

## **Terms and Conditions for Undergraduate Fee Waivers, Bursaries and Scholarships 2013-14**

### **1. Scope**

These terms and conditions apply to new undergraduate students taking up a place for 2013/14 paying fees of £9,000 per year for campus based programmes or £7,500 for franchised non campus based programmes and who are identified by the University as eligible for the relevant financial support. They apply to awards made under the terms of the University's 2013/14 Access Agreement and to an agreed list of scholarships supported by University donors.

### **2. Terminology and Definitions**

Guidance on the terminology and definitions applying to the 2013/14 Bath undergraduate student support framework is set out in the scheme guidelines. It is your responsibility to ensure that you have read and understood them.

### **3. Eligibility**

- 3.1 Our fee waiver, bursary and scholarship schemes have specific eligibility criteria and these are set out on our [webpages](#) and in the scheme guidelines. It is the University's responsibility to identify potential award recipients on the basis of these criteria but the University cannot be responsible for any errors or omissions in the information supplied to it and on which eligibility decisions are based. The University's decision on the interpretation of eligibility criteria is final and there is no right of appeal. You must comply with all requests for additional information to establish your eligibility on the timeframes specified and you must submit any evidence requested by the deadlines as stated in the 'Guidelines for Undergraduate Fee Waivers, Bursaries and Scholarships 2013-14'.
- 3.2 Your fee waiver, bursary and income related scholarship eligibility is determined in the first year of your academic programme (Year 1 of studies). Refer to section 3 points i, ii and iii in the Guidelines for the scheme relating to transfers in.
- 3.3 Fee waivers may either be a University of Bath or National Scholarship Programme (NSP) award but you cannot hold both together. In addition to a fee waiver, you may receive a bursary.
- 3.4 Income Related Scholarships (IRS) are discretionary. This means that even if you meet the all the criteria you are not guaranteed one. The University will select the scholars it deems to be the most deserving in its sole discretion. Its decision in this respect is final and there is no right of appeal. Candidates will be selected for an IRS based on the eligibility criteria and your supporting statement. IRSs are only open to full time new entrant UK students who are not in receipt of (or eligible for) a fee waiver and/or bursary and whose household income is at or below £42,611. The University reserves the right to vary this policy in particular individual circumstance. Only one IRS can be held at any one time. The University reserves

the right not to allocate or to withdraw a scholarship if you already have, or are at a later date, awarded an externally funded scholarship or sponsorship package.

- 3.5 Government regulations state that if you are a student who has commenced the BSc in Architecture (Part 1), on a full time basis before 1<sup>st</sup> September 2012, and are progressing onto the Masters in Architecture (MArch RIBA Part 2), on a full time basis, then your tuition fee charges and any maintenance support will follow the same rules that were applicable to you at the start of your BSc programme of study. This rule applies as long as you have no more than three academic years between completing your BSc and starting the MArch programme and you remain as a full time student. If you have a break of more than three years then you will be treated according to the funding regulations and tuition fee charges that are in place for your year of entry to the MArch programme. Similarly, any funding eligibility from the University of Bath in the form of bursaries will follow the same rules as detailed above.

#### **4. Allocation & Household Residual Income (HRI)**

- 4.1 Fee waivers, bursaries and scholarships are awarded to those who meet the eligibility criteria at the time of allocation. An award will not normally be taken away if eligibility changes in any subsequent year and there will not be any routine reassessment of household income year-to-year. The only exception to this is if you change your programme of study and are in receipt of a scholarship which is programme specific, in which case it may be withdrawn.
- 4.2 If you are not eligible for an award in 2013/14 but subsequently believe that you meet our criteria (because, for example, your family household income falls for 2014/15), you may be able to apply to the Discretionary Student Support Fund for assistance. Separate guidelines and conditions apply to this Fund, which is administered by the Funding Advice Team in Student Services, 4 West. Any assistance from this fund will be for one year only, but may be renewable.
- 4.3 You cannot be considered for an award if you have not responded to our notifications of your eligibility with appropriate evidence, or if we have not received from the Student Loan Company (SLC) your household income data by the published deadlines. Awards cannot be claimed retrospectively.
- 4.4 The University will use the first HRI figure that is shared with us by the SLC at the start of your academic studies. This HRI will be used to determine the income eligibility requirement for a fee waiver, bursary or scholarship.
- 4.5 The University will not normally consider HRIs that have come about as a result of reassessment in the year that eligibility is determined, unless the revised HRI is as a result of a correction to your HRI due to SLC error. It is your responsibility to request a review of your fee waiver, bursary or scholarship eligibility via the Funding Advice Team in Student Services, 4 West within the deadlines specified. The University has discretion over whether or not to allow any revisions to your HRI figure.
- 4.7 If you have an initial HRI assessment that is submitted to us by the SLC after the final deadline date then the University has discretion over whether or not to allow this HRI figure for consideration for a fee waiver or bursary. Students who are in this position and have met the other eligibility criteria will normally be directed to submit an application to the Discretionary Student Support Fund administered by Student Services. You should refer to the separate terms and conditions that apply to this fund.

