Young Adult Carer Bursary – Terms and Conditions

Bursary details

1. The Young Adult Carer Bursary is a payment of £250 available for undergraduate students with a ‘Home’ fee status who are recognised as Young Adult Carers. The bursary is available each year of their undergraduate degree.

2. At the University of Hertfordshire, we use the Carers Trust definition of a Young Adult Carer: "young people aged 16-25 who are caring, unpaid, for a family member or friend with an illness or disability, mental health condition or an addiction”.

Eligibility

3. To be eligible for the bursary, students must:
   a. be under the age of 26 on the first day of the academic semester in which they start their programme of study, according to the dates published in the University’s published academic calendar;
   b. be registered on a full-time University of Hertfordshire undergraduate course delivered directly by the University of Hertfordshire or one of its consortium colleges;
   c. be actively studying (i.e. not in a period of dormancy or suspension of studies);
   d. be a ‘Home’ fee paying student as assessed by the University (find out more about your fee status here);
   e. be undertaking their first degree; and
   f. have caring responsibilities for a family member or friend with an illness or disability, mental health condition or an addiction. This does not include caring for your own child.

4. 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

5. Students will be required to complete an application form and provide third party evidence that they have caring responsibilities:
   a. this should be in the form of an original letter by a professional person (e.g., teacher/adviser from school/college, GP, social services, or local authority) who is not a family member or the cared for person;
   b. this person should normally have known about the situation for a substantial amount of time and can verify that the student has caring responsibilities and for whom they care; and
   c. the letter should be dated no more than 30 calendar days before they apply and should confirm that the students caring responsibilities are current.

6. All students who meet the eligibility criteria and provide the evidenced 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.
7. Students will be required to reapply for the bursary and submit evidence in each year of their undergraduate programme.

Payment process

8. The bursary will be paid in one instalment of £250 per year of an undergraduate degree programme.

9. Payment in subsequent years will only be made providing the student progresses to the next level of study and reaps the bursary as outlined above.

10. It is the responsibility of the student to ensure the bank details they provide to the University of Hertfordshire are correct. Incorrect bank details may cause delays in payment.

11. Bursary payments cannot be claimed retrospectively for previous academic years.

Change of circumstances

12. Students will receive the bursary for the duration of their undergraduate course, usually for a maximum of 3 years.

13. 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.

14. Placements or study abroad: Students are eligible to apply for 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.

15. 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.

16. Withdrawal from study: Students who withdraw from their programme at any stage prior to completion will no longer be eligible to apply for the bursary.

17. Transfer of course: Students who transfer to a different programme of study at the University of Hertfordshire will continue to be eligible for the bursary for the duration of their undergraduate degree up to a maximum of four years.

Other bursaries

18. Students awarded the Young Adult Carer Bursary may also be eligible for the Care Leaver Bursary, Independent (Estranged) Students Bursary or the UH Bursary.

19. Students awarded the Young Adult Carer Bursary may also be eligible to apply for University of Hertfordshire scholarships.

---

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 fees and are usually awarded via application on the basis of achievement.
20. **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**
For further information about the Young Adult Carer Bursary, or to discuss your eligibility, please contact studentsuccess@herts.ac.uk.

---

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