

Terms and Conditions for Undergraduate Bursaries and Scholarships

New first year students entering studies in 2020-21

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1. Scope

1.1 These guidelines apply to the University of Bath's undergraduate financial support framework for new first year students taking up a place of study for the 2020-21 academic year paying fees of £9,250 per year for campus-based courses or £7,710 for franchised non campus-based courses. They apply to awards made under the terms of the University's 2020-21 [Access & Participation Plan](#) and to an agreed list of scholarships supported by University donors. These guidelines do not cover financial support made under government loan or grant frameworks.

2. Terminology

2.1 The **Bath Bursary** or **Gold Scholarship Programme (GSP)** is a non-repayable cash award available to you if you are a Home UK student. It is designed to help towards your course related costs during your studies. It will be paid to you in instalments. You do not have to tell us how you are going to spend it. They are available to you if you have a student loans household income assessment of £25,000 or below and meet certain additional specified criteria. If you are awarded a GSP, you cannot be considered for a Bath Bursary or vice versa, or those scholarships on our web pages badged as Income Related Scholarships. You can receive these awards in addition to any Government grant or loan you receive.

2.2 A **scholarship** is a non-repayable cash award. The eligibility criteria for scholarships usually involve an element of academic, sporting or other special merit and, in some cases, are based on your student loans household income assessment. Scholarships are paid in instalments to help towards your course related costs. Scholarships come from a variety of sources and are mainly funded through the generosity of alumni, corporate partners and other donors.

2.3 **Access & Participation Plan** refers to the written statement of agreement the University has with the [Office for Students](#). This document states in detail the fees the University is allowed to charge, the financial support it guarantees to make available to eligible students and the outreach activity the University agrees to undertake to support fair access. The University has more than one Access & Participation Plan (formerly Access Agreements) because the nature of its support for students has changed over time. Your financial support arrangements are linked to the Access & Participation Plan for 2020-21 and these terms and conditions may be subject to change following any outcome of the higher education funding review.

3. Eligibility and awards available

3.1 Our bursary and scholarship awards have specific eligibility criteria which are set out in this document. Bursaries and scholarships identified in this document are available to identified students who are studying full-time campus based undergraduate or foundation/top up degree courses and who meet the specified eligibility criteria for each funding award. You cannot apply for these awards in a future year of study, they are open to new first year students starting studies in 2020 only.

3.2 A copy of these terms and conditions can also be found in your Bath Application Tracker in the Bath Financial Support package area. This is where you can upload evidence, as appropriate, of your family being in receipt of a means tested benefit, your care leaver/young carer/estrangement status evidence and submit your supporting statement for the GSP and Income Related Scholarships.

- 3.3 You will be asked to submit any additional evidence we may require during late spring via your Bath Application Tracker. You will be notified by email in early September if we establish that you are eligible for a Bath Bursary, GSP or Income Related Scholarship with details of any allocation made.
- 3.4 Our GSP and Income Related Scholarship awards are based on a supporting statement as well as student loan household income assessment, other widening participation criteria and for some awards, academic merit. You will be invited to submit a supporting statement during late spring via your Bath Application Tracker. Details on the application timescales can be found on our [webpages](#).
- 3.5 In cases where academic achievement is a requirement for an award we will use the latest information we hold about you at that time. If you have requested a remark of your grades from your education provider then this will only be used if it is uploaded to your student record by the relevant closing date(s) for the relevant funding award.

University of Bath Bursaries (campus based courses)

If eligible you will receive:

- £3,000 bursary per year of study including unpaid placement and study abroad periods
- no bursary is payable during a paid placement period

These awards are not limited in number and if you meet the criteria you will receive an award (unless you are successful in gaining a Gold Scholarship).

Eligibility criteria for the University of Bath Bursary (campus based courses)

To be considered you need to meet the following criteria:

- be an eligible new first year Home UK undergraduate student *and*
- be registered on a full-time **campus based** undergraduate or foundation degree/top up course *and*
- have a student loans household income assessment of £25,000 or below

And meet at least one or more of the following criteria:

1. your home address is in an area where [fewer young people progress to Higher Education](#) (Polar 4, quintiles 1 or 2) *or*
2. you are a [care leaver](#) *or*
3. you or your family receive a state [means-tested benefit](#) *or*
4. you have completed an [Access to HE Diploma](#) *or*
5. you are [irreconcilably estranged](#) from your parent(s) or guardian(s) *or*
6. you are a [Young Carer](#) *or*
7. you are a [refugee/asylum seeker](#) *or*
8. your home address is considered to be in an [area of general disadvantage](#) (IMD, quintiles 1 or 2)

Gold Scholarship Programme (GSP) (campus based courses)

You can apply for and be considered for these discretionary scholarships based on your student loans assessed household income, a supporting statement, widening participation as indicated below and any other relevant eligibility criteria. Some awards may be linked to specific faculties, departments or courses of study.

