The Loughborough Scholarship Programme for students on undergraduate degree studies at Loughborough University

Terms & Conditions 2016/17

These Terms and Conditions should be read in conjunction with the Terms and Conditions of Study available at http://www.lboro.ac.uk/study/apply/supporting/terms-conditions/
The Loughborough Scholarship Programme for students on undergraduate degree studies at Loughborough University - Terms & Conditions 2016/17

General

a) The Loughborough Scholarship Programme (hereafter LSP) provides non-repayable, means-tested awards to eligible students to help with living and course costs.

b) The term “relevant programme” refers to any undergraduate degree programme (including Science and Engineering Foundation Studies) offered by Loughborough University.

c) The LSP will consist of cash bursaries and tuition fee waivers. Both areas of support are subject to means testing procedures carried out by Student Finance England (hereafter SFE) or its equivalent in Scotland or Northern Ireland.

d) The Academic Year is as defined in University Regulation VI.

Loughborough Scholarship Programme (LSP)

1. Eligibility for Consideration

1.1. The student must have received an offer of a place on a relevant programme commencing on or after the start of the Academic Year 2016/17

and

1.2. The student must be permanently resident in the United Kingdom (excluding Wales, the Isle of Man and the Channel Islands) and be eligible for a UK Government student maintenance/living costs loan

or

be permanently resident in the EU (excluding the UK)

and

1.3. The student must have applied for means tested student support from Student Finance England (SFE) or its equivalent bodies

and

1.4. The student must be classified in SFE terms as a ‘2012 cohort’ student expecting to commence the first year of his/her programme at the University on or after 2012 and be liable for a tuition fee of £9,000 (before any fee waiver is applied).

1.5. Any student who already possesses a first degree will not be eligible for consideration.

1.6. To be eligible for consideration for a fee waiver, students must not be in receipt of an official sponsorship.
1.7. Part time students may be eligible for the LSP as long as they are studying with attendance for a minimum of 25% of a full academic load, which equates to 30 credits.

1.8. Students from Wales are not eligible for consideration under the LSP as Student Finance Wales and local authorities share responsibility for student finance for Welsh students.

1.9. Students from within the European Union (EU), excluding the UK will only be eligible for the tuition fee element of any award. They will not be eligible for the cash bursary element.

2. Eligibility for the Loughborough Scholarship Programme (LSP)

2.1. The student must have a household income after means testing within the qualifying range (see section 6 and Annex 1) and

2.2. The student must have registered on a relevant programme no later than the first four weeks of the Academic Year.

2.3. The deadline for enquiries to the Loughborough Scholarship Programme about LSP entitlement is the last day of the summer term of the academic year to which the payment relates. Assessments or reassessments completed after this date will be disregarded.

3. Mature Students’ eligibility for Loughborough Scholarship Programme

3.1. For the purposes of the LSP, mature students are defined those who are aged 21 or over on the first day of the academic year in which they have registered on a relevant programme excepting those excluded by the provision set out in 3.3 below.

3.2. Mature students will be considered for LSP awards using the same household income bands as non- mature students, but will receive larger awards.

3.3. A direct entrant into the second or later year of a relevant programme on the basis of previous undergraduate studies at another institution and who was not aged 21 or over at the commencement of those previous studies, will not normally be eligible to be considered for the LSP as a mature student.

4. Care leavers’ eligibility for the Loughborough Scholarship Programme.

4.1. A student who is eligible for the LSP and who is classed as a care leaver in the judgment of the University, will be eligible for further financial assistance. Care Leavers will be awarded an additional £1,500 bursary and an additional £3,000 fee waiver for each year of study, excluding a placement year (in which no additional financial award is made).

4.2. For the purposes of the LSP, a care leaver is defined as a young person (who does not meet the definition of a Mature student as outlined in paragraph 3.1 above) who has been in care of the local authority and/or Health & Social Care Trust for at least 13 weeks since the age of 14. Care leavers who have subsequently been adopted will not automatically be eligible for this enhanced financial award.

4.3. Care leaver status should be declared on your UCAS application and/or Student Finance England application.
5. Determination of Household Income

5.1. Means-testing procedures will be carried out by Student Finance England (or its equivalent in Scotland or Northern Ireland) in accordance with Government regulations.

5.2. Household income, as calculated by the means-testing procedure, will form part of the assessment for eligibility to the LSP and will be communicated to the University by Student Finance England via the HEBSS (Higher Education Bursary and Scholarship Scheme) portal if the student and his/her sponsor(s) have consented to the sharing of this information.

5.3. The student and his/her sponsor(s) must authorise SFE to release their income details to the University preferably when applying for student support and certainly by the last day of term concluding the academic year, whichever is earlier.

5.4. It is the student’s responsibility to challenge any assessment of their household income directly with the relevant student funding body if they believe it to be inaccurate.

