

Terms and Conditions

Undergraduate Sanctuary Scholarship

2023-24

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1 Scope

- 1.1 These terms and conditions apply to new undergraduate students taking up a place of study in 2023-24, who have UK Asylum status or Discretionary/Limited Leave to Remain as a result of an Asylum application, and those with Humanitarian Protection (as a result of an asylum application) who do not meet the residency requirements to access UK loans for their studies.
- 1.2 The allocation of the scholarship is competitive and so not all applications received may be successful. There is 1 scholarship available and will consist of:
- A full tuition fee Waiver covering the full cost of tuition fees, fee waivers apply for the full duration of a 3 year undergraduate programme.
 - A bursary of £5000 per year to help with additional costs.
- 1.3 This document outlines the full terms and conditions of this scheme, and you should read these before you complete and submit an application.

2 Eligibility criteria and definitions

Eligibility	<p>Students must have received a conditional or unconditional offer of undergraduate study from University of Bath, having applied through UCAS.</p> <p>If an offer is conditional, the conditions of the offer of a place must be met (e.g. academic and English language qualifications). The scholarships offer a maximum of three years of funding for full-time study.</p> <p>During this time, you should be a registered student at the time of each payment and be making satisfactory progress to the next year of study.</p> <p>The list of eligible courses is subject to approval, modifications, closure and suspensions at the discretion of the University.</p> <p>You are unable to access UK government student financial support for higher education because of your immigration status</p> <p>You do not require additional support from the University for living expenses or accommodation other than that provided through the Sanctuary Scholarship Bursary.</p> <p>You are able to provide evidence to the satisfaction of the University that your asylum application is under consideration by the UK Home Office or evidence that you meet one of the other immigration status requirements detailed above.</p> <p>You are willing to act as a champion for the University to encourage future students to progress to Higher Education. This may involve sharing your story or experiences of studying at the University of Bath to use in our promotion of the University or supporting our recruitment and outreach events such as Open Days to inspire future students.</p>
Application for study	<p>Have been offered a place (conditional or firm) on an undergraduate programme at the University of Bath before applying for the Sanctuary Award.</p>

<p>Immigration Status</p>	<p>An eligible immigration status can be one of the following if you have it in your own right or as a dependant of someone with this status:</p> <ul style="list-style-type: none"> • asylum seeker – a person who has made a claim in the UK for refugee status. • refugee status OR humanitarian protection without access to home fees and student finance. • a person who has limited leave to remain (formerly discretionary leave to remain) this could include, for example, unaccompanied asylum-seeking children who have reached majority age • the dependants of any of the above status groups in recognition that they are also from asylum-seeking or refugee backgrounds You must hold this status prior to your application for study at Bath. • You do not have a 'no study' immigration bail condition, as confirmed by the Home Office • You live within easy commutable distance to the University of Bath. We will give priority to applicants already residing in the Bath area. <p>In cases where the spouse, civil partner or child arrived after the date refugee status was awarded, they must have UK Discretionary/Limited Leave to Enter/Remain or Asylum Status in their own right.</p> <p>The University will also need to check/verify your immigration status with the Home Office, and if required to do so, we will contact you about this. You will need to consent to this and assist us in this respect.</p>
<p>Sanctuary Bursary</p>	<p>The Sanctuary Award is payable in three instalments in each standard academic year of the course.</p>
<p>Sanctuary Fee Waiver</p>	<p>A Sanctuary Fee Waiver will cover the full cost of your tuition fees for the normal duration of your undergraduate course Students will be funded for one additional year of Sanctuary Scholarship payments should you need to repeat a year. Should students withdraw or suspend their studies any future payments will be suspended.</p>

3 Application

3.1 To be considered for one of these bursaries, you need to:

- Meet the eligibility criteria in relation to your immigration status
- You have a conditional or firm offer from the University of Bath for 2023 entry onto an undergraduate degree course
- Not be eligible to apply for UK student loans
- Have submitted a Sanctuary Scholarship application by the published deadline

3.2 It is the University's responsibility to identify potential award recipients on the basis of information provided in your scholarship and study application. 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 deadlines.

