

UH Bursary – Terms and Conditions

Bursary details

1. The UH Bursary is a payment of £1,000 awarded to financially disadvantaged undergraduate degree students paying 'Home' fees. The award is available for the first year (level 4) of undergraduate study only.
2. Subject to availability of funds, and at the discretion of the University of Hertfordshire's Student Funding and Financial Support team, 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 UH Bursary, students must be:
 - a. in receipt of their full student loan entitlement from Student Finance England or an equivalent awarding body. This means that they 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 income under £30,000;
 - b. registered on a full-time University of Hertfordshire undergraduate degree programme 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. 'Home' fee paying student as assessed by the University of Hertfordshire ([find out more about your fee status here](#));
 - e. studying their first undergraduate degree; and
 - f. in the first year (level 4) of a full-time undergraduate degree programme.
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 programme. 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 programme;
 - d. are studying a foundation degree;
 - e. are studying a distance learning/online degree programme;
 - f. are undertaking a degree apprenticeship; or
 - g. are studying a part-time degree programme.

Identification process

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

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

10. **Mode of study:** Students who change their mode of study from full-time to part-time or to distance/online learning will no longer be eligible for the bursary.
11. **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.
12. **Withdrawal from study:** Students who withdraw from their programme at any stage prior to completion will no longer be eligible for the bursary.
13. **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.
14. **Transfer of course:** Students who transfer to a different undergraduate degree programme of study at the University of Hertfordshire in their first year will continue to receive bursary payments for the duration of their first year (level 4) of study.

Declaration of change in circumstance

15. Students whose circumstances change in relation to any aspect of their eligibility, must contact studentsuccess@herts.ac.uk at the earliest opportunity to seek confirmation of their continued eligibility to receive bursary payments.
16. Students who fail to declare a change in circumstance which alters their eligibility and who continue to knowingly receive bursary payments, may be asked to return some or all the funds paid to them.

Return of funds

17. The University of Hertfordshire reserves the right to seek a full or partial return of funds if a student discontinues their studies within a short time of receiving payment. This typically applies to 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 Student Funding and Financial Support team in discussion with the University of Hertfordshire's Widening Access and Student Success team.

Other bursaries

18. Except for the Young Adult Carer Bursary, students cannot be considered for other Access and Participation bursaries (including the Estranged Student Bursary, the Care Leaver Bursary, and the Refugee Bursary) if they receive the UH Bursary.
19. Students who are awarded the UH Bursary who are later found to be eligible for another Access and Participation bursary within the same academic year, will be transferred to the bursary of greater value and payments will be adjusted accordingly.
20. Students awarded the UH Bursary may also be eligible to apply for University of Hertfordshire scholarships¹.

Complaints

21. 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. 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.

For further information on bursaries and scholarships available at the University of Hertfordshire, please go to 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 fees and are usually awarded on the basis of achievement.

Details of all bursaries and scholarships available at the University of Hertfordshire are available here: herts.ac.uk/study/fees-and-funding/financial-support/scholarships-grants-bursaries