

## Care Leaver Bursary – Terms and Conditions

### Bursary details

1. At the University of Hertfordshire, we use the Children (Leaving Care) Act 2000 definition for care leavers: “those who have been in the care of the local authority for a period of 13 weeks or more spanning their 16<sup>th</sup> birthday.”
2. Care leaver status is confirmed through a letter from the relevant local authority or, a letter from their case/social worker.
3. The Care Leaver Bursary is a payment of £1,800 available for undergraduate students with a ‘Home’ fee status who are recognised as care leavers. The bursary is available each year of their undergraduate degree.
4. Bursary funds are provided to help with the additional costs associated with studying full-time including food, travel, bills, and study materials.

### Eligibility

5. 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 credits 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](#));
  - e. studying their first degree; and
  - f. confirmed with care leaver status from the relevant local authority.
6. Students will not be eligible if they are:
  - b. 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;
  - c. studying a distance learning course/programme
  - d. undertaking a degree apprenticeship; or
  - e. studying part-time.
7. Students studying a full-time undergraduate course, studying less than 120 credits but more than 30 credits per academic year may still be considered for a pro-rata Care Leaver Bursary, calculated in proportion to their credit load, up to a maximum of £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**

8. Students seeking to apply for the Care Leaver Bursary should email [careexperienced@herts.ac.uk](mailto:careexperienced@herts.ac.uk)
9. Students will be required 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.
10. 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.
11. Newly identified, or self-identified Care Leavers will be contacted to advise them of the bursary eligibility and application process.
12. 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**

13. The bursary will typically be paid in three (3) instalments of £600 in each term of an undergraduate degree programme. For students starting their course in September and with confirmed care leaver status, this will typically be:
  - a. 1<sup>st</sup> payment – October
  - b. 2<sup>nd</sup> payment – January
  - c. 3<sup>rd</sup> payment – May
14. The payment date and bursary amount will vary subject to when a student has received confirmation of their care leaver status, in line with the term dates published in the University of Hertfordshire's published academic calendar:
  - a. Confirmation in autumn term, full bursary of £1,800.
  - b. Confirmation in spring term. second and third instalments only, totalling £1,200.
  - c. Confirmation in summer term, third instalment only, totalling £600.
15. The bursary amount will be calculated in proportion to their credit load, as above (point 7).
16. 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.
17. Students who are identified as eligible after commencing their programme of study, will have their payments backdated to their programme start date if they are found to have been eligible at the programme start date.
18. Bursary payments cannot be claimed retrospectively for previous academic years.
19. Payment in subsequent years will only be made if the student progresses to the next level of study.

20. Students will be able to receive the bursary for the duration of their undergraduate course, usually for a maximum of three (3) years.
21. Students are entitled to an additional "gift year" of bursary funding where needed. 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.
22. Requests for additional support on the basis of exceptional circumstances must be submitted in writing to the Widening Access and Student Success team by email to [careexperienced@herts.ac.uk](mailto:careexperienced@herts.ac.uk)

### **Change of circumstances**

23. **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.
24. **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.
25. **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.
26. **Withdrawal from study:** Students who withdraw from their programme at any stage prior to completion will no longer be eligible for the bursary.
27. **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.
28. **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 (inclusive of the "gift year" described in point 21). 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.

### **Return of funds**

29. 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**

30. Students cannot be considered for other Widening Access and Student Success bursaries (including the Estranged Student Bursary, the Refugee Students Bursary, or the Young Adult Carers Bursary) if they receive the Care Leaver Bursary.
31. 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.

32. Students awarded Care Leaver Bursary may also be eligible to apply for University of Hertfordshire scholarships<sup>1</sup>.

### **Complaints**

33. 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**

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

For further information on bursaries or 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>