

## **Care Leaver Bursary – Terms and Conditions**

### **Bursary details**

1. The Care Leaver Bursary is a payment of £1,800 per year for undergraduate 'Care Leaver' students aged 18-24 with a 'Home' fee status. Care Leavers are those who are currently being supported by their local authority.
2. Bursary funds are provided to help with the additional costs associated with studying full-time including food, travel, bills, and study materials.

### **Eligibility**

3. To be eligible for the bursary, students must be:
  - a) under the age of 25 on the first day of the academic semester in which they start their programme of study, according to the dates published in the University of Hertfordshire's published academic calendar;
  - b) registered on a full-time University of Hertfordshire undergraduate course delivered directly by the University of Hertfordshire or one of its consortium colleges, studying 120 credit points per academic year;
  - c) actively studying (i.e. not in a period of dormancy or suspension of studies);
  - d) a 'Home' fee paying student as assessed by the University of Hertfordshire ([find out more about your fee status here](#)); and
  - e) studying their first degree.
4. Students will not be eligible if they are:
  - a) studying an initial or foundation year prior to their undergraduate degree. 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 of their undergraduate degree;
  - b) studying a distance learning course/programme;
  - c) undertaking a degree apprenticeship; or
  - d) studying part-time.
5. Students must be registered on a full-time course studying a minimum of 120 credits per academic year to receive the full £1,800 bursary. If they are studying above 30 credits and below 120, they will receive £1,200 (in three (3) instalments of £400). If they are studying fewer than 30 credits, they will not be eligible for the bursary.

### **Application process**

6. Students will need to provide a letter from their social worker or after care/leaving care team on headed paper which confirms:
  - a) their date of birth;
  - b) the date that they entered the care system;
  - c) their immigration status, where relevant; and
  - d) name and contact details for their current social worker.
7. Students will also need to provide a copy of their current academic year Student Finance England Notification of Entitlement letter or email.

8. Students should provide the above evidence by email to [careexperienced@herts.ac.uk](mailto:careexperienced@herts.ac.uk), along with their name, programme of study, student ID number, and contact details.
9. All students who meet the eligibility criteria and provide the evidence detailed above will be considered for the bursary. All applications will be considered on an individual basis and awarded subject to the availability of funding.

## Payment

10. The bursary will typically be paid in three (3) instalments of £600 in each year of an undergraduate degree programme. For students starting their course in September, this will typically be:
  - a) 1<sup>st</sup> payment – October
  - b) 2<sup>nd</sup> payment – February
  - c) 3<sup>rd</sup> payment – April
11. Newly identified Care Leavers will be contacted to advise them of the bursary eligibility and application process.
12. Students who are identified as eligible after commencing their programme of study, will have their payments backdated to their programme start date.
13. Returning students who received the bursary in the previous academic year, will be contacted in September to confirm their ongoing eligibility and to ask them to update their bank details.
14. 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.
15. Bursary payments cannot be claimed retrospectively for previous academic years.
16. Payment in subsequent years will only be made if the student progresses to the next level of study.
17. Students will receive the bursary for the duration of their undergraduate course, usually for a maximum of three (3) years.
18. An extra year of funding may be provided to cover exceptional circumstances, such as a repeat year. Any such additional funding will be at the discretion of the University of Hertfordshire and subject to availability of funds.

## Change of circumstances

19. **Mode of study:** Students who change mode of study from full-time to part-time or to distance 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 different programme of study will continue to receive the bursary for the duration of their undergraduate degree up to a maximum of four years. For example, a student who completes Year 1 of a degree programme and then transfers to a different programme, will receive the bursary for a maximum of a further three (3) years. A student who completes Year 1 and Year 2 of a programme and then transfers would be eligible to receive the bursary for a further two (2) years.

### **Return of funds**

25. The University of Hertfordshire reserves the right to seek a full or partial return of funds if a student within a short time of receiving a payment discontinues their studies, is withdrawn, or goes dormant. This will typically apply for 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**

26. Students cannot be considered for the Independent (Estranged) Student Bursary, the Displaced Learners Bursary, or the Young Adult Carers Bursary if they receive the Care Leaver Bursary.
27. Students cannot be considered for the UH Bursary if they receive the Care Leaver Bursary. However, if a student qualifies for the Care Leaver Bursary after having received the UH Bursary, they will be transferred to the bursary of greater value and payments will be adjusted accordingly.
28. Students awarded the Care Leaver Bursary may also be eligible to apply for University of Hertfordshire scholarships<sup>1</sup>.

### **Complaints**

29. 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](mailto: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**

If you are in local authority care or have recently left care and would like more information about the Care Leaver Bursary or to discuss your eligibility, please contact [careexperienced@herts.ac.uk](mailto:careexperienced@herts.ac.uk).

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

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<sup>1</sup>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 of the bursaries and scholarships available at the University of Hertfordshire are available here: <https://www.herts.ac.uk/study/fees-and-funding/financial-support/scholarships-grants-bursaries>