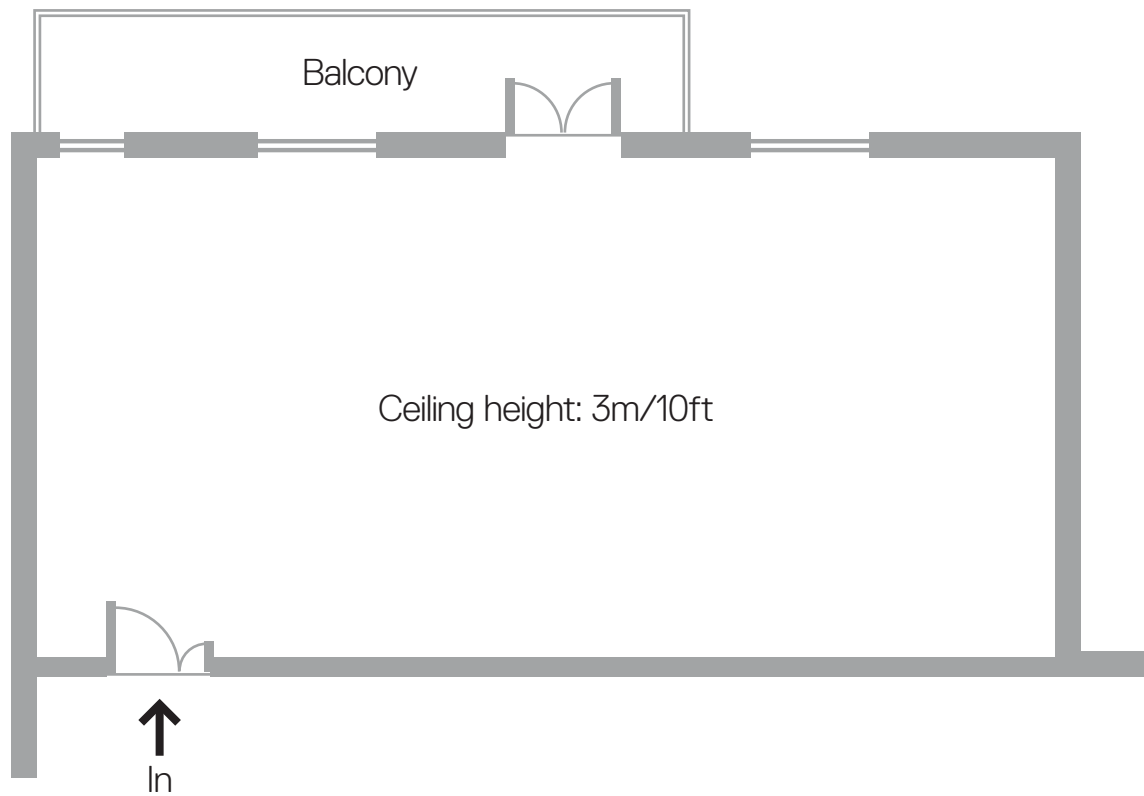
Part 2

Briefly give your opinion (in not more than 200 words) on one of the following:

1. “Creativity is allowing oneself to make mistakes – art is knowing which ones to keep.
—Scott Adams
2. “Creativity is contagious.”
—Albert Einstein
3. “Creativity takes courage.”
—Henri Matisse

We hope you enjoy working on these 2 small challenges!

Bursary and Scholarship Creative Exercise



North

