

UH Bursary – Terms and Conditions

Bursary details

1. The UH Bursary is a payment of £1,000 awarded to financially disadvantaged undergraduate students paying 'Home' fees. The award is available for the first year of undergraduate study only.
2. Subject to availability of funds, and at the discretion of Student Funding and Financial Support, additional ad hoc payments may be made at further points in the year, to eligible students.
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) in receipt of their full student loan entitlement from Student Finance England (SFE) or any other relevant awarding body. Therefore, you must have submitted a **means-tested assessment** for funding to the awarding body, with consent to be shared with the University of Hertfordshire **and** have been assessed as having an annual household under £30,000.
 - 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 credit points 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) their first degree; and
 - f) in their first year of undergraduate study (Level 4).
5. Students will not be eligible if they:
 - a) are 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;
 - b) have received the UH Bursary previously;
 - c) 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 (Level 4) of their undergraduate degree;
 - d) are studying a distance learning course/programme;
 - e) are undertaking a degree apprenticeship; or
 - f) are studying part-time.

Application process

6. All students who meet the eligibility criteria will be awarded a bursary; there is no separate application process. The University of Hertfordshire will be able to identify qualifying students from their university application (UCAS or direct) and their student loan application.

7. Students who are eligible to receive the bursary will be contacted approximately eight-ten weeks after the start of term to confirm eligibility and be advised of the payment process.

Payment

8. For students starting their course in September, the bursary will be paid in two instalments of £500. The dates for payment will typically be:
 - a) 1st payment – November
 - b) 2nd payment – February
9. For students starting their course in January, the bursary will be paid in two (2) instalments between February and July.
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.

Change of circumstances

11. **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.
12. **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.
13. **Withdrawal from study:** Students who withdraw from their programme at any stage prior to completion will no longer be eligible for the bursary.
14. **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.
15. **Transfer of course:** Students who transfer to a different programme of study in their first year, will continue to receive bursary payments for the duration of their first year of undergraduate study.

Return of funds

16. 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

17. Students awarded the UH Bursary, may also be eligible to apply for other University of Hertfordshire bursaries and/or scholarships¹.

Complaints

18. Complaints will be dealt with according to the University of Hertfordshire's complaints procedure. In the first stage informal complaints should be made to funding@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 UH 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>

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 on the basis of achievement.