

## UEA PGCE Bursary General Terms and Conditions 2024 Entry

### Important and surprising terms and conditions

Students in receipt of a Training Bursary or Scholarship of £24,000 or more (awarded by the Department for Education (DfE) to eligible trainees on eligible postgraduate DfE-funded Initial Teacher Training courses) are not eligible for a UEA PGCE bursary.

### What is the PGCE bursary?

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

UEA's PGCE bursary is designed to support students undertaking a PGCE at UEA who have a low household income and are from postcode areas where residents are least likely to progress to Higher Education.

Students will receive a bursary from the University for the year of study for which they are eligible.

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

PGCE students with an annual household income of less than or equal to £20,000 and from an Adult HE quintile 1 home postcode at the time of applying are eligible for an award of £1,000 per annum.

### About these terms

For UEA's Student General Terms and Conditions please refer to:

<https://www.uea.ac.uk/about/university-information/university-governance/academic-calendar/section-3/general-regulations/general-regulations-for-students>

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

We may make changes to these Terms from time to time and the version that is applicable to you will be that which was 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 and home postcode information provided by Student Finance England and will notify the student accordingly.

Bursaries shall be a cash payment made in a single instalment on the 4<sup>th</sup> October 2024.

Shortly after a student has completed the initial course registration process, they will be advised of bursary eligibility.

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

Where a student is granted permission by the University for an interruption to study, the University reserves the right to obtain a refund.

A student who is eligible for a reduction in gross fees - such as a member of staff - will receive a proportional reduction in any bursary, excluding reductions as a consequence of fee waivers.

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 in the event of any interruption to study – a withdrawal, intercalation or suspension, for example - if the date of interruption is before the 50% fee liability threshold of the University's published cut-off dates. If the date of interruption is after the 50% fee liability threshold, the student will be permitted to retain the full bursary award.

### **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 funds to which you were not entitled, we may request that you repay us the amount overpaid. You will be liable to repay 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, blogs and/or tweets, and 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:

<https://www.uea.ac.uk/about/university-information/statutory-and-legal/data-protection>

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.

Detailed eligibility criteria for the UEA PGCE bursary can be found in the attached appendix.

## Appendix 1

### **PGCE students with an annual household income of £20,000 or less and from an Adult HE 2011 quintile 1 home 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.
- You are registered on a PGCE course at UEA in September 2024.
- You are enrolled and attending as a student at the University at the time of payment.
- You have not received a DfE-funded Initial Teacher Training bursary, or a scholarship of £24,000 or more in relation to your PGCE study.
- 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 equal to or less than £20,000 as assessed by Student Finance England.
- Your home postcode as provided to the University by Student Finance England is in an area defined as a Low Participation Neighbourhood (Adult HE 2011 quintile 1) as defined at <https://www.officeforstudents.org.uk/data-and-analysis/young-participation-by-area/about-polar-and-adult-he/>