Undergraduate and Postgraduate Scholarships Terms and Conditions 2020-21

This document summarises the Terms and Conditions for undergraduate and postgraduate scholarships to students who are joining Royal Holloway for the 2020/21 academic year.

1. Scope
   This document outlines the terms and conditions of College scholarships (i.e. scholarships funded by Royal Holloway) and donor funded scholarships for undergraduate/postgraduate students which are referred to in this document as 'scholarships'. Note that students in receipt of externally-funded scholarships or College scholarships originating with gifts or endowments from individuals/trustees, are bound by the specific terms and conditions of those scholarships in precedence to the general terms and conditions set out here.

2. Eligibility
   A scholar must:
   - anticipate meeting all the conditions associated with their offer in time to enrol at Royal Holloway for the 2020/21 academic year.
   - be registered as a Royal Holloway undergraduate/postgraduate student for the whole period in which they are in receipt of the scholarship.
   - not be in receipt of more than one Royal Holloway scholarship, unless it is specifically stated in the terms and conditions that two specific scholarships can be held at the same time by the same person; a scholar will be able to hold a Royal Holloway scholarship along with an external award only if the value of both awards combined does not exceed the recipient's tuition-fee liability. This clause only applies to scholarships that are offered as tuition fees reductions and does not relate to any cash awards.
   - meet the eligibility criteria set for an individual award stated on the Royal Holloway Scholarships webpages.

3. Agreement
   - In accepting a Royal Holloway scholarship, scholars are agreeing to the Scholarships Terms and Conditions that are set out in this document; scholars are advised to keep a copy of these Terms and Conditions for their records.
   - Undergraduate applicants must accept Royal Holloway as their firm choice through UCAS; postgraduate applicants must accept their offer to study at Royal Holloway on the applicant portal and pay the tuition fee deposit (£100 for UK/EU students and £3,000 for overseas students)*; if either of the above conditions are not met within the required deadline, the offer of a scholarship shall be treated as withdrawn.
   *except for MSc Social Work applicants who are exempt from paying the tuition fee deposit.
• For donor funded scholarships, the scholarship statement, or part of it, that is written as part of the scholarship application, may be shared with the donors during the selection process.

4. Payment

Payment and/or distribution of scholarships may vary by scholarship and details are provided at the end of this document for individual central scholarships and on the Royal Holloway Scholarships webpages for department specific scholarships. Payment and/or distribution details are also included and confirmed in the formal scholarship offer for central scholarships along with the duration of the award.

• Cash awards
  All cash awards are paid by BACS into a UK bank account only. It is the responsibility of the student to ensure that they provide up-to-date bank details to Royal Holloway in sufficient time for the payments to be made. Students are responsible for maintaining their bank details in Campus Connect.

  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 that are paid in instalments will be paid at the end of each term, subject to the student continuing to meet any progression criteria and remaining registered with Royal Holloway.

• Tuition fee reduction
  Any tuition fee reductions will be applied automatically by Royal Holloway.

  If a scholarship is available as a tuition fee reduction over the first three years of undergraduate study at Royal Holloway and a student spends a year abroad or on an industrial placement, in such cases, the tuition fee reduction will be applied in year 4 instead of year 3. For students on a four-year programme with no industrial placement or a five-year programme with an industrial placement, the scholarship will be applied in the first three years of the degree programme only.

• Conditions of payment for Scholarships
  All payments, discounts and fee reductions will only be made providing:
  • The student is enrolled at Royal Holloway on a full time undergraduate or postgraduate degree course at the time of the payment
  • The student has successfully progressed to the next level of study if the duration of the course is longer than one year, and has met any award specific requirements.
5. Withdrawal of a scholarship

Scholarships are awarded based on the information provided by the student. They are awarded for a set period of study as stated in the award communication and cannot normally be extended beyond this date.