Awards are limited to 50 and so not all applications will be successful, eligibility is no guarantee of an award being made.

If awarded you will receive:

- £5,000 scholarship per year of study including unpaid placement and study abroad periods
- no scholarship is payable during a paid placement period

You will also be required to complete compulsory enrichment activities to maximise your Bath experience and develop your career aspirations (these are currently):

- 50 hours of volunteering / fundraising / outreach a year
- Alumni mentoring
- personal development, networking and skills training sessions
- support with placements and internships
- pastoral support networks

Eligibility criteria for the Gold Scholarship Programme (GSP) (campus based courses)

To be considered you need to meet the following criteria:

- be an eligible new first year Home UK undergraduate student *and*
- be registered on a full-time campus based undergraduate or foundation degree course *and*
- have a student loans household income assessment of £25,000 or below

And meet at least one or more of the following criteria:

1. your home address is in an area where [fewer young people progress to Higher Education](#) (Polar 4, quintiles 1 or 2) *or*
2. you are a [care leaver](#) *or*
3. you or your family receive a state [means-tested benefit](#) *or*
4. you have completed an [Access to HE Diploma](#) *or*
5. you are [irreconcilably estranged](#) from your parent(s) or guardian(s) *or*
6. you are a [Young Carer](#) *or*
7. you are a [refugee/asylum seeker](#) *or*
8. your home address is considered to be in an [area of general disadvantage](#) (IMD, quintiles 1 or 2)

These awards are discretionary, so even if you meet the criteria you are not guaranteed one. Some awards may be linked to specific faculties, departments or courses of study.

Bursaries for the Foundation Degree in Addictions Counselling

If eligible you will receive:

- a £3,000 bursary in Years 1 and 2

These awards are not limited in number and if you meet the criteria you will receive an award.

Eligibility criteria for the Foundation Degree in Addictions Counselling bursary

To be considered you need to meet the following criteria:

- be an eligible new first year Home UK student *and*
- be registered on the full-time Foundation Degree in Addictions Counselling *and*
- have a student loans household income assessment of £25,000 or below

Bursaries for the Honours Year top up Degree in Addictions Counselling

If eligible you will receive:

- a £1,000 bursary (pro-rata for part-time)

These awards are not limited in number and if you meet the criteria you will receive an award

Eligibility criteria for the Honours Year top up Degree bursary

To be considered you need to meet the following criteria:

- be an eligible Home UK student *and*
- be registered on a full or part-time franchised non campus based honours year top up degree course *and*
- have been previously in receipt of the Bath Bursary during your Foundation Degree studies at Bath *and*
- paying the higher rate tuition fees of £7,710 (pro-rata for part-time)

Income Related Scholarships (undergraduate campus based courses)

You can apply for and be considered for these discretionary scholarships based on your student loans assessed household income, academic achievements, a supporting statement, widening participation as indicated below and any other relevant eligibility criteria. Some awards may be linked to specific faculties, departments or courses of study.

Awards are limited and so not all applications will be successful, eligibility is no guarantee of an award being made. If you are eligible for a Gold Scholarship or Bath Bursary then you cannot receive an Income Related Scholarship.

Scholarship value

Awards vary in value and may be worth up to £3,000 a year for up to 3 years of study. Awards are not normally payable during a placement period.

Eligibility criteria that you must meet to apply for the income related scholarship awards

To be considered you need to meet the following criteria:

- be an eligible new first year Home UK undergraduate student and
- be registered on a full-time campus based undergraduate honours degree course
- not already hold an honours degree (or equivalent)
- have a student loans household income assessment at, or below £42,875 and
- have achieved grades of at least AAB at A Level or equivalent and
- not be eligible for, or in receipt of, the Bath Bursary or Gold Scholarship Programme. Some scholarship exceptions may apply with our corporate awards.

