

## **University of East London ELSEF Scholarship – 2019/20 Entry**

### **Background**

The East London Skills and Employment Federation (ELSEF) is a group of sixth form colleges, further education colleges, employers and local authorities, led and supported by the University of East London.

The federation's aim is to enable and support local people to access the social and economic benefits of graduate level employment opportunities through the development of higher-level skills.

### **Terms and Conditions**

#### **What is the ELSEF Scholarship Scheme?**

1. The ELSEF Scholarship Scheme is designed to give students who attend the member colleges' extra financial support while they embark on their studies, and ensure they can contribute positively to the University of East London (UEL).

Successful students will receive £1,000 payable in their first year of study at UEL.

### **Criteria**

2. Students will only be eligible for an award if they meet all of the following criteria:
  - Fee assessed as Home/EU student paying full-time fees of £9,250 per year
  - Progressing directly from an ELSEF member college
  - Made an admission application during the main cycle and firmly accepted the University's offer
  - Starting a full time undergraduate degree at UEL at foundation year or year 1
  - Studying at one of our campuses or on distance learning programmes with fees of £9,250 per year
  - Starting an undergraduate degree for the first time at the University in academic year 2019/20.
3. Excludes those studying:
  - with a collaborative partner
  - via online or distance learning with fees under £9,250
  - in receipt of NHS funding

### Application process

4. Whilst the ELSEF Scholarship will be awarded by the University, ELSEF colleges will provide the University scholarship team with a list of nominees and a ranked reserve list by the 31/03/2019.
5. The successful applicants will be contacted before summer 2019. All communication will be sent by email.
6. Applicants must make a firm acceptance of the offer made to them by the University. Students who have been notified that they will receive an ELSEF Scholarship must enrol with the University in order to receive the award.
7. There are a limited number of scholarships available. Successful students will only be allowed to hold one scholarship.

### Payment details

8. Awarded students will receive payments into their chosen bank account in line with the payment schedule outlined below. We will request the student's bank details through the student portal once successful students have fully enrolled.
9. It is the responsibility of the student to ensure the bank details they provide to the University are correct. Incorrect bank details may cause delays in payment. If bank details have not been provided by the end of the first term\* the award will be cancelled without further warning.
10. Payment of the scholarship will be made in two instalments. Students should expect to receive the instalments of the cash award via BACS.
11. The second instalment will only be paid if students have committed fully with the conditions of admittance, UEL's regulations including our attendance policy and the student code of conduct. UEL reserves the right to cancel schedule payment should an awardee failed to meet the aforementioned conditions.

<b>Students starting programme September 2019</b>	
1st instalment	2nd instalment
November 2019	February 2020

<b>Students starting programme January 2020</b>	
1st instalment	2nd instalment
March 2020	June 2020

12. The scholarship payment will not be made if you have overdue debt to UEL, this includes not having SLC funding in place. Students have the option to have their scholarship transferred to cover/contribute to paying off the debt.

### **General terms and conditions**

13. The scholarship will be paid in academic year 2019/20; it will not be renewed or extended beyond this term to cover repeat modules or years.
14. Any scholarship awarded is subject to you successfully enrolling on a course at UEL in 2019/20 and committing to the full academic calendar.
15. If an awarded student decides to change programmes, the student will be entitled to keep the scholarship provided that the new course and mode of study meets the eligibility criteria. All changes must be approved by the Director of Student Recruitment and Marketing.
16. If an awardee student decides to withdraw, the scholarship will terminate at the date of withdrawal. Any payments made to the student will not need to be returned.
17. The scholarship cannot be exchanged for an alternative award.
18. The scholarship should be used in the year advertised. If a student defers their start date, the scholarship may be deferred for a maximum of one year at the discretion of the Scholarship team. If the student defers their start date for more than one year, they will no longer be eligible for the scholarship.
19. Once a period of study has commenced, should a scholarship holder suspend their studies through the proper channels, their scholarship is similarly suspended and will be recommenced on the resumption of studies.
20. If the student's status changes during their study, as a result of information not being provided at the point of application, and the student becomes ineligible, UEL reserves the right to revoke the scholarship and claim back any payments incorrectly made to you.
21. The ELSEF Scholarship may not be held in conjunction with any other scholarships; but does not limit eligibility to bursaries and discounts.
22. If a student breaks UEL regulations and is withdrawn from study, the scholarship will be immediately terminated and no further support will be available. If the student returns to study at a later date, the scholarship will not be re-awarded.

23. Students who are awarded a scholarship must commit to support the University with future promotion of UEL through ambassadorial works. This will be the equivalent of ten hours unpaid work for the university. Successful students will also need to commit to a photo, testimonial profile and video testimonial promoting UEL as a minimum.
24. UEL reserves the right to verify applications and request additional evidence.
25. If you are in receipt of welfare benefits and begin a course; money from scholarships and bursaries can affect your benefit entitlement as it may be treated as income. This depends on what the fund is intended to support you with, i.e. study related costs or living costs. Starting a course is a change of circumstance and you should inform all relevant benefit offices when you enrol.
26. A complaint is normally a specific concern related to a procedural error, irregularity, or maladministration in admissions procedures or policies. If you are dissatisfied with any aspect of the administration of your scholarship, please contact us in the first instance so that an informal resolution can be sought. This may be done in writing by emailing [study@uel.ac.uk](mailto:study@uel.ac.uk)

\*The UEL Fees Policy can be found on our website at [www.uel.ac.uk](http://www.uel.ac.uk)