**UH Bursary – Terms & Conditions**

**Bursary details**

1. The UH Bursary is a payment of £1,500 awarded to financially disadvantaged undergraduate students paying ‘Home’ fees. The award is available for the first year of undergraduate study only.

**Eligibility**

2. To be eligible for the bursary, students must be:
   a. actively studying (i.e. not in a period of dormancy or suspension);
   b. registered on a full-time University of Hertfordshire undergraduate course delivered directly by the University of Hertfordshire or one of its consortium colleges;
   c. a ‘Home’ fee paying student as assessed by the University of Hertfordshire (find out more about your fee status here);
   d. be living in a postcode area with a low level of progression to university at the time of their application; and
   e. have a household income of £25,000 or less as assessed by Student Finance England or other relevant awarding body.

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

**Application process**

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

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

**Payment process**

6. For students starting their course in September, the bursary will be paid in three instalments of £500. The dates for payment will typically be:
   a. 1st payment - November
   b. 2nd payment - February
   c. 3rd payment - April

   Payment for January intake students will be made in two instalments between February and July.

7. Students are responsible for ensuring the bank details they provide for payment are correct. Incorrect bank details may cause delays in payment.
Other bursaries

8. Students who are awarded other bursaries, such as the Care Leaver Bursary, may also be eligible for the UH Bursary. They may also be eligible to apply for University of Hertfordshire scholarships\(^1\).

Complaints

9. Any complaints about the UH Bursary will be dealt with according to the University of Hertfordshire’s complaints procedure. In the first stage informal complaints should be made 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.

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\(^1\) 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. 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](https://www.herts.ac.uk/study/fees-and-funding/financial-support/scholarships-grants-bursaries)