## 5. **Placements**

5.1 For the purposes of the fee waiver and bursary scheme a placement is defined as:

- Students who undertake a thick or thin sandwich programme that has a full or half year placement option as an integral part of their programme. These programmes have defined UCAS codes that identify them as an undergraduate degree programme with placement
- Placements can be made up of paid or unpaid employment, research or study abroad
- These periods normally attract a reduced tuition fee liability

Some degree programmes offer an 'optional' additional study abroad placement, normally in Semester 1 of your fourth year of studies. Your eligibility for support during any such period will relate to your tuition fee liability e.g. placement rate or full fees payable. Further information on tuition fee charges is available from the University's Student Finance Office, Wessex House 3.44.

5.2 The BSc Hons in Social Work and Applied Social Sciences has practice learning opportunities as part of the programme and these are not considered as a placement under these Terms and Conditions.

5.3 If you are in receipt of a paid allowance for your placement period, that is to say receiving a non-taxable payment which is not a salaried income, then you will be treated as if you are on an unpaid placement. If you are receipt of a payment that is classed as taxable income by your placement provider or country of placement, then you will be treated as if you are on a paid placement. Your academic department will be responsible for ensuring that your mode of attendance and placement type is correctly indicated in your SAMIS record.

5.4 Fee waivers and bursaries for programmes that are defined as a thin placement programme (e.g. Business Administration) are applied on a pro rata basis across the relevant placement years.

5.5 If you are on a placement year that is split between part study abroad or unpaid period with the other half as a paid placement, then any bursary entitlement will be paid on a pro rata basis.

5.6 Fee waivers for eligible students which are given in your placement year include paid, unpaid or study abroad periods.

5.7 Bursaries for eligible students which are given in your placement year are for unpaid or study abroad periods only.

## 6. **Suspensions and Withdrawal from Studies**

6.1 If you suspend or leave your studies then you will not be eligible to receive any future fee waiver, bursary or scholarship payments in that year. You may however, be eligible to receive any outstanding fee waiver or bursary award due upon your return from suspension. Scholarship payments payable are at the discretion of the Department of Development & Alumni Relations.

6.2 Fee waivers will be calculated pro rata based on the number of weeks you have been in registered on your programme.

- 6.3 The University will not seek to reclaim any bursary payments already made to you prior to your suspension/withdrawal.
- 6.4 The Department of Development & Alumni relations will not normally allow scholarships to be paid once a student has suspended studies or has withdrawn.
- 6.5 An overpayment may occur if you suspend your studies for a period for which a payment has already been processed, or through administrative error. In the case of an overpayment, you may be required to repay the overpaid amount by cheque to the Finance Office within 14 days of us notifying you that an overpayment has been made. Alternatively, at the discretion of the University, you may be allowed to forfeit an equivalent amount from your bursary or scholarship payments for the following year; this option will not be available to those who do not have further scheduled payments equal to or exceeding the value of the overpayment.

## **7. General Terms and Conditions**

- 7.1 Fee waivers and bursaries will not normally be terminated nor repayment required on the basis of academic failure, but they will not be paid during any repeat year or partial repeat year. Students who are in this position and have met the other fee waiver/bursary eligibility criteria will normally be directed to submit an application to the Discretionary Student Support Fund administered by Student Services. You should refer to the separate terms and conditions that apply to this fund.
- 7.2 Scholarship awards will not normally be terminated nor repayment required on the basis of academic failure, but they will not normally be paid during any repeat year or partial repeat year. However, some scholarship awards are subject to you meeting a required academic standard in each year of your studies. The Department of Development & Alumni Relations has the right to withdraw a scholarship in the circumstances outlined in this paragraph.
- 7.2 The University reserves the right to terminate a fee waiver, bursary or scholarship award and demand repayment of funds already paid in the case of any disciplinary action being taken against an award-holder. Cases will be considered on an individual basis by the Head of Student Support Services.
- 7.3 Awards are allocated for 2013/14 entry only. If you defer or withdraw and restart, any award already offered will become void. If eligible, you will be considered for support the following year but this will be subject to the terms of the Access Agreement then in force.
- 7.4 The University reserves the right to withdraw an award from anyone who is found to have misled the University about any aspect of their eligibility and to seek repayment of any monies already paid to them. In such cases the University may seek to recover any money paid as a debt in the county court (in which case it may also seek to recover additional sums such as interest, court fees and legal costs).
- 7.5 There is no right of appeal against the University's decision final in relation to your eligibility for an award based on your widening participation or your academic profile. You may make a complaint if you believe that you have not been considered for an award because of a procedural error, or you believe that there has been some other procedural problem with our allocating and awarding system. Complaints should be made under the terms of our [Admissions Complaints and Review Procedure](#).

7.6 This document should be read in conjunction with the Guidelines for Undergraduate Fee Waivers, Bursaries and Scholarships 2013-14.

Any queries relating to these terms and conditions should be addressed to the Admissions and Funding Co-ordinator, Admissions Office, University of Bath, BA2 7AY or by emailing: [undergraduatefunding@bath.ac.uk](mailto:undergraduatefunding@bath.ac.uk)

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