3.3 You should complete the application which will be made available via the University's webpages. Receiving an invitation to apply for a Sanctuary Scholarship does not automatically mean you meet the

eligibility criteria or that you may be successful. Please ensure that you keep your email address up to date in your Bath Application Tracker. Incomplete applications will not be considered.

- 3.4 The deadline for Sanctuary Scholarship applications will close on **March 31st 2023** at midnight (GMT). This is the date by which we have received your application by email or post. We reserve the right to extend this date in order that this scheme may be allocated before the start of the 2023 academic year.
- 3.5 The University reserves the right to review application closing dates to ensure the allocation of awards is met in full.
- 3.6 You are not eligible to apply for this scheme if you have already received a Sanctuary Scholarship from Bath in a previous academic year.
- 3.7 Applications should be by email to studentsuccess@bath.ac.uk or by post to Student Retention Team, Student Services, University of Bath, Claverton Down, Bath, BA2 7AY.

4 Selection

- 4.1 Selection will be based on your supporting statements and reference submitted in your scholarship application and other contextual information, as provided in your application to study at Bath.
- 4.2 A selection panel will meet to decide upon applications and allocation of this fund. This will normally comprise of, but is not limited to, one staff member from each of the following: Undergraduate Recruitment & Admissions, Student Services, Student Immigration Service, Students' Union, Alumni & Development, and a senior academic.
- 4.3 The selection panel will select applicants in their discretion on behalf of the University and their decision is final. The panel will base their decision on whom to select, on who they deem to be in greatest need, but they will also take into consideration the following; barriers to accessing education, personal & financial circumstances, reasons for study, ambitions for the future, and how you will contribute to the University community.
- 4.4 You cannot be considered for an award if you have not responded to our invitation to submit a scholarship application along with any relevant supporting evidence, within the application deadline. All awards are discretionary and limited in number, so even if you meet the criteria you are not guaranteed to receive one.

5 Additional Funding Support

- 5.1 This funding scheme is only open to you if you are **not** eligible for UK Government student loans or other significant sponsorship funding towards your fees and living costs. The University reserves the right to vary this policy in particular individual circumstances, where the additional funding received may be limited. The University reserves the right not to allocate, or to withdraw and seek repayment of your fee waiver and bursary, if you already have, or are later awarded a scholarship or sponsorship package.

6 Payments

- 6.1 Payment of awards will be made by the [University's Student Finance Office](#). Please note that if you are successful your first bursary payment will only be paid to you on the due date if you are fully registered as a student at Bath and have completed and returned a bursary payment agreement form which must be returned to the Student Finance Office in Wessex House 3.44. This form will be emailed to you should you be successful in your application.
- 6.2 If you are successful payment of your bursary award will be made direct to your nominated UK bank.

If you are successful payment of your bursary award will be made in 3 instalments each year in September, January, and April.

7 Changes to study

- 7.1 If you change to a non-eligible programme or mode of study then your Sanctuary Scholarship may be withdrawn. If you make **any** changes to your original programme of study you must notify the Student Retention & Success Team about this, as it may affect your continued eligibility, email: studentsuccess@bath.ac.uk .

8 Suspensions and withdrawal from studies

- 8.1 If you suspend or withdraw from your studies then you will not be eligible to receive any future award payments in that year. You must notify the Student Retention & Success Team as soon as possible, as it may affect your continued eligibility, email: studentsuccess@bath.ac.uk .
- 8.2 All bursary payments will be calculated on a pro rata basis and **any overpayments may need to be repaid** to the University should you suspend, withdraw from studies, or transfer to a non-eligible programme, or no longer be eligible for payments for any other reason, (in such a case the University may seek to recover the amount of the overpayment as a debt in the county court).
- 8.3 You may however, be eligible to receive any outstanding awards due upon your return to studies, following a period of suspension. Awards in these circumstances will be calculated on a pro rata basis.

