

## Graduation Bursary – Terms and Conditions

### Bursary details

1. The Graduation Bursary is a one-off payment made to groups of underrepresented and/or disadvantaged students recognised to be of interest in the University's Access and Participation Plan (APP).
2. Eligible students will be identified by Widening Access and Student Success\* (WASS) and will typically include full-time, undergraduate, Home-fee students in receipt of APP-related bursary support such as Care Leavers, Independent (Estranged) students and Young Adult Carers.
3. The Graduation Bursary is intended to help final year students with the cost of attending graduation and/or the costs associated with leaving university such as finding employment and paying for accommodation.
4. The Graduation Bursary will typically be £1000 but may vary from year to year and will be subject to budget availability.

*\*The Widening Access and Student Success team is part of the Learning and Teaching Innovation Centre in the Office of the Vice Chancellor.*

### Eligibility

5. To be eligible for the Graduation Bursary, students must be:
  - a) identified by WASS as being in receipt of an APP-related bursary.
  - b) registered on a full-time University of Hertfordshire undergraduate programme delivered directly by the University of Hertfordshire or one of the colleges in the Hertfordshire Higher Education Consortium.
  - c) in their final year of studying.
  - d) a Home-fee paying student as assessed by the University of Hertfordshire ([find out more about your fee status here](#)).
  - e) studying their first degree.
  - f) recorded on the student record system (Quercus) as having received their final award which must be either a Degree (BSc / BA) or a Diploma of Higher Education\*.

*\*with the exception of MPharm and MOptom which as integrated Masters Degrees are eligible awards for the Graduation Bursary*

6. Students will not be eligible for the Graduation Bursary if they are:
  - a) in debt to the University for tuition fees; or
  - b) studying a distance learning course/programme; or
  - c) undertaking a degree apprenticeship; or
  - d) studying part-time.

## **Application process**

7. There is no application process. Eligible students will be identified by WASS, and the student record system checked to confirm the receipt of final award.
8. Students will then be contacted by WASS and asked to send their 'invitation to graduate' as further evidence of their eligibility to graduate.

## **Payment**

9. The Graduation Bursary will be paid in a single instalment on confirmation of eligibility.
10. 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.
11. The Graduation Bursary cannot be claimed prospectively or retrospectively i.e., it will only be paid in the year in which the final award is attained.

## **Complaints**

12. Complaints will be dealt with according to the University of Hertfordshire's complaints procedure. In the first stage, informal complaints should be made to Widening Access and Student Success 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**

For further information about the Graduation Bursary, or to discuss your eligibility, please contact [studentsuccess@herts.ac.uk](mailto:studentsuccess@herts.ac.uk).

For further information on bursaries 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).