As part of our shortlisting process we will also take into account if you meet one or more of the following widening participation criteria:

1. your home address is in an area where [fewer young people progress to Higher Education](#) (Polar 4, quintiles 1 or 2) *or*
2. you are a [care leaver](#) *or*
3. you or your family receive a state [means-tested benefit](#) *or*
4. you have completed an [Access to HE Diploma](#) *or*
5. you are [irreconcilably estranged](#) from your parent(s) or guardian(s) *or*
6. you are a [Young Carer](#) *or*
7. you are a [refugee/asylum seeker](#) *or*
8. your home address is considered to be in an [area of general disadvantage](#) (IMD, quintiles 1 or 2)

Meeting one of the widening participation criteria above is not essential, but you are more likely to be selected for a scholarship if you meet one or more of them. These awards are discretionary, so even if you meet the criteria you are not guaranteed one.

Bursaries for the Part 2 Master's in Architecture (campus based)

Eligible students will receive:

- Yr1 a £1,000 bursary (if your placement period is unpaid) *or*
- Yr1 a £500 bursary (if your placement period is paid)
- Yr2 a £1,000 bursary

These awards are not limited in number and if you meet the criteria you will receive an award.

Eligibility criteria for the Part 2 Master's in Architecture bursary

To be considered you need to meet the following criteria:

- be an eligible new first year Home UK student *and*
- paying the higher rate tuition fees of £9,000 or more *and*
- be registered on the full-time Part 2 Master's in Architecture degree course *and*
- have a student loans household income assessment of £25,000 or below

And meet at least one or more of the following criteria:

1. your home address is in an area where [fewer young people progress to Higher Education](#) (Polar 4, quintiles 1 or 2) *or*
2. you are a [care leaver](#) *or*
3. you or your family receive a state [means-tested benefit](#) *or*
4. you have completed an [Access to HE Diploma](#) *or*
5. you are [irreconcilably estranged](#) from your parent(s) or guardian(s) *or*
6. you are a [Young Carer](#) *or*
7. you are a [refugee/asylum seeker](#) *or*
8. your home address is considered to be in an [area of general disadvantage](#) (IMD, quintiles 1 or 2)

Be Creative Award (campus based)

You can apply for and be considered for these discretionary awards based on your student loans assessed household income, a supporting statement, widening participation criteria as indicated below and any other relevant eligibility criteria.

Award value

Award of £3,000 for a year. At the end of this period applicants can reapply for the award and can receive it for up to a maximum of three years.

Eligibility criteria that you must meet to apply for the Be Creative Award

To be considered you need to meet the following criteria:

- in 2020 be an eligible new first year Home UK undergraduate student
- be registered on a full-time campus based undergraduate honours degree course
- not already hold an honours degree (or equivalent)
- have a student loans household income assessment at, or below £42,875.

Preference will be given to applicants who also meet one or more of the following criteria:

1. your home address is in an area where there is a [low participation of young people progressing into Higher Education](#)
2. you are a [care leaver](#)
3. you or your family receive a state [means-tested benefit](#)
4. you have completed an [Access to HE Diploma](#)
5. you are [irreconcilably estranged](#) from your parent(s) or guardian(s)
6. you are a [Young Carer](#)
7. you are a [refugee/asylum seeker](#)
8. your home address is considered to be in an [area of general disadvantage](#) (IMD, quintiles 1 or 2)

Meeting one of the widening participation criteria above is not essential, but you are more likely to be selected for a scholarship if you meet one or more of them. These awards are discretionary, so even if you meet the criteria you are not guaranteed one.

4. Definitions and guidance

Home UK (eligible new first year)	Eligible Home UK students are those that are classed as UK (England, Wales, Scotland or Northern Ireland), as assessed) for student support purposes, as determined by Student Finance England (SFE) or other relevant UK student loans awarding agency. This is in addition to a Home UK fees status as determined by the University. Students from the Channel Islands or the Isle of Man are not UK students according to this definition and are subject to 'Islands students' status. New first year students are those who commenced studies for the first time at Bath in September 2020 and are in Year 1 of their course.
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<p>Campus-based</p>	<p>These are undergraduate degree or foundation degree courses delivered on the University of Bath site at Claverton Down, BA2 7AY. Courses delivered off site via franchised agreements with partner organisations are excluded and have different bursary awards in place.</p>
<p>Widening Participation Criteria We receive this information based on your UCAS application</p>	
<p>Low Participation Neighbourhood (POLAR)</p>	<p>This is a postcode classification that tells us what proportion of young people from your area progress to higher education. The specific system we use is POLAR 4 data based on the home postcode provided by you in your UCAS application, at the point of application to university. This system groups postcodes into quintiles. We will count your postcode as low participation if it is quintile 1 or 2. Your home postcode and actual POLAR quintile is shared with us from UCAS. Where it is not passed on or does not exist we will not be able to use any other proxy data or alternative classification system.</p>
<p>Indices of Multiple Deprivation (IMD)</p>	<p>Indices of multiple deprivation (IMD) is a measure of relative deprivation for small, fixed geographic areas of the UK. IMD classifies these areas into five quintiles based on relative disadvantage, with quintile 1 being the most deprived and quintile 5 being the least deprived.</p> <p>We will count your postcode as an area of general disadvantage if it is in quintile 1 or 2. Your home postcode and actual IMD quintile is shared with us from UCAS. Where it is not passed on or does not exist we will not be able to use any other proxy data or alternative classification system.</p>
<p>Access to HE Diploma</p>	<p>The Access to (Higher Education) HE Diploma is a year-long qualification that prepares students to study at undergraduate degree level. This qualification is typically undertaken by mature students, although students of any age can take this qualification.</p>

