

Refugee Bursary – Terms and Conditions

Bursary details

1. At the University of Hertfordshire, students with the following immigration statuses are considered refugee students:
 - a. Refugee status;
 - b. Humanitarian Protection;
 - c. Section 67 leave;
 - d. Calais leave to remain;
 - e. Leave granted under the Afghan Relocations and Assistance Policy or the Afghan Citizens Resettlement Scheme; or
 - f. leave granted under the Ukraine schemes (including relevant family members).
2. Refugee status is verified during the University of Hertfordshire's registration process, based on official immigration documentation provided by the student.
3. The Refugee Bursary is a payment of £1,000 available for undergraduate degree students with a 'Home' fee status who are recognised by the University of Hertfordshire as 'Refugees'.
4. Students will receive the bursary for the duration of their undergraduate degree programme, usually for a maximum of three (3) years.
5. Bursary funds are provided to help with the additional costs associated with studying full-time including food, travel, bills, and study materials.

Eligibility

6. To be eligible for the bursary, students must be:
 - a. registered on a full-time University of Hertfordshire undergraduate degree programme delivered directly by the University of Hertfordshire or one of its consortium colleges, studying 120 credits per academic year;
 - b. actively studying (i.e. not in a period of dormancy or suspension of studies);
 - c. a 'Home' fee paying student as assessed by the University of Hertfordshire ([find out more about your fee status here](#));
 - d. studying their first UK-based undergraduate degree; and
 - e. confirmed as having one of the eligible immigration statuses in point 1 above, as identified by the documents submitted as part of the registration process.
7. Students will not be eligible if they are:
 - a. studying an initial or foundation year prior to their undergraduate degree programme. They will be eligible for the bursary (subject to the above conditions) once they have completed their initial year or year zero programme and have progressed to year one (level 4) of their undergraduate degree programme;
 - b. studying a foundation degree;
 - c. studying a distance learning/online degree programme;
 - d. undertaking a degree apprenticeship; or
 - e. studying a part-time degree programme.
8. Students registered on a full-time undergraduate degree programme, studying fewer than 120 credits but more than 30 credits per academic year may still be considered for a pro-

rata Refugee Bursary, calculated in proportion to their credit load, up to a maximum of £650 (in three (3) instalments of £250, £200, and £200). If they are studying fewer than 30 credits, they will not be eligible for the bursary.

Identification process

9. Students will be identified at the point of registration / re-registration each academic year and contacted by the University of Hertfordshire's Widening Access and Student Success team if they are eligible for the bursary.

Payment

10. The bursary will typically be paid in three (3) instalments of £350, £350, and £300 in each term of an undergraduate degree programme. For students with confirmed refugee student status and starting their degree in September, this will typically be:
 - a. 1st payment - October
 - b. 2nd payment - January
 - c. 3rd payment – May
11. The bursary amount will vary according to when immigration status is confirmed:
 - a. confirmation in autumn term, full bursary of £1,000;
 - b. confirmation in spring term, second and third instalments only, totalling £650; or
 - c. confirmation in summer term, third instalment only, totalling £300.
12. The bursary amount will be calculated in proportion to credit load, as above (point 8).
13. Subject to continuing eligibility, students will receive the bursary for the duration of their undergraduate degree programme, usually for a maximum of three (3) years.
14. Students who are identified as being eligible during the academic year will have their payments backdated to the beginning of that same academic year. However, bursary payments cannot be claimed retrospectively for previous academic years.
15. Students are responsible for ensuring the bank details they provide to the University of Hertfordshire are correct. Incorrect bank details may cause delays in payment.
16. Students are responsible for ensuring that the visa information (including start and end date) is up-to-date on their student record. Out of date information may cause delays in identification and payment.
17. Students may receive an additional 'gift year' of bursary funding if needed. The provision of a 'gift year' is at the discretion of the University of Hertfordshire and subject to the availability of funds.
18. Any further support beyond this entitlement will only be considered in exceptional circumstances, at the discretion of the University of Hertfordshire and subject to the availability of funds. Requests for additional support on the basis of exceptional circumstances must be submitted in writing to the University of Hertfordshire's Widening Access and Student Success team by email to studentsuccess@herts.ac.uk.

