

# University of Essex Bursary 2016-17

We are offering students entering the University in 2016 a generous support package aimed at meeting financial need. Under our bursary scheme, all eligible UK undergraduate students are entitled to receive a cash bursary worth £2,500 over three years:

Year one:	£1,000
Year two:	£1,000
Final year:	£500

## Terms and conditions

The terms and conditions of the University of Essex Bursary offered in the academic year 2016-17 are as follows:

### 1. Eligibility

You must meet all of the following conditions:

- Be eligible for UK home fees and ordinarily resident in the UK (overseas and EU students are not eligible)<sup>1</sup>;
- Have an annual household income of up to £25,000 as assessed by Student Finance England or other UK student funding provider;
- Have applied through UCAS to study a full-time undergraduate course<sup>2</sup> at the University of Essex with first enrolment at Essex in 2016-17<sup>3</sup>;
- Have received an offer of admission for entry in 2016;
- Have made a means-tested application to Student Finance England (or other UK student funding provider) with the University of Essex as your chosen institution, have given your consent to the sharing of financial details and been deemed eligible for support.

The following students are NOT eligible for the award, regardless of meeting the above criteria:

- Students whose tuition fees are funded by the NHS;
- Students who are directly continuing from one course to another (for example from foundation degree or HND on to the final year of an honours degree);
- Students transferring in from another UK higher education institution (however, students who transfer in before 31st January 2017 having previously started a first year at another Higher Education institution may be eligible at our discretion);
- Students on leave of absence;
- Students who are studying online distance learning degrees.

### 2. How do I apply?

If you meet all the eligibility criteria above, you will automatically be awarded the University

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<sup>1</sup> As defined under The Education (Fees & Awards) Regulations 2007

<sup>2</sup> Courses leading to the award of a Certificate of Higher Education, Diploma of Higher Education, Foundation Degree, Bachelors Degree, Integrated Masters (four years).

<sup>3</sup> Students who have completed a Certificate in Higher Education at Essex and re-register for an eligible course will be treated as new students for the purposes of the bursary.

of Essex Bursary and you will be notified by the end of November 2016. You do not need to complete an application form.

### **3. Can I also receive other University scholarships?**

The University of Essex Bursary may be held in conjunction with other University awards.

### **4. Can I receive the award if I apply through the Adjustment or Clearing process?**

The University of Essex Bursary is available to students admitted through the Adjustment or Clearing processes.

### **5. When will I be notified?**

If you have been awarded the University of Essex Bursary, we will notify you by the end of November 2016.

### **6. How will I be paid?**

The bursary will be paid directly into your bank account in instalments during the relevant academic year. Instalment payment dates will be published annually and payments will normally be made in two equal instalments in February and May. Payments will only be made to students who are registered for full-time study.

### **7. I am applying for direct entry to the second year – am I still eligible?**

Students applying for direct entry to the second year are not eligible for this award.

### **8. If I become eligible during the year can I receive the award?**

If you become eligible during the year you will be entitled to the bursary for that academic year.

### **9. I am on a four year course – do I get a payment in my final year?**

If you are on a four year degree with a Foundation Year or Integrated Masters course, you will receive £1,000 in year three and an additional bursary payment of £500 will be made in your final year.

### **10. Can I receive the award during my Study Abroad or placement year?**

The University of Essex charges no tuition fee for a full year of study abroad or industrial placement as part of a four-year degree. As other awards are available to support students during this time, the University of Essex Bursary will not be made available during a full year of study abroad or industrial placement, normally the third year of a four-year degree. For study abroad periods of less than a full academic year you may continue to receive the award subject to meeting the eligibility criteria above.

### **11. What happens if my household income rises above the threshold?**

If your household income rises above the threshold, you will no longer be eligible for the University of Essex Bursary and no further payments will be made. Checks will be carried out before each payment is made to ensure that students remain eligible for the award.

## **12. What happens if I withdraw/intermit from my course?**

If you withdraw from your studies completely, or are required to withdraw, no further payments will be made. If you take a period of approved leave of absence (intermission) the award will be suspended and may be reinstated on your return to full-time study subject to the conditions above. If you return from your period of absence to repeat the full year, you will be entitled to the amounts set out for repeating students below (please see section 13 below).

## **13. What if I am a repeating student?**

Full-time students who are repeating a full year or modules on a part-time basis, or who have changed course, will be entitled to a cash bursary for the stage they are repeating:

Year one:	£1,000
Year two:	£1,000
Final year:	£500

## **14. Dispute resolution**

Acceptance of the bursary constitutes acceptance of these terms and conditions. For guidance regarding this award, non-registered students should contact their Admissions Adviser and registered students should contact the Student Funding Team in the first instance. In cases not covered by the above terms and conditions, or where a student claims exceptional circumstances, or disputes a decision not to make payments due under a scholarship or bursary, final appeals on decisions regarding eligibility must be made via the Student Complaints process.

*Note: These terms and conditions apply to students first enrolling with the University in the academic year 2016-17. The University of Essex reserves the right to update these terms and conditions as necessary in subsequent years*