<p>Refugee Status</p>	<p>The definition of a refugee as defined on the UKCISA website is:</p> <p>(a) you must be ordinarily resident in England on the first day of the first academic year of your course; <i>and</i></p> <p>(b) you must:</p> <ul style="list-style-type: none"> • have been recognised as a refugee by the UK Government and have remained ordinarily resident in the UK and Islands since then; <i>or</i> • be the spouse / civil partner of such a refugee and have been in that relationship on the date on which he/she made his/her application for asylum; <i>or</i> • be the child of such a refugee, or the child of such a refugee's spouse / civil partner, and be able to show that on the date that refugee made his/her application for asylum, you were: <ul style="list-style-type: none"> ○ under 18 years of age; <i>and</i> ○ the refugee was your parent, or your parent's spouse / civil partner. <p>Your refugee status will be verified by our Undergraduate Admissions Team if you have declared this in your UCAS application. Please contact us if you have not declared this in your UCAS application and need to do this separately.</p> <p>The University has a Student Retention & Success Team who can also provide you with additional funding support and advice during your studies.</p>
<p>Widening Participation Criteria</p> <p>You will need to provide this information and evidence via our online bursary/scholarship application process. You can apply for this through your Bath Application Tracker/Student Record.</p>	
<p>Care Leaver</p>	<p><i>The Children (Leaving Care) Act 2000 definition states that a care leaver is someone 25 or under who has been in Local Authority Care for a period of at least 13 weeks or more spanning their 16th birthday.</i></p> <p>You may have indicated that you are a care-leaver in your UCAS application. You will be given the opportunity to submit evidence to verify this via our bursary application form, when we open for applications. You will need to provide a letter from a social worker or Leaving Care Personal Adviser or other relevant professional confirming your care status. The University has a Student Retention & Success Team who can also provide you with additional funding support and advice during your studies. You can also provide evidence direct to them if you wish.</p>
<p>Young Carer</p>	<p>You are classed as a young adult carer if you are a carer between the ages of 18 and 25 who looks after a relative or friend, of any age, due to disability, chronic/terminal illness, mental health problems or alcohol or drug addiction/dependency.</p> <p>You will be given the opportunity to submit evidence to verify this via our bursary application form, when we open for applications. You will need to provide a letter from a social worker, teacher or other relevant professional confirming your young carer status. The University has a Student Retention & Success Team who can also provide you with additional advice and guidance during your studies. You can also provide evidence direct to them if you wish.</p>

<p>Irreconcilably Estranged</p>	<p>An irreconcilably estranged person is someone who has not had any verbal or written contact with their parents for a significant period of time, on or before the first day of the academic year for which you are applying for funding, and this is unlikely to change. This can include your biological or adoptive parents, or your only living parent. A significant period of time is usually considered to be twelve months or longer, but this can also depend on your circumstances.</p> <p>You will be given the opportunity to submit evidence to verify this via our bursary application form, when we open for applications. You will need to provide a letter from a social worker, teacher or other relevant professional confirming your estrangement status. The University has a Student Retention & Success Team who can also provide you with additional funding support and advice during your studies. You can also provide evidence direct to them if you wish.</p>
<p>Means Tested State Benefit</p>	<p>As part of our process for determining your eligibility for support, we will invite you, in late spring, to indicate whether you or your parent(s), guardian or partner are in receipt of any qualifying government state means-tested benefits. Most UK government income assessed benefits, including child tax credit will qualify. We are aware that there are many different benefit frameworks across the European Economic Area. You will be given the opportunity to submit documentary evidence to verify this via our bursary/Gold scholarship online application, when we open for applications. This will help us to determine whether you have a qualifying benefit. We will accept evidence that includes the tax year(s) 2018-19 or later.</p>
<p>We receive this information from the Student Loans Company (England, Wales, Scotland or Northern Ireland)</p>	
<p>Household Income</p>	<p>This refers to the first annual residual household income calculation we receive from your student loans awarding agency. Residual income is the household income before tax and after any pension contributions or allowances for dependent children. For full time students, a full financial assessment must have been carried out by your student loans awarding agency and it is your responsibility to ensure this has been completed. We are not responsible for any delays or information not being passed onto us by your student loans awarding agency.</p>