Change of circumstances

19. **Mode of study:** Students who change their mode of study from full-time to part-time or to distance/online learning will no longer be eligible for the bursary.
20. **Dormancy:** Students who take a period of dormancy (a voluntary suspension of studies) and are in receipt of the bursary will not receive any further payments whilst dormant.
21. **Placements or study abroad:** Students will continue to receive the bursary if they undertake a placement or study abroad as part of their degree subject to confirmation by the programme lead (or equivalent) that the student is undertaking a placement or study abroad as part of their degree programme.
22. **Withdrawal from study:** Students who withdraw from their programme at any stage prior to completion will no longer be eligible for the bursary.
23. **Suspension of study:** Bursary payments will not be paid during any period of suspension. Reinstatement of payments will be dependent on the student returning to active study status. Students will not receive any payments that were withheld during the period of suspension.
24. **Transfer of course:** Students who transfer to a new programme of study will receive the bursary for the remainder of their undergraduate degree programme, usually for an overall maximum of three (3) years. The addition of a 'gift year' as described in point 17, may also be agreed if needed. For example, a student who completes year 1 of an undergraduate degree programme and then transfers to a different undergraduate degree programme, may receive the bursary for a maximum of a further three (3) years.
25. **Visa changes** - students who gain 'Indefinite Leave to Remain' while in receipt of the Refugee Bursary will continue to be supported for the remainder of their undergraduate degree programme.

Declaration of change in circumstances

26. Students whose circumstances change in relation to any aspect of their eligibility (including change of visa status or fee status), must contact studentsuccess@herts.ac.uk at the earliest opportunity to seek confirmation of their continued eligibility to receive bursary payments.
27. Students who fail to declare a change in circumstance which alters their eligibility and who continue to knowingly receive bursary payments, may be asked to return some or all of the funds paid to them.

Return of funds

28. The University of Hertfordshire reserves the right to seek a full or partial return of funds if a student discontinues their studies within a short time of receiving payment. This typically applies to discontinuation/withdrawal/dormancy that takes place within four (4) weeks of payment being issued. The decision as to whether a partial or full repayment is required in these circumstances, will be decided on a case-by-case basis by the University of Hertfordshire's Widening Access and Student Success team.

Other bursaries

29. Students cannot be considered for other Access and Participation bursaries (including the Estranged Student Bursary, the Care Leaver Bursary, and the Young Adult Carer Bursary) if they receive the Refugee Bursary.
30. Students cannot be considered for the UH Bursary if they receive the Refugee Bursary. However, if a student qualifies for the Refugee Bursary after having received the UH Bursary, they will be transferred to the bursary of greater value and payments will be adjusted accordingly.
31. Students awarded the Refugee Bursary may also be eligible to apply for University of Hertfordshire scholarships¹.

Complaints

32. Complaints will be dealt with according to the University of Hertfordshire's complaints procedure. In the first stage informal complaints should be made to the University of Hertfordshire's Widening Access and Student Success team via studentsuccess@herts.ac.uk. Every reasonable effort will be made to respond to the issue raised and reach an informal resolution. If a resolution is not reached at this stage, a formal complaint can be made using the process detailed in the University of Hertfordshire's complaints procedure.

Further information and contacts

For further information about the Refugee Bursary, or to discuss your eligibility, please contact studentsuccess@herts.ac.uk.

For further information on bursaries and scholarships available at the University of Hertfordshire, please go to herts.ac.uk/study/fees-and-funding/financial-support/scholarships-grants-bursaries.

¹ Bursaries usually refer to a one-off annual or termly payment, to help with living costs, awarded on the basis of student background or personal circumstances. Scholarships can be either to support with living costs or to cover tuition fees and are usually awarded via application on the basis of achievement.

Details of all bursaries and scholarships available at the University of Hertfordshire are available here: herts.ac.uk/study/fees-and-funding/financial-support/scholarships-grants-bursaries.