- Royal Holloway reserves the right to withdraw a scholarship from any scholar who is found to have misled Royal Holloway about any aspect of their eligibility and to seek repayment of any monies already paid.
- If a student changes course or mode of study, their continuing eligibility for a scholarship will be reviewed and the scholarship may be withdrawn. The department should be notified of any change in course so that eligibility criteria can be checked.
- Where a student is subject to the Royal Holloway Student Misconduct Regulations or Regulations on Academic Misconduct, the College reserves the right to withdraw the scholarship completely if the outcome of the process is the termination of the registration.
- The offer of a scholarship will normally lapse should the student fail to enrol in the year for which the scholarship is first intended, or if a student suspends, defers or interrupts their studies. Entitlement to all future payments will also cease.
- If a student withdraws, interrupts or is terminated from their course, Royal Holloway reserves the right to seek repayment of any parts of awards already made. In this event, a pro-rata calculation will be made of the amount owed to Royal Holloway. This includes tuition fee reductions, accommodation fee reductions and/or any cash payments received. Entitlement to all future payments will also cease.
- The offer of a scholarship will be withdrawn if a student does not successfully progress to the next year of study, if the duration of the scholarship is longer than one year.
- Scholars must normally be registered as full-time students at Royal Holloway. Should the status of the scholar’s registration change for any reason, Royal Holloway reserves the right to reassess whether the scholar is eligible for the scholarship. A change of this nature may result in the scholarship being withdrawn and the scholar being required to repay some or all of the scholarship to Royal Holloway, or the value of the scholarship may be readjusted.
- For scholarships where fee status is explicitly included within the eligibility criteria for an award, should the fee status of the scholar change for any reason whilst holding this scholarship, which results in the scholar no longer meeting the fee status eligibility criterion, Royal Holloway reserves the right to withdraw the scholarship and, if determined to be appropriate, require the scholarship to be repaid either in part or in full.
- If information comes to light subsequent to the scholarship being awarded and which should have been included on the application form, which renders the scholar ineligible for the specific scholarship, the scholarship would be withdrawn and, if determined to be appropriate, required to be repaid either in part or in full.
6. Responsibilities of the Scholar

In addition to complying with any terms and conditions attached to their scholarships:

- Scholars may be asked to participate in occasional promotional activities and to be interviewed, photographed and/or filmed for promotional purposes and prior consent of the scholars will be requested for this. This could include being featured on the Royal Holloway website and/or on social media. In these circumstances no additional payments will be made by Royal Holloway to the scholars.
- Scholars in receipt of donor funded scholarships will be expected to write a letter of thanks to the donor and provide a summary of their experiences and future hopes at the end of their course. They will also be asked to agree that Royal Holloway can share their final classification with the donor.

7. Student data collection notice

Information on how the college uses students’ personal data can be found here:

8. Complaints and appeals process

Royal Holloway is committed to a fair process in the allocation of its scholarships. It needs to be recognised that academic scholarships are highly competitive and that lack of success may be due to the level of competition rather than any specific weakness of the applicant and consequently it may not be possible to provide scholarship candidates with feedback if their application is unsuccessful.

The decision of the scholarship selection committee is final and scholarship applicants have no right of appeal against the decision not to offer a scholarship. There is no right of appeal if the offer of a scholarship is withdrawn as a result of a failure to comply with any of the Terms and Conditions set out above.

Should a prospective student to Royal Holloway who has applied for a Royal Holloway scholarship wish to lodge a complaint about the scholarship application process, the complaint should be sent in writing to the Head of Admissions and Applicant Services* who can be contacted via the following email address: study@royalholloway.ac.uk. The Head of Admissions and Applicant Services will investigate the matter and will provide a response within 10 working days of receiving the written request.

If the scholarship applicant is still dissatisfied after receiving a response from the Head of Admissions and Applicant Services, the scholarship applicant may lodge an appeal in writing to the Director of Student Recruitment within seven days of receiving the aforementioned response. The Director of
Student Recruitment will review the matter and will provide a response within 15 working days of receiving the written request. Where a response is not possible in that timeframe, the Director of Student Recruitment will write to inform the applicant of the timescale for the receipt of a full response.

* Should a prospective student to Royal Holloway who has applied for a departmental scholarship wish to lodge a complaint about the scholarship application process, the complaint should be sent to the relevant department.