5.5. If a student’s household income changes in the current academic year, the student may apply to be re-assessed on the current year’s income, which may increase eligibility for the LSP. The responsibility for requesting this re-assessment by the relevant student funding body lies with the student.

5.6. If for any reason a student’s household income is reassessed by the relevant student funding body (e.g. Student Finance England), the responsibility lies with the student to investigate this reassessment with SFE directly.

6. Value of Awards

6.1. The values of the LSP awards for the current academic year are set out in Annex 1.

6.2. For part-time students, pro-rata adjustments to the value of the LSP award will be made based on the credit weighting across the whole academic year.

6.3. In relation to placement years (Part I), only those students with a household residual income of £18,000 or under are eligible for the tuition fee waiver element of the LSP.

6.4. Students on placement years are not eligible for cash bursaries.

7. Assessment and Notification Procedure

7.1. All students with a Student Support Number from the Student Loans Company will automatically be considered for the LSP.

7.2. Where an applicant is eligible for an award, notification of the award will be made after a place on the relevant programme has been confirmed as unconditional and provided that full and final household income details have been received by the University (see Section 6 above).

7.3. The University reserves the right not to make an award to a student for whom only a provisional household income assessment has been made.

7.4. If an income assessment is subject to a review during the academic year by Student Finance England (or equivalent), and the outcome confers eligibility for an award on the student when an award had not been made previously, the award will be backdated to the beginning of the academic year in which the review took place.
7.5. If as a result of an income review, the value of an existing award increases, an adjustment will be made backdated to the beginning of the academic year in which the review took place.

7.6. If as a result of an income review, the value of the award decreases, or entitlement is withdrawn completely, the University reserves the right to cancel any further payments made under that award.

7.7. If any LSP award is made as a result of the provision of inaccurate information by the student, the University reserves the right to recover the award made.

8. Method of Payment

8.1. The LSP award will be delivered through cash bursaries and tuition fee waivers. Both are subject to conditions in relation to annual household residual income.

8.2. Tuition fee waivers will be paid in one instalment at the start of the academic year and will appear on the student's University account statement as a credit towards the full annual tuition fee. In the event of a student taking a leave of absence or withdrawing from the University, the fee waiver discount will be applied on a pro rata basis and the net tuition fee liability charged in accordance with Regulation XVI.

8.3. LSP bursaries are paid to students through the SFE payment system. The release of bursary instalments requires the attendance of the student to be confirmed by the University to SFE. Bursaries will be paid in instalments directly into the bank account which the student has nominated to SFE and will normally be paid in three instalments in November, February and May. The precise payment dates for all awards will be at the discretion of the University.

8.4. For part-time students, payments will be made in three instalments regardless of how many terms a student is in attendance.

8.5. If details of a bank account have not been supplied or if these details are found to be incorrect, no payment can be made until the required information has been provided by the student.

8.6. If the required household income information has not been received from SFE by the due date in order to trigger a scheduled payment, the first payment will be made subsequently and backdated appropriately.

9. Bursary Renewal

9.1. Any decision regarding eligibility for and entitlement to, an LSP award will expire at the end of the academic year to which it refers.

9.2. The renewal of an award will depend upon receipt of household income notification for the academic year in question from Student Finance England and all eligibility criteria continuing to be met.

9.3. In order for renewal to be authorised, the student must also have progressed from one Part of his/her degree programme to the next and registered for the next year of study in accordance with University regulations.

9.4. A LSP award holder who passes his/her end of year assessment, but who transfers to the first year of an alternative relevant programme, will be eligible for an award in that year if all the eligibility criteria continue to be met, but not on the occasion of any subsequent transfer.
9.5. A LSP holder who passes his/her end of year assessment and who transfers to the next part of an alternative relevant programme will remain eligible for an award if all eligibility criteria continue to be met.

9.6. A LSP award holder who undertakes a year’s professional/sandwich/international study placement, leading to a Diploma of the University (Part I), within a single academic year will not be eligible for a cash bursary in that year due to the fact that the tuition fee for the placement year will be substantially reduced. Only those with a household residual income of £18,000 or under will be eligible for a tuition fee waiver as set out in Annex 1.

9.7. A LSP award holder who undertakes a whole year’s Erasmus placement will not be eligible for a renewal of the award for that year.

9.8. A LSP award holder, who undertakes a single semester Erasmus placement or an exchange placement which is treated as a Loughborough module, will be charged the full tuition fee for that year and so will be eligible for a renewal of the award.

9.9. If a LSP award holder fails to progress at the end of the year and returns in the following academic year, regardless of whether they are taking first or second attempts resits to complete their current Part, will be entitled to be considered for the Loughborough Scholarship Programme on a pro-rata basis in relation to the number of credits studied with attendance in the following academic year.

10. **Cancellation or Suspension of a LSP Award**

**Withdrawal**

10.1. A LSP award holder whose effective withdrawal date falls within the first four weeks of his/her programme will not qualify for any payment under the LSP in that year.

