

**AWARD OF THE LOUGHBOROUGH SCHOLARSHIP PROGRAMME
TO FULL-TIME UK STUDENTS COMMENCING UNDERGRADUATE
DEGREE STUDIES AT LOUGHBOROUGH UNIVERSITY**

TERMS AND CONDITIONS

These Terms and Conditions should be read in conjunction with the attached Annexes 1 and 2

General

- a) The Loughborough Scholarship Programme (hereafter LSP) disburses non-repayable, means-tested awards to eligible students to help with living and course costs.
- b) The term “relevant programme” refers to any full-time undergraduate degree programme (including Science and Engineering Foundation Studies) offered by Loughborough University.
- c) The Loughborough Scholarship Programme will consist of three areas of support, all subject to means testing procedures carried out by Student Finance England or its equivalent. This support will take the form of cash bursaries, accommodation discounts and tuition fee waivers, all subject to terms and conditions.
- d) Part time students will be eligible for the Loughborough Scholarship Programme based on a pro rata scheduling. Those students with a household income of less than or equal to £18,000 from anywhere in the UK (excluding Wales) will be eligible for a maximum fee waiver of £750 pro rata to study intensity. Those students studying on a relevant course with a household income of £25,000 or less and from a census ward of low academic achievement will be eligible for a full fee waiver plus a £500 bursary.
- e) Tuition fee elements of the LSP scheme will be available to EU students not ordinarily resident in the UK.
- f) The term “pro-rata” herein will refer to a pro rata termly basis.
- g) The Student Loans Company and Student Finance England are a conflated body, however for the purpose of this document all references to the LSP programme will refer to the SLC.

LOUGHBOROUGH SCHOLARSHIP PROGRAMME (LSP)

1. Eligibility for Consideration

- 1.1 The applicant must have received an offer of a place on a relevant programme commencing on or after the month of October.
and
- 1.2 The applicant 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.
and
- 1.3 The applicant must have applied for student support from Student Finance England or its equivalent bodies.
and
- 1.4 The applicant must be a new student expecting to commence the first year of his/her programme at the University on or after the month of October and be liable for the tuition fee of £9,000.
- 1.5 Any student who already possesses a first degree will not be eligible for consideration.

2. Eligibility for the Loughborough Scholarship Programme (LSP)

- 2.1 The applicant must have a household income after means-testing within the qualifying range (see section 6 and Schedule 1).
and
- 2.2 The student must have registered on a relevant programme no later than 31 October 2012.
- 2.3 The deadline for enquiries to the Loughborough Scholarship Programme about LSP entitlement in 2012/2013 will be the last day of Semester 2, namely Wednesday 19 June 2013. The deadline for consideration by the University of any subsequent assessments or reassessments by local authorities or Student Finance England (or their equivalents in Northern Ireland or Scotland) following this date will be Friday 27 September 2012. Assessments or reassessments completed after this date will be disregarded.

3. Mature Students eligibility for Loughborough Scholarship Programme.

- 3.1 In addition to the four requirements listed in section 2 above, the student must be 21 or over on day one of semester one and be commencing the first year of a relevant programme.
- 3.2 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 21 or over at the commencement of those previous studies, will not normally be eligible to be considered for the LSP.
- 3.3 Mature students will be eligible for the same LSP bands as undergraduate students, based on household income, but will receive double the value of the bursary stated.

4. Care leaver's eligibility for the Loughborough Scholarship Programme.

A full-time UK undergraduate student with a recent history of being in care, will be eligible for further financial assistance. Care Leavers will be awarded up to £1,500 extra on top of the bursary for the household income allowance and up to an additional £3,000 fee waiver per year.

5. Determination of Household Income

- 5.1 Means-testing procedures will be carried out by the Student Loans Company in accordance with Government regulations, therefore to be considered for the LSP students must have applied for financial assistance from the relevant student body.
- 5.2 Household income, as calculated by the means-testing procedure, will form the sole basis upon which the value of a LSP award is determined, and will be communicated to the University by the Student Loans Company (SLC) 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 sponsors must authorise the SLC to release their income details to the University preferably when applying for student support or by the last day of term concluding the academic year, whichever is earlier.