Visit our webpages for more information on [how the university uses contextual data](#).

5. General Conditions

- 5.1 If you are not eligible for a bursary award in 2020-21 but subsequently believe that you meet our criteria in a future academic year (for example if your family household income has fallen), you may be able to apply to the [Discretionary Student Support Fund \(DSSF\)](#) for assistance. Separate guidelines and conditions apply to this fund which is administered by the [Student Money Advice Team](#) in Student Services. Any assistance from this fund will be for one year only but may be renewable. The Money Advice Team is also able to provide advice and guidance about managing your finances and may be able to assist in sourcing additional funding.
- 5.2 We will assess eligibility based on the **first** household income assessment received from your student loans awarding agency. If your household income is reassessed within the same academic year by the Student Loans Company and you subsequently meet the eligibility criteria for the Bath Bursary, please contact the [Student Money Advice Team](#) in Student Services.

- 5.3 An award will not normally be taken away if your household income eligibility changes in any subsequent year, there will not be any routine reassessment of household income year-to-year.
- 5.4 If you join the University in 2020-21 but previously started a degree in 2012 or later at, and then withdrew from, another UK University and you are entering into Year 1 of studies at Bath, you will be considered for a bursary according to the year of entry that you commence studies at the University of Bath.
- 5.5 If you join the University in 2020-21 and are transferring directly into Year 2 of your studies you will not be eligible for our funding awards as listed in these terms and conditions. Our terms and conditions state that eligibility for a bursary or income related scholarship is determined in Year 1 of studies. As a result, you will miss our deadlines for consideration for these awards as you would not have been a new entrant during the assessment of eligibility period. However, if you meet the general eligibility criteria for our bursary awards for 2020 entry then you may apply to the [Discretionary Student Support Fund \(DSSF\)](#) to be considered for a similar level of funding award. This is administered by the [Student Money Advice Team](#) in Student Services.

6. Application deadline dates

- 6.1 The final deadline date to be considered for a Gold Scholarship Programme award is midnight (GMT) on 7 September 2020.
- 6.2 The final deadline date to be considered for an Income Related Scholarship is midnight (GMT) on 7 September 2020.
- 6.3 The final deadline date to be considered for a University of Bath Bursary is midnight (GMT) on 22 January 2021.
- 6.4 The final deadline for the Be Creative Award is midnight (GMT) on 2 September 2020. You should refer to individual arts, sports or corporate scholarship awards for all other application closing dates.
- 6.5 The University reserves the right to alter its allocation schedule.
- 6.6 It is your responsibility to ensure that you respond to any requests for information from Undergraduate Admissions which may be required as part of your application to study and any confirmation of offers after exam results.

This includes completion of the University's criminal convictions declaration in your Bath Application Tracker, which is available to you from the point you have made Bath your Firm or Insurance choice, for some courses it is available earlier. Depending on your answer the University may need to review and approve any declarations made.

Failure to complete and have any declarations you have made approved by Undergraduate Admissions may impact your scholarship application if not completed within our closing dates as outlined above. As a result we will not be able to assess your application even if you have applied for an award and meet the general eligibility criteria.

