

## **Young Adult Carer Bursary – Terms and Conditions**

### **Bursary details**

1. The Young Adult Carer Bursary is a payment of £500 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".
3. Bursary funds are provided to help with the additional costs associated with studying full-time including food, travel, bills, and study materials.

### **Eligibility**

4. To be eligible for the bursary, students must be:
  - a) 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 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) be a 'Home' fee paying student as assessed by the University of Hertfordshire ([find out more about your fee status here](#));
  - e) be studying 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.
5. Students will not be eligible if they are:
  - a) registered on a full-time University of Hertfordshire undergraduate course delivered directly by the University of Hertfordshire or one of its consortium colleges, studying fewer than 120 credits per academic year (i.e. repeating one or more modules);
  - 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.

### **Application process**

6. Students will be required to complete an application form, which can be provided by emailing [studentsuccess@herts.ac.uk](mailto:studentsuccess@herts.ac.uk), 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 thirty (30) calendar days before they apply and should confirm that the student's caring responsibilities are current.
7. 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.
8. Students will be required to reapply for the bursary and submit evidence in each year of their undergraduate programme.

### **Payment**

9. The bursary will be paid in one (1) instalment of £500 per year of an undergraduate degree programme.
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. Bursary payments cannot be claimed retrospectively for previous academic years.
12. Payment in subsequent years will only be made providing the student progresses to the next level of study and reapplies for the bursary as outlined above.
13. Students will receive the bursary for the duration of their undergraduate course, usually for a maximum of three (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 will be subject to availability of funds.

### **Change of circumstances**

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. **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.
17. **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.
18. **Withdrawal from study:** Students who withdraw from their programme at any stage prior to completion will no longer be eligible for the bursary.

19. **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.
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 (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**

21. 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**

22. Students cannot be considered for the Independent (Estranged) Student Bursary, the Displaced Learners Bursary, or the Care Leaver Bursary if they receive the Young Adult Carer Bursary.
23. Students awarded the Young Adult Carer 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**

24. 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 Young Adult Carer 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).

<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>