

## **Displaced Learners Bursary – Terms and Conditions**

### **Bursary details**

1. The Displaced Learners Bursary is a payment of £1,000 per year for undergraduate students with a 'Home' fee status and who have one of the following statuses: Refugee, Indefinite Leave to Remain, or Humanitarian Protection. Students are identified at the point of registration.
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) registered on a full-time University of Hertfordshire undergraduate course delivered directly by the University of Hertfordshire or one of its consortium colleges;
  - 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) receiving the maximum Maintenance Loan as assessed by the Student Loans Company; and
  - e) studying their first degree.
4. Students must have one of the following immigration statuses: Refugee, Indefinite Leave to Remain, or Humanitarian Protection, as identified by the University's Student Immigration Team (Advice & Compliance). Students who have one of these statuses will be eligible for the bursary for the duration of their degree, subject to the other terms and conditions for this bursary. Bursary payments cannot be claimed retrospectively if a student becomes eligible part-way through their degree.
5. Students must be registered on a full-time course studying a minimum of 120 credits per academic year to receive the full £1,000 bursary. If they are studying above 30 credits and below 120, they will receive £650 (in two (2) instalments of £325). If they are studying fewer than 30 credits, they will not be eligible for the bursary.
6. 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.

### **Application process**

7. Students will be identified at the point of registration and contacted by the Widening Access and Student Success Team if they are eligible for the bursary.

8. 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**

9. The bursary will typically be paid in two (2) instalments of £500 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 – November
  - b) 2<sup>nd</sup> payment – April
10. 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.
11. 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.
12. Bursary payments cannot be claimed retrospectively for previous academic years.
13. Payment in subsequent years will only be made if the student progresses to the next level of study.
14. Students will be able to receive an award for the duration of their undergraduate course, usually for a maximum of three (3) years.
15. 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**

16. **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.
17. **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.
18. **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.
19. **Withdrawal from study:** Students who withdraw from their programme at any stage prior to completion will no longer be eligible for the bursary.
20. **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.
21. **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 (4) 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**

22. 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 Widening Access and Student Success team.

### **Other bursaries**

23. In cases where students are eligible for more than one bursary offered by the Widening Access and Student Success team, students will be required to notify the Widening Access and Student Success team which bursary they would like to be considered for.
24. Students awarded the Displaced Learners Bursary may also be eligible for the UH Bursary. They may also be eligible to apply for University of Hertfordshire scholarships<sup>1</sup>.

### **Complaints**

25. 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 Displaced Learners 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).

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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>