



**Undergraduate Scholarship/Bursary Terms and Conditions
2013/14**

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Undergraduate Scholarship/Bursary Terms and Conditions 2013/14

These Terms and Conditions outline the Scholarships and Bursaries available to students who are joining Royal Holloway in September 2013/4 and are liable for £9,000 tuition fees .

Scholarships/bursaries are only available to full-time students, with the exception of the National Scholarship Programme, where the tuition fee waiver element is also available to part-time students. Scholarships will normally only be paid once for each level of study, subject to meeting progression requirements, regardless of the reason for repeating a level.

1. Eligibility

1.1 Those not eligible for any Scholarship/Bursary

The following are not eligible for any scholarship or bursary:

- students who are studying for a qualification that is the equivalent level, or lower than, one already attained, including non-UK qualifications;
- students who are assessed as overseas or Island fee payers;
- Students who transfer from another institution, except those eligible for a Royal Holloway Bursary.
- students who do not qualify for tuition fee loan
- students undertaking a postgraduate qualification

1.2 Eligibility Definitions

Low income

A student who's annual residual household income (household income before tax and after any pension contributions or allowances for dependent children) is less than £25,000. For full time students confirmation of this must be received via Student Finance England and therefore a full financial assessment has been carried out by Student Finance England, the student has been considered eligible for a full maintenance grant, and agreement must have been given by the student for Student Finance England to share this data with Royal Holloway. For part time students, evidence of income must be presented to the Royal Holloway for verification of eligibility

Care Leavers

A person who has been looked after for at least 13 weeks since the age of 14, and who was in care (under the parental authority of the Local Authority) on their 16th birthday.

Ordinarily resident in England

You have habitually, normally and lawfully resided in England from choice.

EU Student

Non-UK national of the European Union who has applied to the Department for Innovation, Universities and Skills (DIUS) and been granted a loan to pay their tuition fees.

1.3 Proof of Eligibility

Household Income

Evidence of a student's household income for full time students will only be accepted via Student Finance England. It is the student's responsibility to ensure a full financial assessment has been carried out by Student Finance England prior to the allocation of

scholarships in early October, and that consent has been provided to Student Finance England to share this data. If information is received after this time, a scholarship/bursary will only be awarded if there are any that remain unallocated. Part time students must present evidence of income to the Royal Holloway for verification of eligibility.

Care Leavers

Evidence of care leaver status, in the form of written documentations from the student's local authority (corporate parent) will be required to prove eligibility for awards available to care leavers.

Academic Achievements

Evidence of academic qualifications will be required to prove eligibility for awards available on the basis of academic achievement, usually in the form of certificates and/or transcripts. Where results are received by the Royal Holloway through UCAS these will be accepted in place of this information.

2. Allocation

- 2.1. Eligibility criteria are reviewed annually.
- 2.2. Scholarship and bursary allocation will take place in October of each year. Scholarships/bursaries are awarded to those who meet the eligibility criteria at the time of allocation.
- 2.3. Students are considered for the majority scholarships and bursaries at the time of their application only and cannot be considered should their circumstances change during the course of their studies.
- 2.4. Students will be considered for the Royal Holloway Bursary at the annual allocation for each year of their study. Bursaries will be awarded in each year based on those students who meet the eligibility criteria at the allocation meeting in each year. These awards will be made irrespective of their eligibility status in the previous year(s)
- 2.5. Late applications may be considered for any scholarships/bursaries remaining unallocated after the main allocation meeting in early October.
- 2.6. The Bedford Scholarship will be awarded in August, following receipt of A level results.
- 2.7. Deferred applicants will be considered for a scholarship in the year they start their course and not in the year of their course application.
- 2.8. The decision of the allocation panel is final.

3. Allocation of specific undergraduate scholarships/bursaries:

3.1 National Scholarship Programme

National Scholarships are allocated in October of the year the student is commencing their studies at Royal Holloway. To be eligible for a National Scholarship Programme award students must:

- have a verified low household income as defined above in 1.2;
- be in receipt of a full government maintenance grant for the year of study;
- must be ordinarily resident in England or the EU.

Students resident in the EU or studying part-time will only be eligible to receive the award as a tuition fee discount and cannot opt to receive cash or an accommodation fee waiver.

Where more applicants meet the criteria than there are scholarships available, priority will be given to applicants in the following order:

1. Applicants who made Royal Holloway their firm choice through UCAS;
2. Applicants who achieve the highest academic achievement in the qualifications specified in their Royal Holloway offer;
3. Applicants who have met or exceeded their Royal Holloway offer.

