

## UEA Undergraduate Bursary General Terms and Conditions 2020 Entry

### **Important and surprising terms and conditions**

Bursaries may not be combined with other bursaries, but students may be eligible for scholarships in addition to any bursaries.

Support is provided for no more than four years even if the course is longer. A foundation year counts as one year of study towards your maximum of four years bursary support.

### **What is a bursary?**

A bursary is an award or payment made to support a student's education, awarded on the basis of household income and/or other demographic characteristic.

Students will receive a bursary from the University during every year of study for which they have an eligible household income, for up to four years of undergraduate study.

The amount payable will be entirely dependent upon a student's household income as assessed by Student Finance England (Household income shall be defined as either parental income, if student is classed as a dependant or students' own income if classed as an independent student).

### **What UEA bursary scheme do these terms and conditions apply to?**

1. Undergraduate students with an annual household income less than or equal to £16,000 – award of £1,300 per annum
2. Undergraduate students with an annual household income of £16,001 to £20,000 and from a POLAR 1 postcode – award of £800 per annum
3. Undergraduate students who are care leavers or estranged students – award of £2,500 per annum

### **About these terms**

For UEA's Student General Terms and Conditions please refer to: <https://portal.uea.ac.uk/academic-calendar/general-regulations>

If successful, you will be registered and enrolled with us as a full-time or part-time undergraduate student for a credit-bearing undergraduate programme under our Degree Regulations set out in the University Calendar. You must abide by our Charter, Statutes, Ordinances, Regulations and Policies in force.

We may make changes to these Terms from time to time and the version that is applicable to you will be those that were in force at the date of your first enrolment with us.

If you wish to decline a bursary offer from us prior to registering at the University please email [bursaries@uea.ac.uk](mailto:bursaries@uea.ac.uk). We will then withdraw our bursary offer and confirm this in writing. Any offer of a place on one of our courses would not be affected.

## **Payment of a Bursary**

Students do not need to apply for bursary support. The University will assess who is eligible using household income information provided by Student Finance England, and will notify the student accordingly.

By default, bursaries shall be offered as a fee waiver, though students may opt to receive their bursary as an accommodation discount or a cash payment.

- A student will only be eligible for an accommodation discount if living in University residences.

Payment of cash bursaries will be made in three instalments throughout the academic year.

- For student who commence their studies in September (standard start date) the payments will be made 25% of total will be paid in November, 25% of total will be paid in February and 50% of total will be paid after Easter.
- For students with a non-standard start date e.g. January, payments will be made 25% of total will be paid in February, 25% of total will be paid in June and 50% of total will be paid in August.

Shortly after a student has completed the initial course registration process they will be advised of bursary eligibility and asked to confirm how they would prefer the bursary to be paid. If the student does not state how they would like to receive their bursary entitlement, the bursary will be paid as the default option of a fee waiver at the end of the academic year.

## **Removal or Adjustment of a Bursary**

Where a student is granted permission by the University for an interruption to study, the bursary shall not be payable during the period of interruption to study and shall be reassessed on return.

- The University reserves the right to obtain a refund in the event of a student gaining permission for an interruption to study.

Where a student changes the mode of their study from full-time to part-time, or vice-versa, any bursary to which the student was entitled shall be reassessed accordingly.

A student who is eligible for a reduction in gross fees - such as a year abroad, year in industry or as a member of staff - will then receive a proportional reduction on bursary, excluding reductions as a consequence of fee waivers. For example, students on year abroad pay 15% of fees and are, therefore, eligible for a maximum of 15% of their bursary.

If household income changes, so therefore could the level of eligibility for a University Bursary. In cases where a change in household income results in an increase/decrease or loss of eligibility, the University will reclaim/increase the value of bursary under the revised eligibility.

Any bursary entitlement due to a student would be reduced pro rata on their withdrawing from the course. The University reserves the right to obtain a refund to the pro-rata amount in the event of withdrawal from the course.

### **Repayment of the Bursary**

In the event that your Bursary is removed, you will be liable to pay us any relevant pro-rata amount, immediately on demand.

If we have made an error in calculating your Bursary and as a result you have received any funds to which you were not entitled, we may request that you repay us the amount overpaid and you will be liable to repay it to us within 30 days of our demand.

In addition to any other rights we may have at law to take action against you for recovery or repayment, the amount so outstanding will be treated by us as a sum due to us in accordance with our General Regulations on Fees and Charges.

### **Marketing and Promotion**

All successful Bursary holders may be asked to participate in University publicity. This may include but not be limited to public appearances, speeches, photographs, blogging and/tweeting or interviews.

### **How We May Use Your Personal Information**

We will use the personal information we receive from Student Finance England to administer the Bursary scheme. We will retain all documents we receive in connection with the Bursary scheme along with your other student records in accordance with our Data Protection Policy: [www.uea.ac.uk/is/strategies/infregs/dp](http://www.uea.ac.uk/is/strategies/infregs/dp).

