

## University of Essex Bursary 2018-19

We are offering students entering the University in 2018 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 2018-19 are as follows:

#### 1. Eligibility

You must meet all of the following conditions for each year of your course:

- 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 to study a full-time undergraduate course<sup>2</sup> at the University of Essex with first registration at Essex in 2018-19<sup>3</sup>;
- Have received an offer of admission for entry in 2018 and registered for your course;
- 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.

If you are transferring in from another UK higher education institution, but not in your first year of higher education and also meet the above criteria, you would be assessed based on the bursary terms for your first year of study. See example below:

*If you began the first year of your studies at another institution in 2017 and are a direct entrant to year 2 for an eligible University of Essex course, your eligibility for the bursary would be assessed based on the bursary terms for 2017-18.*

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

- Students on Higher or Degree Apprenticeship courses;

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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.

- 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). These students will be considered for the relevant year of the Essex bursary offered for their year of entry into higher education;
- Students transferring in from another UK higher education institution, but not in their first year of higher education. These students will be considered for the relevant year of the Essex bursary offered for their year of entry into higher education;
- Students on leave of absence;
- Students who are studying via online distance learning.

## **2. How do I apply?**

If you meet all the eligibility criteria above, you will automatically be awarded the University of Essex Bursary and you will be notified by the end of November. 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 each year.

## **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. 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.

## **8. 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 years one to three and an additional bursary payment of £500 will be made in your final year.

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

The University of Essex charges 15% of standard fees for a full year of study abroad or 20% for an industrial placement year as part of a four-year degree. The 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.

#### **10. 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 academic year before payments are made is made to ensure that students remain eligible for the award. Your household income needs to remain at below the threshold to be eligible for the award each year.

#### **11. 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 12 below).

#### **12. 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

#### **13. 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 2018-19. The University of Essex reserves the right to update these terms and conditions as necessary in subsequent years*