Any bursaries that remain unallocated will be given to those students who score the highest academic achievement in the qualifications specified in their Royal Holloway offer who

1. Made Royal Holloway their Insurance choice;
2. Accepted a place at Royal Holloway through Adjustment;
3. Accepted a place at Royal Holloway through Clearing.

Additional criteria will be applied at each stage outlined above should the number of scholarships available be less than the number of students in the next eligibility group. The additional criterion is as follows:

1. Those with the lowest household income will be allocated first in ascending order.
2. If they are still not all allocated students with dependants for which they receive either the Parents' Learning Allowance or Adult Dependants' grant will be awarded the NSP.
3. Contextual data available from the UCAS form in relation to educational or personal disadvantage (see 5.4)

National Scholarships are allocated on the basis of academic excellence, based on the results that the Royal Holloway is in receipt of at the point of allocation. It will not normally be possible to consider late results or amended results.

The Scholarship value is £3,000 for the first year of study only. A maximum of £1,000 may be paid as cash with the remainder being made up of either a tuition fee reduction or an accommodation fee waiver. Students who are in receipt of a National Scholarship in their first year will be eligible to be considered for a Royal Holloway bursary in subsequent years of study.

3.2 Bedford Scholarship

Bedford Scholarships will be allocated in August of each year, following receipt of A level results. They will be awarded to all students who meet the following criteria:

1. Who make Royal Holloway their firm choice through UCAS
2. Who achieve one of the following qualification and grade combinations:
 - AAB in 3 A-levels, excluding General Studies;
 - D*D*D* in a BTEC National Diploma or BTEC Level 3 Extended Diploma;
 - 35 points in the International Baccalaureate Diploma;
 - Access to Higher Education Diploma with Distinctions in at least 45 level 3 credits;
 - AAB in 3 Scottish Advanced Highers;
 - A1 A1 A1 B1 in 4 Irish Leaving Certificates;
 - D3, M1, M1 in Principle Subjects of the Cambridge Pre-U;
 - D1 in an OCR National Extended Diploma.

To be eligible for a Bedford Scholarship, students must have gained the qualifications in one sitting, in the same academic session. Students who have achieved qualifications other than those expressed above will not be considered for the Scholarship.

Bedford Scholarships will be allocated based on the results that the Royal Holloway is in receipt of at the point of allocation. It will not normally be possible to consider late results or amended results.

The Bedford Scholarship cannot be held in conjunction with the Future Leaders Scholarship.

The Scholarship value is £1,000, which is paid as a cash award in the first year of study only.

3.3 Future Leaders Scholarship

The Future Leaders Scholarship will be awarded to 3 students annually who display evidence of high motivation, leadership skills, sense of future ambition and social responsibility. There will be 1 award made per Royal Holloway Faculty. To be eligible for consideration for the award students must:

- Submit a completed application form by Friday 29 March 2013;
- Meet or exceed their Royal Holloway offer in full, including any subject specific requirements;
- Make Royal Holloway their firm choice institution;
- Agree to act as an ambassador for Royal Holloway and take part in any publicity events as required.

Applicants for this scholarship will be expected to provide an additional personal statement which outlines how they have demonstrated leadership, motivation, social responsibility and future ambition and how they would benefit from the scholarship. Where the applicant demonstrates this through activities outside of the school environment they will have the option to provide an additional reference in support of their application.

Applications received will be assessed by a Selection Panel on the basis of merit with reference to the following criteria:

- Their demonstration, through their application and personal statement, of high motivation, leadership skills, sense of future ambition and social responsibility;
- Academic achievements in qualifications already attained, predicted academic achievement and how they demonstrate the criteria for the award of the scholarship;
- Their UCAS reference and, if applicable, the additional reference provided.
- Contextual data available from the UCAS form in relation to educational or personal disadvantage (see 5.4)

Applicants short-listed at the end of this process will be required to attend an interview at the Royal Holloway. This will be conducted by a Faculty Interview Panel and the Panel will identify a candidate from their Faculty to receive the Scholarship. The decisions of both the Selection Panel and the Faculty Interview Panel are final and no correspondence will be entered into.

The Future Leaders Scholarship will be conditionally awarded to the selected candidates in June, subject to them meeting any outstanding academic conditions and/or making Royal

Holloway their firm choice. Should the selected candidates fail to achieve the requirements for the award; a reserve candidate will be selected and notified in October.

The value of the award is a £9,000 fee waiver per year, for three years of study. Payment of the scholarship in subsequent years is conditional upon meeting the progression criteria shown in section 4.7 of these Terms and Conditions. Students undertaking a four year MSci degree will not be eligible for the scholarship in their fourth year. Students undertaking a year abroad or placement year will not receive the scholarship during this year.

