**Care Leaver Bursary – Terms & 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.

**Eligibility**

2. To be eligible for the bursary, students must be:
   a. under the age of 25 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. actively studying (i.e., not in a period of dormancy or suspension);
   c. registered on a full-time University of Hertfordshire undergraduate course delivered directly by the University of Hertfordshire or one of its consortium colleges;
   d. a ‘Home’ fee paying student as assessed by the University of Hertfordshire ([find out more about your fee status here](#)); and
   e. receiving the maximum Maintenance Loan as assessed by the Student Loans Company.

3. Students will not be eligible if:
   a. they are 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. they are studying a distance learning course/programme;
   c. they are undertaking a degree apprenticeship; or
   d. they are studying part-time.

**Application process**

4. To receive the bursary, 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.

5. Students will also need to provide a copy of their 2022/23 Student Finance England Notification of Entitlement letter.

6. Students should provide the above evidence by email to [studentsuccess@herts.ac.uk](mailto:studentsuccess@herts.ac.uk), along with their name, programme of study and contact details.

7. All students who meet the eligibility criteria and provide the evidence outlined 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 process**

8. The bursary will typically be paid in three instalments of £600 in each year of an undergraduate degree programme. For students starting their course in September this will usually be:
a. 1st payment – October
b. 2nd payment – January
c. 3rd payment - April

9. 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.

10. Newly identified Care Leavers will be contacted to advise them of the bursary eligibility and application process.

11. Payment in subsequent years will only be made if the student progresses to the next level of study.

12. 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.

Change of circumstances

13. Students will be able to receive the bursary for the duration of their undergraduate course, usually for a maximum of 3 years.

14. 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.

15. Dormancy: Students who take a period of dormancy (a voluntary suspension of studies) and are in receipt of the bursary; would not receive any further payments whilst dormant.

16. 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.

17. 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.

18. Suspension of study: Should a student be suspended for any reason, bursary payments will not be paid during the 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.

19. Withdrawal from study: Students who withdraw from their programme at any stage prior to completion will no longer receive bursary payments.

20. 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 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 years.

Other bursaries
21. Students cannot be considered for the Independent (Estranged) Student Bursary if they receive the Care Leaver Bursary.

22. Students awarded the Care Leaver Bursary may also be eligible for the UH Bursary. They may also be eligible to apply for University of Hertfordshire scholarships.

23. **Complaints**: 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. 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 bursary or to discuss your eligibility, please contact studentsuccess@herts.ac.uk.

---

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 fee 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