7. Selection and allocation

- 7.1 Bursaries are awarded to those who meet the eligibility criteria at the time of allocation as a new student in your first year of studies. You may receive an award automatically, without having to apply, if you meet the criteria for a Bursary based on information based on your UCAS application and income data from the Student Loans Company. However, not all students will qualify based on UCAS data, so we advise you to complete the online application. This will provide us with additional information and evidence on the criteria that is not received through UCAS.
- 7.2 A selection panel will review your supporting statement, as provided by you, if you have applied for either the Gold Scholarship Programme or Income Related Scholarships.
- 7.3 GSP, Income Related Scholarships, corporate, arts and sports scholarships are discretionary. This means even if you meet all the relevant criteria you are not guaranteed one. The University and/or corporate partners will select the scholars it deems to be the most deserving in its sole discretion. Our/their decision in this respect is final and there is no right of appeal. Candidates will be selected for an award based on the eligibility criteria, any supporting statement as part of an application and any other selection methods that may be used e.g. interviews, auditions or assessment centres, as appropriate.
- 7.4 Some scholarship awards may be subject/department/faculty or performance level specific and may be

withdrawn if you no longer meet the criteria. You will not normally need to repay funds paid to you if your circumstances change in this way.

- 7.5 An award will not normally be taken away if your general eligibility changes in any subsequent year such as reassessment of your household income from year-to-year. You will not normally need to repay funds paid to you if your circumstances change in this way.
- 7.6 It is the University's responsibility to identify potential award recipients on the basis of the criteria listed for each award, but the University cannot be responsible for any errors or omissions in the information supplied to it and on which eligibility decisions are based. The University's decision on the interpretation of eligibility criteria is final and there is no right of appeal.
- 7.7 Some of our corporate awards are allocated and awarded independently from the University and any final decisions about awards will be made by the relevant corporate organisation.
- 7.8 You cannot be considered for an award if you have not responded to our invitations to apply for our funding awards and submitted appropriate evidence, as appropriate, or if we have not received into our student record systems your assessed household income data from your student loans awarding agency, or other relevant data by the published deadlines below. We cannot be held responsible for any delays in receiving your household income or other information from your student loans awarding agency as a result of their assessment processes, or incomplete/late applications made to them. Awards cannot be claimed retrospectively.
- 7.9 You must ensure that you have responded to all requests from Undergraduate Admissions in relation to your application for study which may include provision of exam results, completed your criminal convictions declaration via your Bath Application Tracker. Failure to comply for any requests for additional data may impact on your funding application if not within the closing dates specified below.
- 7.10 If you are awarded the Bath Bursary or GSP, you cannot be considered for an Income Related Scholarship. Corporate, arts and sports awards and some department allocated awards may allow students to hold a Bath Bursary/GSP /Income Related Scholarship in addition. Some awards, especially corporate, may have restrictions if you have an award from another corporate partner. This may be the case where they are in the same business field e.g. financial institutions. You may apply for both awards and if successful, you will be advised if you are required to choose which award to accept.

8. Payment

- 8.1 Bursaries and most scholarships will be paid in three equal instalments during each academic year of study. You will be notified in your award email about the payment schedule. For 2020/21 your bursary/scholarship will be paid on 2 December 2020, 17 February 2021 and 28 April 2021. Payments in future years will follow a similar payment pattern.
- 8.2 If your Bath Bursary is awarded late in your first year of studies you may miss a payment(s) date. In this instance you would be paid the missed instalment on the next bursary payment date. For example, if you miss the December payment you would be paid the first two instalments in February with the third instalment paid in May.
- 8.3 For recipients on the GSP we reserve the right to withhold scholarship payments if you are not on track to fulfil the GSP requirements. Please refer to the GSP terms and conditions for full details about the participation and volunteering requirements of this award.

8.4 The payment method will be by direct bank transfer. Bank details will need to be provided through your SAMIS account when requested otherwise payment will be delayed. The deadline for providing bank details will be included in your award email. Changes to bank details can be made through SAMIS at any time, but will need to be made at least two weeks before a payment date to take effect.

9. Continued receipt of a bursary or scholarship

9.1 Scholarships may be withdrawn or payments withheld if you no longer meet any specific course requirements, specific grade progression criteria, or other conditions that may be attached to a particular award e.g. volunteering hours for the GSP. Details of any continuation criteria you need to meet will be detailed in your award email, if successful. Decisions will be made at the discretion of the Department of Development and Alumni Relations and/or Scholarships & Bursaries Team and/or Team Bath and/ or Edge Arts and/or the scholarship provider.

10. Placement Periods

10.1 If you are in receipt of a Bath Bursary or GSP, then your bursary award will still be paid to you where your placement period in SAMIS is defined as: unpaid or study abroad.

10.2 For the purposes of the bursary and scholarship awards a placement is defined as:

Students who undertake a thick or thin sandwich course that has a full or half year placement option as an integral part of their course. These courses have defined UCAS codes that identify them as an undergraduate degree course with placement.