Royal Holloway academic excellence competitive scholarships 2020-21

1. Undergraduate scholarships and scholarship-specific Terms & Conditions

1.1 Sanctuary scholarship

Royal Holloway aims to promote access to Higher Education for students who have fled persecution and sought asylum in the UK. One scholarship is available each year to new eligible undergraduates in any subject.

1.1.1 Eligibility

To be considered for the Sanctuary scholarship, students must:

- Be an asylum seeker, the child of an asylum seeker or hold Discretionary Leave to Remain
- Be ineligible to obtain funding from the Student Loan Company (tuition fee loans or maintenance loans)
- Have a right to study in the UK
- Hold an offer to study an undergraduate programme at Royal Holloway
- Submit a completed scholarship application form by the deadline stated on our website for this scholarship.

Applicants must be able to provide evidence that they have sought asylum on arrival in the UK and that their asylum application is under consideration by the Home Office. Students who have refugee status are not eligible for this scholarship.

The above applies unless:

- A student (or their parents or spouse/ civil partner) is granted indefinite leave to enter/ remain in the UK. OR
- A student becomes eligible to receive funding from the Student Loan Company (either tuition fee loan or maintenance loan). In these circumstances, they must inform Royal Holloway immediately and the award will cease from the start of the next academic year, when they would be expected to apply for student finance instead.

1.1.2 Allocation
In addition to submitting a complete application form by the relevant deadline, a strong scholarship statement, positive referee’s supporting statement and good interview are also required. Before starting their application, students are encouraged to read the application guidelines on the website.

1.1.3 Payment
The scholarship is offered as a full tuition fee reduction available over three years of study at Royal Holloway and a Friendly Hand Maintenance Bursary of £12,000 per annum, paid in equal instalments at the start of each academic year.
Students on a three year undergraduate degree who choose to spend their second year abroad will have any tuition fees owing to Royal Holloway waived by this scholarship. However, no additional cash award will be made in these circumstances.
Students on a four year undergraduate degree who spend their 3rd year on a study abroad placement will not receive any scholarship funding for that 3rd year. However, for the 4th year of the undergraduate degree, the full tuition fee reduction will apply.

1.2 Future Leaders scholarships
Three scholarships are available for new undergraduate students with Home/EU fee status who have the potential to be one of the leaders of the next generation.

1.2.1 Eligibility
These scholarships are open to new undergraduate students with Home/EU fee status, with minimum expected or final grades at GCE A-level of AAA or equivalent and a strong scholarship statement.
The strength of a candidate’s previous academic background will be considered where final grades are not yet available. This will be assessed via the documents submitted as part of their degree course application.
Successful candidates will demonstrate outstanding leadership skills and these will be assessed via the scholarship statement.

1.2.2 Allocation
Students must submit a complete scholarship application form by the deadline, specified annually. The strength of a candidate’s previous academic background will also be considered. This will be assessed via the documents submitted as part of their degree application.
Before starting their application, students are encouraged to read the application guidelines on the website.

1.2.3 Payment
These scholarships are available as tuition fee reductions equivalent to the full annual Home/EU tuition fee over the first three years of study at Royal Holloway, unless a student spends a year abroad or on an industrial placement. In such cases, the tuition fee reduction will be applied in year 4 instead of year 3.
For students on a four year programme with no industrial placement or a five year programme with an industrial placement, the scholarship will be paid in the first three years of the degree programme only.
In order to be eligible to receive this scholarship after year 1, an average academic grade of at least 60 per cent is normally required each year.
1.3 **International Future Leaders scholarships**

These scholarships are available to new undergraduate students with overseas fee status.

1.3.1 **Eligibility**
These scholarships are open to new undergraduate students with overseas fee status, with minimum expected or final grades at GCE A-level of ABB or equivalent and a strong scholarship statement. The strength of a candidate’s previous academic background will be considered where final grades are not yet available.

1.3.2 **Allocation**
Students must submit a complete scholarship application form by the deadline, specified annually. The strength of a candidate’s previous academic background will also be considered. This will be assessed via the documents submitted as part of their degree application. Before starting their application, students are encouraged to read the application guidelines on the website.