3.4 Royal Holloway Bursaries

Royal Holloway Bursaries are non-competitive awards made to full-time students from England with a low household income. The value of the bursary is dependent on the level of family income. To be eligible for the award a student must:

- Have a verified household income of £42,600 or less;
- Be resident in England;
- Not have previously gained a higher education qualification in either the UK or overseas.

Eligibility for a Royal Holloway Bursary will be assessed at the beginning of each academic year based on the verified household income received from Student Finance England from the assessment they have made for the forthcoming year of study. A student's past eligibility, or lack of, will not be taken into consideration when making the award.

The Royal Holloway Bursary is automatically allocated to all eligible students, based on the information that the Royal Holloway is in receipt of at the point of allocation. It is the student's responsibility to ensure that their Student Finance assessment has been completed by this point and that consent to share the information with the Royal Holloway has been given by all parties. It will not normally be possible to consider students whose assessment or information relating to their assessment is received after the point of allocation.

The Bursary is payable as a cash award and its value is as follows:

- For students with a verified low household income as defined above in 1.2, the award value is £2,500 per year (payable as either a tuition fee reduction, accommodation fee waiver or cash award);
- For students with a family income between £25,001 and £30,000, the award value is £1,000 per year (payable as a cash award);
- For students with a family income between £30,001 and £42,600 the award value is £750 per year (payable as a cash award).

Students who are repeating a year of study will only be eligible for the Bursary if they are paying the full tuition fee for that year. Students undertaking a year abroad or placement year will not receive the Bursary during this year. Students undertaking the fourth year of an integrated Masters (MSci) degree will be eligible to be considered for a Royal Holloway Bursary.

3.5 Access Entry Bursary

Access Entry Bursaries are non-competitive awards for students who are joining the Royal Holloway having undertaken a recognised Access course. To be eligible for an Access Entry Bursary a student must:

- Have successfully passed a QAA-recognised Access to Higher Education Diploma;
- Meet the terms of their offer from Royal Holloway;
- Have a verified low household income as defined above in 1.2;
- Not have previously gained a higher education qualification in either the UK or overseas.

The Access Entry Bursary may be held in conjunction with a National Scholarship or a Royal Holloway Bursary.

The Access Entry Bursary is automatically allocated to all eligible students, based on the information that the Royal Holloway is in receipt of at the point of allocation. It is the student's responsibility to ensure that their Student Finance assessment has been completed by this point and that consent to share the information with the Royal Holloway has been given by all parties. It will not normally be possible to consider students whose assessment or information relating to their assessment is received after the point of allocation.

The value of the award is £1,000 per year, during each year of undergraduate study and is payable as a cash award. Students who are repeating a year of study will only be eligible for the Bursary if they are paying the full tuition fee for that year. Students undertaking a year abroad or placement year will not receive the Bursary during this year. Students undertaking the fourth year of an integrated Masters (MSci) degree are eligible for this Bursary.

4. Payment

4.1 Cash Awards

All cash awards are paid by BACS, into a UK bank account. It is the responsibility of the student to ensure that they have provided their bank details to the Royal Holloway is sufficient time for the payments to be made

The account must be held either solely or jointly in the name of the registered Royal Holloway student. Payments cannot be made into the account of another person.

Cash awards will be paid in three instalments, at the end of each term, subject to the student remaining registered with the Royal Holloway.

4.2 Tuition Fee Reduction

Any tuition fee waivers will be applied automatically by the Royal Holloway.

Students should not amend the value of their student loan with their local Student Finance body; the Royal Holloway will notify the SLC of the new tuition fee in the Summer Term.

4.3 Accommodation Fee Waivers

Accommodation fee waivers will be applied against the Term 2 (Spring Term) accommodation fee in the first instance and then, if applicable, against the Term 3 (Summer Term) accommodation fee. The reduction will show online before the start of Term 2. Students will be required to pay their Term 1 campus accommodation fee and any outstanding balance from their Term 2 and/or Term 3 payments themselves.

4.4 National Scholarship Programme

Students resident in the EU or studying part-time will only be eligible to receive the award as a tuition fee discount and cannot opt to receive cash or an accommodation fee waiver.

Students studying full-time and resident in England will be required to decide whether they wish to receive £2,000 as a Tuition fee reduction, an accommodation fee waiver or a combination of both.

Full time students, ordinarily resident in England, will then elect to use the remaining £1,000 of the bursary award from one of the following options:

- A further tuition fee reduction;
- A further accommodation fee waiver;
- A cash award;
- Any combination of the above.

Where a student opts to receive a combination of payments, monies must be allocated to each payment method in £500 increments. Students who are awarded the National Scholarship will be notified in October and asked to indicate their preferences. Students who do not provide their selection by the deadline provided will receive a default allocation of £2,000 tuition fee reduction and £1,000 cash.