10.3 Placements can be made up of paid or unpaid employment, research, Erasmus+ or study abroad (including placements under the Erasmus awards). These periods normally attract a reduced tuition fee liability.

10.4 Some degree courses offer an 'optional' additional study abroad placement, normally in Semester 1 of your fourth year of studies. Your eligibility for support during any such period will relate to your tuition fee liability e.g. placement rate or full fees payable. Further information on tuition fee charges is available from the University's [Student Finance Office](#).

10.5 The BSc (Hons) Social Work and Applied Social Sciences has practice learning opportunities as part of the course and these are not considered as placements under these terms and conditions.

10.6 If you are in receipt of a paid allowance for your placement period, that is to say receiving a non-taxable payment which is not a salaried income (a stipend) then you will be treated as if you are on an unpaid placement. If you are in receipt of a payment that is classed as taxable income by your placement provider or country of placement, then you will be treated as if you are on a paid placement (and you will not receive any bursary/GSP).

10.7 For courses that are defined as a thin placement course (e.g. Business Administration), bursaries and scholarships are applied on a pro-rata basis across the relevant placement years.

10.8 If you are on a placement year (or Erasmus year) that is split between part study abroad or unpaid period with the other half as a paid placement, then any bursary or scholarship entitlement will be paid on a pro-rata basis.

10.9 Your academic department placement team will require you to submit information about your

placement via your SAMIS record. This will include whether you are on a paid or unpaid placement, or if you are receiving a stipend. We will use this data to determine any bursary entitlement during your placement year. If your record is incomplete we may not be able to determine your eligibility for the bursary and as such you may not be paid your bursary during your placement period. We cannot be held responsible for incorrect data in your SAMIS record where the recording of placement information is between you and your academic department.

11. Honours top up year

11.1 Following graduation from your Foundation Degree in Addictions Counselling or the Foundation Degree in Sports Performance, if you continue immediately onto the Honours top up year, you will continue to receive a bursary award as outlined in this document. If you take a gap year (e.g. whole academic year) before continuing onto the honours year, then any award will be based on the funding in place for that academic year. Students on part-time Honours top up years will receive the award on a pro-rata basis.

12. Changes to study

12.1 If you change your course or mode of study and are in receipt of an award which is for example course/mode specific, it may be withdrawn. If you make a change to your original course of study you must notify the [Scholarships and Bursaries Team](#). If you are in receipt of a scholarship you must also notify the [Department of Development and Alumni Relations](#), as it may affect your continued eligibility.

13. Suspensions and withdrawal from studies

13.1 If you suspend or withdraw from your studies then you will not be eligible to receive any future award payments in that year. You must notify the [Scholarships and Bursaries Team](#) of your change in circumstances. If you are in receipt of a scholarship you must also notify the [Department of Development and Alumni Relations](#), as it may affect your continued eligibility.

13.2 Any Bath Bursary or GSP award already paid to you will not have to be repaid.

13.3 If you suspend or withdraw from your studies then any donor-funded or corporate scholarship paid to you may have to be repaid at the discretion of the Department of Development and Alumni Relations and the relevant donor or corporate partner.

13.4 You may be eligible to receive any outstanding awards due upon your return to studies, following a period of suspension.

13.5 If you suspend studies, your continuation to receive a donor or corporate scholarship is at the discretion of the Department of Development and Alumni Relations and the relevant donor or corporate partner.

14. Repeating or deferring your studies

14.1 Bath Bursary, income related or corporate scholarship awards will not be paid during any repeat period(s) of study. This includes studying for the same academic year twice even if it is for a different course. For example if you commenced studies in Yr1 on an Engineering course in 2019/20 then transferred to Yr1 of a Biology course in 2020/21.

14.2 If you are in receipt of the Bath Bursary, you may be able to apply to the [Discretionary Student Support Fund](#) (DSSF) for financial assistance, if the reason for your repeat year is due to mitigating circumstances. Separate guidelines and conditions apply to this fund which is administered by the [Student Money Advice Team](#) in Student Services.

14.3 If you are in receipt of the GSP you will receive your scholarship for a single first time repeat year only. The amount you receive will depend if you are still participating in and attending all the enrichment activities and complete your volunteering requirements for the GSP:

- Fully participate in the GSP in your repeat year £5,000 scholarship
- Not participating in the GSP in your repeat year £3,000 (as per the same bursary rules for your year of entry.)