1.3.3 **Payment**
These scholarships are offered as tuition fee reductions of £4,000 in the first year of study only.

1.4 **Elaine Etherton scholarship**

An Elaine Etherton Scholarship will be awarded to a new UK undergraduate student of restricted means with outstanding academic potential.

1.4.1 **Eligibility**
These scholarships are open to new UK undergraduate students, with minimum expected or final grades at GCE A-level of AAA or equivalent and students applying for one of the following programmes:
- BSc Biochemistry
- BSc Biology
- BSc Biomedical Sciences
- BSc Molecular Biology
- BSc Ecology and Conservation
- BSc Medical Biochemistry
- BSc Zoology
- BSc Zoology with a year in industry
- BSc Biology with a year in industry
- BSc Biochemistry with a year in industry
- BSc Molecular Biology with a year in industry
The applicants should also have a family income of less than £25,000, as verified by the Student Loans Company (SLC). The applicants will have to confirm on the scholarship statement that they have applied or intend to apply for Student Finance. Students should also give permission to the SLC to share their household income information and details of their maintenance loan application with Royal Holloway.

1.4.2 Allocation
Students must submit a complete scholarship application form by the deadline, specified annually. The strength of a candidate’s previous academic background will also be considered. This will be assessed via the documents submitted as part of their degree application. Before starting their application, students are encouraged to read the application guidelines on the website.

1.4.3 Payment
This scholarship is offered as a tuition fee reduction of £3,500 per year for the first three years of study at Royal Holloway, unless a student spends a year abroad (or on a year of international study) or on an industrial placement. In such cases, the tuition fee reduction will be applied in year 4 instead of year 3. For students on a four year course with no industrial placement or a five year programme with an industrial placement, the scholarship will be paid in the first three years of the degree course only.

1.5 The Marriott Family Future Leaders Scholarship in Management

The Marriott Family Future Leaders Scholarship in Management will be awarded to a new undergraduate student with Home/EU fee status who has the potential to be one of the leaders of the next generation.

1.5.1 Eligibility
This scholarship is open to new UK/EU undergraduate students applying for one of the following courses:

- BSc Business and Management
- BSc Management with Marketing
- BSc Management with Accounting
- BSc Management with Entrepreneurship
- BSc Economics and Management
- BSc Management with Human Resources
- BSc Management with Digital Innovation
- BSc Management with International Business
- BSc Management with Corporate Responsibility
- BSc Business and Management with a Year in Business
- BSc Management with Marketing with a Year in Business
- BSc Management with Accounting with a Year in Business
- BSc Management with Entrepreneurship with a Year in Business
- BSc Economics and Management with a Year in Business
- BA Modern Languages and Management
- BSc Management with Human Resources with a Year in Business
- BSc Management with Digital Innovation with a Year in Business
- BSc Management with International Business with a Year in Business
- BSc Management with Corporate Responsibility with a Year in Business
- BSc Accounting and Finance
- BSc Accounting and Finance with a Year in Business
- BSc (Econ) Financial and Business Economics
- BSc (Econ) Financial and Business Economics with a Year in Business

and who have minimum expected or final grades at GCE A-level of AAA or equivalent and a strong scholarship statement.

Successful candidates will demonstrate outstanding leadership skills and explain their need for the scholarship. This will be assessed via the scholarship statement.

1.5.2 Allocation
Students must submit a complete scholarship application form by the deadline, specified annually. The strength of a candidate’s previous academic background will also be considered. This will be assessed via the documents submitted as part of their degree application. Before starting their application, students are encouraged to read the application guidelines on the website.

1.5.3 Payment
These scholarships are available as tuition fee reductions equivalent to the full annual Home/ EU tuition fee over the first three years of study at Royal Holloway, unless a student spends a year abroad or on an industrial placement. In such cases, the tuition fee reduction will be applied in year 4 instead of year 3.
For students on a four year course with no industrial placement or a five year course with an industrial placement, the scholarship will be paid in the first three years of the degree course only.
In order to be eligible to receive this scholarship after year 1, an average academic grade of at least 60 per cent is normally required each year.