

Terms and Conditions for Undergraduate Bursaries and Scholarships 2016-17

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1. Scope

These terms and conditions apply to new undergraduate students taking up a place for 2016-17 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 2016-17 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 2016-17 Bath undergraduate student support framework is set out in the scheme guidelines that accompany these terms and conditions. It is your responsibility to ensure that you have read and understood them.

3. Eligibility

3.1 Our bursary and scholarship schemes have specific eligibility criteria and these are set out on our website at www.bath.ac.uk/study/ug/funding 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 in the timeframes specified and you must submit any evidence requested by the deadlines as stated in the 'Guidelines for Undergraduate Bursaries and Scholarships 2016-17'.

3.2 Your 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 Income Related Scholarships (IRS) are discretionary. This means even if you meet 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 new full time UK students who are not in receipt of (or eligible for) a bursary and whose household income is at or below £42,875. 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.

3.4 Government regulations state that if you are a student who has commenced the BSc in Architecture (Part 1), on a full time basis **before** 1st 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 student loans support will follow the same rules that were applicable to you at the start of your BSc programme of study. If this applies to you, then you would not be eligible for the £1,000 MArch bursary scheme. Instead you will be considered for the [bursary scheme](#) in place for students who started their undergraduate studies prior to 2012.

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.

3.5 Students on franchised, **non-campus** based honours year top ups who have moved directly from their foundation degree to their top up degree will continue on the funding scheme from their year of entry. Students who have had a break of one academic year or more (or are new to the University of Bath) between the two courses will be subject to the funding scheme applicable in the year that they start their top up degree.

4. Allocation and Household Residual Income

4.1 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 income 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 The University will use the first HRI figure that is shared with us by the SLC at the start of your academic studies in Year 1. This HRI will be used to determine the income eligibility requirement for a bursary or scholarship.

4.3 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 bursary or scholarship eligibility via the Student Money 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.

4.4 Students who have not requested an income assessment to be undertaken by the SLC are not eligible for our funding schemes. Where the SLC incorrectly provides an income assessment where one was not requested by the student/students' family, we reserve the right to withdraw an award at the point that the error becomes known.

4.5 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 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.

4.6 If you are not eligible for an award in 2016-17 but subsequently believe that you meet our criteria (because, for example, a reduction in your family household income in 2017-18), 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 Money Advice Team in Student Services, 4 West. Any assistance from this fund will be for one year only, but may be renewable.

4.7 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.

5. Start-up bursary

5.1 Students who are eligible for the University of Bath Bursary and who also live within a qualifying local authority area will be awarded an additional £1,000 in the first instalment of their bursary.

5.2 Qualifying local authority areas are: Bath & North East Somerset, Bristol, South Gloucestershire, North Somerset, Somerset County, Gloucestershire County, Wiltshire County, Swindon, Monmouthshire County, Torfaen, Blaenau Gwent, Caerphilly, Cardiff, Vale of Glamorgan, Rhondda Cynon Taf, Merthyr Tydfil, Bridgend, Neath Port Talbot, and Swansea.

6. Placements

6.1 For the purposes of the 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.

6.2 The BSc (Hons) 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.

6.3 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 in 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.

6.4 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.

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.

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

7. Suspensions and withdrawal from studies

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

7.2 The University will not seek to reclaim any bursary payments already made to you prior to your suspension/withdrawal.

7.3 The Department of Development & Alumni relations will not normally allow scholarships to be paid once a student has suspended studies or has withdrawn. 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 Department of Development & Alumni Relations, you may be allowed to forfeit an equivalent amount from your 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.

8. Fees Status

8.1 If you have been assessed as UK for student support by Student Finance England (or other UK student loans awarding agency), but the University has classified you as Overseas or Islands for tuition fee purposes, then we are not permitted to draw down funding from the Student Loans Company (SLC) where there is a discrepancy. In this situation you must make an appointment to discuss this with the [Money Advice Team](#) in, 4 West for assistance in determining why a discrepancy has occurred. Any bursary or scholarship entitlement will not be processed until this discrepancy has been resolved.

8.2 If you have been assessed as UK for student support by Student Finance England (or other UK student loans awarding agency), but the University has classified you as EU for tuition fee purposes, then you must make an appointment to discuss this with the [Student Money Advice Team](#) in, 4 West for assistance in determining why a discrepancy has occurred, so that we can ensure if any bursary or scholarship funding can be considered.

8.3 If we have determined you as EU for fees purposes but you are a UK citizen 'born in' the UK and have resided in the EU or EEA for the previous 3 years or more, then please contact us as we may need to review your fees status for bursary and scholarship funding purposes. If you have questions about your fees status in general you can contact us for advice. Please refer to our Fees Status Assessment criteria for further information.

9. General Terms and Conditions

9.1 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 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.

9.2 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 if your academic standard falls below the required level.

9.3 The University reserves the right to terminate a bursary or scholarship award in the case of any disciplinary action being taken against an award-holder. The University may also seek repayment of any bursary or scholarship overpayment on a pro rata basis, should your award be terminated due to disciplinary action being taken. Cases will be considered on an individual basis by the Head of Student Support Services.

9.4 Awards are allocated for 2016 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.

9.5 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).

9.6 There is no right of appeal and the University's decision is 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 Appeals Procedure](#).

9.7 The use of data and personal information gathered initially with a view to determining your eligibility for our funding schemes may subsequently be used by the University to provide you with information and advice about the University and should you subsequently join the University to inform our strategies for supporting you as a new entrant, to inform you about provision that you may be able to access, to monitor student success and for other legitimate reasons. . Please refer to our Guidelines for Undergraduate Bursaries and Scholarships 2016-17.

9.8 Each year we will survey students about our funding schemes to evaluate, inform our strategies and planning for future funding opportunities. Your survey responses used as part of any evaluation will remain anonymous.

9.9 This document should be read in conjunction with the Guidelines for Undergraduate Bursaries and Scholarships 2016-17.

9.10 Any queries relating to these terms and conditions should be addressed to the Admissions and Funding Manager, Admissions Office, University of Bath, BA2 7AY or by emailing: undergraduatefunding@bath.ac.uk

DOCUMENT CONTROL INFORMATION

Owner Admissions and Funding Team

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