Once you are enrolled at UEA, the University will contact you using your University student email account. It is your responsibility to check this account regularly for important information regarding payment of your Bursary, and any other requests relating to the Bursary scheme.

The detailed eligibility criteria for each type of bursary can be found in the attached appendices.

### Appendix 1

#### **Undergraduate students with an annual household income less than or equal to £16,000**

##### **Eligibility Criteria**

You are eligible for this bursary under these Terms if you meet all of the following criteria:

- You are eligible to pay fees at the rate applicable to Home Students and entitled to claim (but not necessarily claiming) funding from Student Finance England. Students not meeting these criteria are not eligible for this bursary, including those from the Channel Islands, the Isle of Man and those paying fees at the international rate. Some scholarships are available for International citizens, details can be found at [www.uea.ac.uk/study/international/fees-and-funding/scholarships](http://www.uea.ac.uk/study/international/fees-and-funding/scholarships)
- You are registered on an undergraduate degree course at UEA, including courses with a Foundation Year in September 2020 or January 2021 and are subject to the £9,250 fee.
- You are enrolled and attending as a student at the University at the time of payment.
- You are eligible for a tuition fee loan from Student Finance England, Scotland, Wales or Northern Ireland.

- You have been means tested by Student Finance England.
- You have a qualifying annual household income less than or equal to £16,000 as assessed by Student Finance England (Household income is defined as either parental income, if you are classed as a dependant or your own income if classed as an independent student).

Bursaries are also available to any deferred entry student who fulfils the same conditions. Part time students who study a minimum of 25% full time equivalent (fte) may be eligible for UEA Bursary support. Any support given will be proportional to tuition fee paid.

## Appendix 2

### **Undergraduate students with an annual household income of £16,001 to £20,000 and from a POLAR 1 postcode**

#### **Eligibility Criteria**

You are eligible for this bursary under these Terms if you meet all of the following criteria:

- You are a UK citizen. EU citizens and international citizens and those from the Channel Islands and Isle of Man liable for international fees are not eligible for this bursary. Some scholarships are available for International and EU citizens, details can be found at [www.uea.ac.uk/study/international/fees-and-funding/scholarships](http://www.uea.ac.uk/study/international/fees-and-funding/scholarships)
- You are registered on an undergraduate degree course at UEA, including courses with a Foundation Year in September 2020 or January 2021 and are subject to the £9,250 fee.
- You are enrolled and attending as a student at the University at the time of payment.
- You are eligible for a tuition fee loan from Student Finance England, Scotland, Wales or Northern Ireland.
- You have been means tested by Student Finance England.
- You have a qualifying annual household income of £16,001 to £20,000 as assessed by Student Finance England (Household income is defined as either parental income, if you are classed as a dependant or your own income if classed as an independent student).
- Your home postcode as provided to the University by Student Finance England is in an area defined as a Low Participation Neighborhood (POLAR4 quintile 1) for students under 21, or is an area with a Low Adult HE qualification rate (quintile 1) for students 21 and over, as defined at <https://www.officeforstudents.org.uk/data-and-analysis/postcode-search/>

Bursaries are also available to any deferred entry student who fulfils the same conditions. Part time students who study a minimum of 25% full time equivalent (fte) may be eligible for UEA Bursary support. Any support given will be proportional to tuition fee paid.

## Appendix 3

### **Undergraduate students who are care leavers or estranged students**

#### **Eligibility Criteria**

You are eligible for this bursary under these Terms if you meet all of the following criteria:

- You are a UK or EU citizen. International citizens and those from the Channel Islands and Isle of Man liable for international fees are not eligible for this bursary. Some scholarships are

available for International and EU citizens, details can be found at [www.uea.ac.uk/study/international/fees-and-funding/scholarships](http://www.uea.ac.uk/study/international/fees-and-funding/scholarships)

- You are registered on an undergraduate degree course at UEA, including courses with a Foundation Year in September 2020 or January 2021 and are subject to the £9,250 fee.
- You are enrolled and attending as a student at the University at the time of payment.
- You are eligible for a tuition fee loan from Student Finance England, Scotland, Wales or Northern Ireland.
- You have been means tested by Student Finance England.
- You have been ordinarily resident in the UK for at least three years
- Your Student Finance England application confirms that you are someone
  - Who is 24 years of age or younger at enrolment and has been in care of the Local Authority for a period of 13 weeks or more in the eight years preceding the start of the course. You will need to provide a letter from a social worker or Local Authority as evidence of your status as a care leaver.

**OR**

- Who is 24 years of age or younger **and** is categorised as an independent student (other). In addition, when you complete your UEA registration task you confirm that you are irreconcilably estranged from your parents, which means that they have not had verbal or written contact with any living biological or adoptive parents for a significant period of time, and this will not change.