If the Student has not provided their bank details then the Royal Holloway reserves the right to default the allocation to £3,000 tuition fee reduction.

4.5 Royal Holloway Bursary

Students who are eligible for the maximum £2,500 Royal Holloway Bursary will be required to decide how they would like the Bursary to be paid.

Students can elect to receive the bursary award from one of the following options:

- A further tuition fee reduction;
- A further accommodation fee waiver;
- A cash award;
- Any combination of the above.

Where a student opts to receive a combination of payments, monies must be allocated to each payment method in £500 increments. Students who are awarded the Royal Holloway Bursary will be notified in October and asked to indicate their preferences. Students who do not provide their selection by the deadline provided will receive a default allocation of £2,500 cash.

If the Student has not provided their bank details then the Royal Holloway reserves the right to default the allocation to £2,500 tuition fee reduction.

4.6 Payment dates

For all scholarship awards payable by cash, payment will be made as follows:

1st Payment – 13 December 2013

2nd Payment – 14 March 2014

3rd Payment – 6 June 2014

4.7 Conditions of Payment for Scholarships and Bursaries

All payments, discounts and fee waivers will only be made providing:

- The student is enrolled at the Royal Holloway on an undergraduate degree programme of study at the time of the payment
- Where applicable, the student has progressed to the next level of study with the exception of the Future Leaders Scholarship where the criteria in 4.8 applies

Where a scholarship or bursary spans more than one year without reassessment, students will be written to year on year to confirm ongoing eligibility to receive their scholarship award. Students will be requested to complete the scholarship payment selection task each year.

4.8 Conditions of Payment for the Future Leaders Scholarship

In order to retain their Future Leaders Scholarship, students must evidence their academic excellence by maintaining a 2:1 profile at the end of level 1 and level 2. This profile is based on that which must be achieved in order to obtain an Upper Second Class Honours Degree at the Royal Holloway, as defined in the Royal Holloway's Academic Regulations. For the purpose of calculation, this will be deemed as achieving an average mark of 60.00% or higher in each year of study.

5. General Terms and Conditions

- 5.1. Students may be awarded more than one scholarship/bursary, unless otherwise stated.
- 5.2. If a student is eligible for two scholarships/bursaries which are not permitted to be combined s/he will be awarded the one which will be the most financially beneficial across the full course duration.
- 5.3. Tariff points and qualifications for scholarship purposes must all be gained normally within three years prior to admission to the Royal Holloway, unless otherwise stated.
- 5.4. Where there are too many students with the same eligibility meeting profile and insufficient scholarships, students will be considered on whether they meet the following underrepresented (in Royal Holloway's population) criteria (in order of priority):
 - A care leaver
 - From a low participation neighbourhood
 - A mature student (aged 21 or above at the start of their course)
 - A student with a disability
 - From a low-socio economic background
- 5.5. No scholarship or bursary is payable in the Masters year in the four-year integrated MSci degrees, unless otherwise stated.
- 5.6. No scholarship or bursary is payable during a year abroad or placement year.
- 5.7. The college reserves the right to reclaim any overpayment or incorrect bursary or scholarship amount.

- 5.8. If a student is in receipt of any award (except the National Scholarship), Royal Holloway reserves the right to offset the award payments against their debt.

6. Withdrawal of a Scholarship/Bursary

- 6.1. The Royal Holloway reserves the right to withdraw a scholarship/bursary from any student who is found to have misled the Royal Holloway about any aspect of their eligibility and to seek repayment of any monies already paid by appropriate means.
- 6.2. If a student changes programme or mode of study, their eligibility for a scholarship/bursary will be reviewed and the scholarship/bursary may be withdrawn.
- 6.3. Any student who changes programme or mode of study and who is in receipt of a scholarship or bursary will not normally be requested to repay any payments made up to the point of the change.
- 6.4. Students who withdraw before the end of the academic year may be asked to repay part of their scholarship/bursary. This includes tuition fee waivers, accommodation discounts and/or any cash payments received.
- 6.5. If a student withdraws from the course completely, the Royal Holloway reserves the right to seek repayment of any parts of scholarship award already made. This includes tuition fee reductions, accommodation fee waivers and/or any cash payments received.
- 6.6. If a student temporarily withdraws from their course (interrupts their studies), entitlement to all future payments in that academic year will cease. Upon their return to their course and the Royal Holloway they will be eligible to be reconsidered for any payments not received during the year in which they interrupted their study, subject to meeting the relevant eligibility criteria. If, following a period of interruption, the student opts not to return to the Royal Holloway, points 6.4 and 6.5 will apply.