14.4 If you are required to undertake a further repeat year then you will not receive your GSP scholarship. If the reason for your second repeat year is due to mitigating circumstances, you will need to submit an application to the [Discretionary Student Support Fund](#) (DSSF) for financial assistance. Separate guidelines and conditions apply to this fund which is administered by the [Student Money Advice Team](#) in Student Services.

14.5 Awards are allocated for 2020-21 entry only. If you defer or withdraw and restart, any award already offered will become void. If eligible, you will be considered for support the following year, but this will be subject to the terms of the Access and Participation Plan and any funding provision then in force.

15. Fraudulent applications

15.1 The University reserves the right to withdraw an award from anyone who is found to have misled the University about any aspect of their eligibility and to seek repayment of any monies already paid to them. In such cases the University may seek to recover any money paid as a debt in the county court (in which case it may also seek to recover additional sums such as interest, court fees and legal costs). We may request at any point, for audit purposes, evidence of any widening participation criteria as stated in your application.

16. Appeals

16.1 The University's decision on the interpretation of eligibility criteria is final and there is no right of appeal. You may make a complaint if you believe that you have not been considered for an award because of a procedural error, or you believe that there has been some other procedural problem with our allocating and awarding system. Complaints should be made under the terms of our [Admissions Complaints and Appeals Procedure](#). You must comply with all requests for additional information to establish your eligibility within the timeframes specified and you must submit any evidence requested by the stated deadlines.

17. Use of data

17.1 Failure to complete any additional requests will impact on your application for any of our funding awards and as a result we will not be able to include your application even if you meet the general eligibility criteria. The University may use the widening participation (WP) data / information you share with us to provide information and advice about the University to you as an applicant. Should you subsequently join the University, the University may also use the data to inform our strategies for supporting you as a new entrant, to inform you about provision that you may be able to access, to monitor student success and for other legitimate reasons. Refer to our web pages for details about our undergraduate [privacy notice](#). Data may also be used by the [Study Abroad Office](#) in the allocation of Erasmus+ grants for students on study abroad placement courses. We may also use your data in the allocation of other bursaries and scholarships on offer in partnership with corporate donors and academic departmental or other university awards, where funding may be allocated based on the widening participation factors as defined in these guidelines. Your actual widening participation and

household income data will not be shared with a third party but shortlisting/ selection for a scholarship may give an indication that you have met any such factors.

17.2 We will share information given by you in your application to apply for GSP, Income Related Scholarships or Bath Bursary with [Student Services](#). This is so they can ensure you are made aware of any support services they offer to enable you to succeed in your studies at Bath. There will be the opportunity to opt-out of this as part of the application process.

17.3 At Bath we understand that that each student is unique and recognise individual differences. Coming to university is a new experience and while for many it is an exciting time full of opportunities, we appreciate some students may encounter uncertainties at some point during their studies. As a scholarship recipient we want to ensure that you are aware of, and have access to, the right support and advice should you need it. If we have concerns about your wellbeing we (the Scholarships and Bursaries Team and/or DDAR) may discuss these on a one-to-one basis with the Wellbeing Team in Student Services, to seek their advice and ensure that you are signposted to relevant support as appropriate. If your donor/mentor has any concerns, they also may raise this with us, again we would discuss these with the Wellbeing Team, as outlined above.

18. Donor funded scholarships and data

18.1 Donors/corporate partners who fund scholarships like to know who is benefitting from their support. For this reason, the University may give your donor/corporate partner some information about you based on your student record, information given by you in your scholarship application and subsequent annual exam results, as well any changes to your study, such as repeat years, suspending studies or course changes. This is always done in liaison with the Department of Development & Alumni Relations.

18.2 The Department of Development & Alumni Relations will provide you with information about your donor, as appropriate.

18.3 By accepting a scholarship you are agreeing to these terms. However, if you would prefer any particular difficult circumstances to be kept entirely confidential or have any questions about this please email undergraduatefunding@bath.ac.uk.

19. General information

19.1 The GSP, Team Bath, Arts and corporate scholarships have additional terms and conditions that are applicable to these awards. Details of any additional criteria including academic progression will be detailed in award emails. The GSP has additional terms and conditions relating to the volunteering and enrichment activities for this scholarship. You should read and refer to these if you are applying for an award.

19.2 Any queries relating to these terms and conditions should be addressed to the Scholarships & Bursaries Manager, Undergraduate Admissions & Outreach, University of Bath, BA2 7AY or by emailing: undergraduatefunding@bath.ac.uk

DOCUMENT CONTROL INFORMATION

Owner Scholarships and Bursaries Team

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