9 Repeating, extending, deferring your studies and academic progress

- 9.1 Students will be funded for one additional year of Sanctuary Scholarship payments should you need to repeat a year. You can apply for Hardship Funds from the Money Advice Team should you find yourself in financial difficulty during any such period. Visit www.bath.ac.uk/guides/applying-for-the-university-of-bath-hardship-fund/ to find out more about Hardship Funds. Please note that awards from this fund are not guaranteed.
- 9.2 Fee waivers will be extended for one repeat year only.
- 9.3 Bursary funding is only up to the award value of £5000 per year. If you need to repeat or extend your studies, bursary payments will only be paid for one repeat year. If this places you in a hardship situation, then you may wish to submit an application to the University Hardship Fund via the Money Advice Team as per section 9.1.
- 9.4 Awards are allocated for 2023 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 this scholarship then in force.
- 9.5 We reserve the right to contact your academic department for an update on your progress throughout your course. This is to ensure the Scholarship is enabling you to succeed and progress in your studies. If there are issues relating to your academic progression, we will contact you to discuss appropriate advice and guidance.

10 Changes to your immigration status

- 10.1 If you have a change to your immigration status or immigration bail you must notify the Student Retention & Success Team immediately, email: studentsuccess@bath.ac.uk, in addition to the Head of Student Immigration for guidance, email: headofstudentimmigration@bath.ac.uk . You will need to provide documentary evidence of your change in status.

- 10.2 If you receive notice that you are liable to be detained, or you receive a study ban, by the UK Home Office then your scholarship will be suspended for the duration of your detention/study ban. The University may review the support available to you to help you resume your studies if your status enables you to continue subsequently.

11 Disciplinary action and fraudulent applications

- 11.1 The University reserves the right to terminate your scholarship award and demand repayment of funds (both the fee waiver and bursary) 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 Director of Student Services.
- 11.2 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).

12 Appeals

- 12.1 There is no right of appeal and the University's decision is final in relation to your eligibility for an award. 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 to the Director of Student Services, email: director-studentservices@bath.ac.uk

13 Use of Data

- 13.1 Students on collaborative programmes need to be aware that in order to facilitate the delivery of these programmes it will be necessary for some student personal data, including sensitive data ('special category data' for data protection purposes) to be shared with partner institutions. Each partner institution is responsible for ensuring that they comply with the Data Protection Act 2018 including ensuring that the data which is shared is relevant to the registration requirements and shared and stored securely.
- 13.2 In addition to the University [privacy and cookie policy](#), the University may use the data / information you share with us to provide information and advice about the University to you as an applicant. Should you subsequently join the University, the University may also use the data 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. For example, this could include your Personal Tutor, Director of Studies and support staff within your Faculty or School. Refer to our web pages for our [data protection policies](#).
- 13.3 We may request at any point, for audit purposes, evidence of any widening participation criteria as stated in your application.

14 Conditions of Award

- 14.1 Successful scholarship recipients will be contacted by the University's Student Immigration Service (SIS) and will have to agree to SIS contacting the UK Home Office on a regular basis during their studies to ensure they have permission to study. SIS will not request information from the Home Office about the scholarship recipient's asylum case.

14.2 Successful scholarship recipients will be contacted by the Department of Development & Alumni Relations (DDAR) and will have to agree to fulfil all of the requirements below. Failure to do so may lead to a review of your continued eligibility for this scholarship.

- Provide a hand-written letter introducing yourself to donors (further guidance on completing the letter will be provided from DDAR)
- Attend a scholar welcome session (you will receive an invitation from DDAR in your first semester).
- Attend the Scholarship Reception for new scholars. This will be an evening event in central Bath. You will receive a formal invitation in the autumn semester.
- Provide a written progress report at the end of the academic year.
- Check your University email account regularly and respond promptly to correspondence regarding your scholarship. DDAR will use your University Email address as the main form of contact.
- Notify DDAR immediately if you change your course or mode of study, or suspend or withdraw from your studies, on alumni-scholarships@bath.ac.uk. Such changes may affect your continued eligibility for a scholarship.

Any queries relating to these terms and conditions should be addressed to: Student Retention Team Leader, studentsuccess@bath.ac.uk

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