

## University of East London Engagement Bursary 2019/20

### Terms and Conditions

#### What is the University of East London (UEL) Engagement Bursary?

The Engagement Bursary provides additional financial support for particular costs which are not being met from statutory or other sources of funding, to help students remain in Higher Education. The awards range from £100-£2,000 to students from low income backgrounds; requiring financial assistance for any of the following:

- Childcare costs
- Travel costs
- Disabled Students Allowance (DSA) computer equipment contribution
- Summer Support (students unable to work over the summer period, due to caring responsibilities and/or long-term sickness)

#### Eligibility

Students are eligible if they are:

- New or continuing, Home/EU, Undergraduate -inclusive of PGCE and Architecture RIBA II programmes (*subject to meeting individual category criteria*)
- Enrolled on a full time programme at one of our campuses
- In receipt of full means-tested Student Finance funding (and NHS funding, if applicable)

Excludes those studying:

- with a Collaborative or Franchise partners
- via online or distance learning
- on a placement year
- MPHIL, Research, Doctorate students

In addition, the following are not eligible:

- EU students in receipt of Tuition Fee Loan only
- International students
- Students who are not income-assessed and/or have not requested their full entitlement of student funding

## Criteria and Evidence

### 1. **Childcare Costs** - (for full-time, UG students with children in registered child care)

#### ***Students are eligible if they are:***

- In receipt of maximum income-assessed Student Finance / NHS entitlement
- In receipt of either Childcare Grant OR childcare element of Working Tax Credits in 2019/20
- Not eligible for a PGCE Bursary

#### ***Students will need to provide photocopies of the following evidence:***

- Student Finance notification 2019/20 showing full funding, including childcare grant
- NHS notification 2019/20 showing full funding, including childcare grant, if applicable
- Child/Working Tax Credits award notice 2019/20, all pages

### 2. **Travel Costs** - (for full-time, UG students with high travel costs outside of London zones 1-9 as per Transport for London Oyster zones)

#### ***Students are eligible if they are:***

- In receipt of maximum income-assessed Student Finance / NHS entitlement
- have applied for the 18+ Oyster discount travel card, where eligible
- have applied for a Young Persons railcard, or a 16-25 railcard, where eligible
- do not have their full travel costs met from the Disabled Student Allowance (DSA)
- do not have a travel placement paid by their NHS bursary
- are not entitled to receive a PGCE Bursary

#### ***Students will need to provide photocopies of the following evidence:***

- Student Finance notification 2019/20 showing full funding
- NHS notification 2019/20 showing full funding, if applicable
- Two weeks travel card / railcard showing travel outside of London area (outside zones 1-9 as per Transport for London Oyster zones including Watford Junction and Shenfield)

3. **Disabled Students Allowance Discretionary Support (DSADS)** – (for students required to pay £200 towards computer equipment as recommended in their DSA entitlement letter 2019/20)

***Students are eligible if they are:***

- Enrolled on a full-time undergraduate course for academic year 2019/20

***Students are not eligible if they are:***

- Part time
- Postgraduate
- International, EU and Distance learning students
- Students who are applying through the NHS, the Scottish Awards Agency (SAAS) & Northern Ireland Library Boards (as these bodies will not be asking a student to make a contribution).

***Students will need to provide photocopies of the following evidence:***

- SFE notification 2019/20 showing full funding entitlement
- DSA2 entitlement letter 2019/20 requiring £200 contribution for computer equipment

4. **Summer Support** - (for students unable to work over the summer period due to caring responsibilities, disability or long-term sickness and who will be returning to full-time study in 2020/21)

***Students are eligible if they are:***

- Full-time, undergraduate students in receipt of full means tested student funding from Student Finance / NHS
- Returning to full-time study in academic year 2020/21
- Unable to work over the summer period due to:
  - Child care responsibilities (Lone parent responsible for the care of children under 14 years of age)
  - Disability or long-term illness (your period of incapacity should be no less than 4 weeks)
  - Carer responsibilities (Primary carer of a disabled or terminally ill person)
  - Unpaid placement (Integral unpaid placement during the summer holiday for a minimum of 4 weeks. The placement must be module based, integral to the course and not voluntary)

***Students will need to provide photocopies of the following evidence:***

- SFE notification 2019/20 showing full funding entitlement
- NHS notification 2019/20 showing full funding, including childcare grant, if applicable
- Child/Working Tax Credits award notice 2019/20, all pages
- Medical certification that clearly states the period of incapacity to work (period of incapacity should be no less than four weeks)
- A letter from course tutor which clearly confirms the period of integral placement that is unpaid (period of placement must be no less than 4 weeks)
- Benefit entitlement notification, which clearly states benefit type and carer's name

### **Application process**

5. Before submitting an application for the bursary, students must show they have applied for and received their first, fully income-assessed instalment of student funding for 2019/20.
6. Eligibility and attendance will be checked. External organisations may be contacted before an application is considered.
7. Applications must be submitted in with **all** supporting evidence attached. Documents must be photocopies, as originals will not be returned and all paper documents will be destroyed in line with the Data Protection Act.
8. It is student's responsibility to submit the correct documentation, incomplete applications will be automatically deemed unsuccessful.
9. Funds are limited and applications will be considered on a first-come first-served basis until all funds have been allocated.
10. Students will be notified of the outcome of their application, through UEL student email within 30 working days of SMART receiving application form. If successful, awards will be paid two weeks from the date of the notification email, into the bank details provided on UEL Direct student account.
11. There is no right of appeal to the outcome of the assessment. If student's circumstances change during the academic year; a reassessment may be required by submitting a letter and evidence of the change of your circumstances.

### **Payment details**

12. Awards will only be made to students who are fully enrolled and have provided all the required evidence. The second instalment will only be paid if students have committed fully with the conditions of admittance, UEL 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.
13. It is the responsibility of the student to ensure the bank details they provide to UEL are correct. Incorrect bank details may cause delays in payment. If bank details have not been provided by the end of Term 2\* the award will be cancelled without further warning.
14. The bursary payment will not be made if you have overdue debt to UEL, this includes not having SLC funding in place. Unpaid Emergency Loans will be deducted from the Hardship bursary award. If you are paid your award in two instalments your unpaid Emergency loan will be deducted from the first instalment.

## General terms and conditions

15. Please note the maximum award from all the bursaries (Engagement bursary, Progression bursary and Hardship bursary) combined is £2,000.
16. If an awarded student decides to change programmes, the student will be entitled to keep the bursary provided that the new course and mode of study meets the eligibility criteria.
17. If an awarded student decides to withdraw, the bursary will terminate at the date of withdrawal. Any payments made to the student will not need to be returned.
18. The bursary cannot be exchanged for an alternative award.
19. 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 bursary and claim back any payments incorrectly made to you.
20. If a student breaks UEL regulations and is withdrawn from study, the bursary will be immediately terminated and no further support will be available. If the student returns to study at a later date, the bursary will not be re-awarded.
21. If you are in receipt of welfare benefits and commence a full-time 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.
22. UEL reserves the right to verify applications and request additional evidence.
23. 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 bursary, please contact us in the first instance so that an informal resolution can be sought. This may be done in writing to [thehub@uel.ac.uk](mailto:thehub@uel.ac.uk)

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