10.2. A LSP award holder who withdraws permanently after the first four weeks of his/her programme, will have his/her award cancelled with effect from the date of withdrawal.

10.3. A LSP award holder who is excluded from the University for disciplinary or other reasons whether temporarily or permanently, will have his/her award suspended with immediate effect. If such a student resumes their studies at a later date, they will remain eligible for an LSP award on the same basis as other students.

**Leave of Absence**

10.4. A LSP holder who takes approved leave of absence during the course of an academic year will have his/her award suspended for the duration of the leave period.

10.5. A LSP holder who, having taken leave of absence, returns to the University in the subsequent academic year, will have his/her bursary entitlement renewed, provided that he/she meets the eligibility conditions currently in force.

10.6. The terms of 10.4 above will also apply in cases where leave of absence has been approved retrospectively.

10.7. If attendance in the subsequent year is for only part of that year, LSP payments will be pro-rated accordingly on a credit basis.

LSP T&C (EH)

2016
## Annex 1: Household Income Bands

### Full-time undergraduate students:

<table>
<thead>
<tr>
<th>Annual Residual Income</th>
<th>(Science and Engineering Foundation Year) (Part F)</th>
<th>Degree Year 1 (Part A)</th>
<th>Degree Year 2 (Part B)</th>
<th>Placement Year (Part I)</th>
<th>Degree Year 3 (Part C)</th>
<th>Integrated Masters (if applicable) (Part D)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£18,000 and under</strong></td>
<td>£3000 bursary</td>
<td>£2000 bursary</td>
<td>£2,000 bursary</td>
<td>£1000 tuition fee waiver</td>
<td>£2,000 bursary</td>
<td>£2,000 bursary</td>
</tr>
<tr>
<td></td>
<td>£3000 tuition fee waiver</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£5,000 tuition fee waiver</td>
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<tr>
<td><strong>£18,001 - £22,000</strong></td>
<td>£2000 bursary</td>
<td>£2000 bursary</td>
<td>£2000 bursary</td>
<td>N/A</td>
<td>£2,000 bursary</td>
<td>£2,000 bursary</td>
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<td></td>
<td>£4,000 tuition fee waiver</td>
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<tr>
<td><strong>£22,001 - £25,000</strong></td>
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<td>£1,000 bursary</td>
<td>£1,000 bursary</td>
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<tr>
<td></td>
<td>£1,000 bursary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£3,000 tuition fee waiver</td>
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#### Additional Financial Assistance

<table>
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<tr>
<th>Care Leavers</th>
<th>As above plus up to:</th>
<th>As above plus up to:</th>
<th>As above plus up to:</th>
<th>As above plus up to:</th>
<th>As above plus up to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£1,500 additional bursary and £3,000 tuition fee waiver</td>
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<td>£1,500 additional bursary and £3,000 tuition fee waiver</td>
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</tr>
</tbody>
</table>

### Mature Undergraduate Students (those over 21 years of age on entry)

<table>
<thead>
<tr>
<th>Annual Residual Household Income</th>
<th>Science and Engineering Foundation Year (Part F)</th>
<th>Year 1 (Part A)</th>
<th>Year 2 (Part B)</th>
<th>Placement Year (Part I)</th>
<th>Year 3 (Part C)</th>
<th>Integrated Masters (Part D)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£18,000 and under</strong></td>
<td>£3,000 bursary</td>
<td>£3,000 bursary</td>
<td>£3,000 bursary</td>
<td>£1000 tuition fee waiver</td>
<td>£3,000 bursary</td>
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<td></td>
<td>£3,000 tuition fee waiver</td>
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<td></td>
<td></td>
<td>£5,000 tuition fee waiver</td>
</tr>
<tr>
<td><strong>£18,001 - £22,000</strong></td>
<td>£3,000 bursary</td>
<td>£3,000 bursary</td>
<td>£3,000 bursary</td>
<td>N/A</td>
<td>£3,000 bursary</td>
<td>£4,000 bursary</td>
</tr>
<tr>
<td></td>
<td>£1,000 tuition fee waiver</td>
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<td></td>
<td></td>
<td>£4,000 tuition fee waiver</td>
</tr>
<tr>
<td><strong>£22,001 - £25,000</strong></td>
<td>£2,000 bursary</td>
<td>£2,000 bursary</td>
<td>£2,000 bursary</td>
<td>N/A</td>
<td>£2,000 bursary</td>
<td>£3,000 tuition fee waiver</td>
</tr>
</tbody>
</table>
Annex 2: Payment dates

Bursary payments will be made in three instalments

Payment 1 (33%): November
Payment 2 (33%) February
Payment 3 (34%) May

Exact payment dates may be found at http://www.lboro.ac.uk/students/finance/ug/scholarships/