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 As previously stated the value of an individual award will be determined by household income (see section 6).
- 6.3 In relation to placement years, only those students with a household income of £18,000 or under are eligible for the tuition fee waiver element of the LSP.

7. Accommodation

- 7.1 Students with a household income after means-testing within the qualifying bands (see Annex 1) who are living in University-run accommodation will be eligible for an accommodation discount. This discount will normally default to an additional fee discount if the option of University-run accommodation is not taken.
- 7.2 Students with a household income after means-testing within the qualifying bands (see Annex 1) who enter University-run accommodation part way through an academic year will be eligible for an accommodation discount for any complete term in which they reside in University-run accommodation. This discount will normally default to an additional fee discount for any term in which the option of University-run accommodation is not taken.
- 7.3 Students with a household income after means-testing within the qualifying bands (see Annex 1) who leave University-run accommodation part way through an academic year will be eligible for additional fee discount for any complete term in which the option of University-run accommodation is not taken. This additional fee discount will normally default to an accommodation discount for any term in which the option of University-run accommodation is taken.

8. Assessment and Notification Procedure

- 8.1 A separate LSP application form will not be required.
- 8.2 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 and provided that full and final household income details have been received by the University (see Section 6 above).
- 8.3 The University reserves the right not to make an award to a student for whom only a provisional household income assessment has been made.
- 8.4 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, this award will be backdated to the beginning of the academic year in which the review took place.
- 8.5 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.

9. Method of Payment

- 9.1 The LSP award will be delivered through three central means; Tuition fee waivers, accommodation discounts and bursaries, all subject to conditions in relation to annual household income.
- 9.2 Tuition fee waivers will appear on the student's monthly University statement as a credit towards the full annual tuition fee.
- 9.3 LSP Bursaries will normally be paid in instalments directly into the student's nominated bank account, provided that the student has supplied the required details of this bank account. Payments will be made in three instalments (see Annex 2) and the precise payment dates for all awards will be at the discretion of the University.
- 9.4 Accommodation discounts will be communicated to Loughborough University ran accommodation directly; students will be able to view this discount as a credit on their monthly statements.
- 9.5 If a student does not reside in University ran accommodation, this aspect of the LSP will transfer to a tuition fee waiver. In the case that a student will change their living circumstances throughout the academic year, subsequent changes to how the LSP is delivered will be made on a pro-rata basis.
- 9.6 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 supplied by the student.
- 9.7 If the required income information has not been received from the SLC by the due date in order to trigger a scheduled payment, the first payment will be made subsequently and backdated appropriately.

10. Bursary Renewal

- 10.1 Any decision regarding eligibility for, and entitlement to, an LSP award will expire at the end of the academic year to which it refers.
- 10.2 The renewal of an award will depend upon receipt of income notification for the academic year in question and all eligibility criteria continuing to be met.
- 10.3 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 no later than 31 October for the new year of study.
- 10.4 A LSP award holder who passes his/her end of year assessment, but who transfers to 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.
- 10.5 A LSP award holder who undertakes a year's professional/sandwich/international placement, leading to a Diploma of the University, within a single academic year will not be eligible for a renewal of the award 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.
- 10.6 An LSP award holder who undertakes a whole year's Socrates placement will not be eligible for a renewal of the award for that year but will be exempt from tuition fees for that year.
- 10.7 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.

- 10.8 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, they will be entitled to be considered for the Loughborough Scholarship Programme.

11. Cancellation or Suspension of a LSP Award

Withdrawal

- 11.1 A LSP award holder whose effective withdrawal date falls within the first four weeks of their programme will not qualify for any bursary payment in that year
- 11.2 A LSP award holder who withdraws permanently after the first four weeks of their programme, will have his/her award cancelled with effect from the date of withdrawal.
- 11.3 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 and if, after a pro-rata calculation has been made, there is evidence of over-payment, the University reserves the right to recover the amount in question from the student or subtract it from any future award.

Leave of Absence

- 11.4 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
- 11.5 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.
- 11.6 The terms of 11.4 above will also apply in cases where leave of absence has been approved retrospectively.
If attendance in the subsequent year is for only part of that year, the bursary payments will be pro-rated accordingly on a termly basis.

12. Assessment and Notification Procedure

- 12.1 A separate LSP application form will not be required.
- 12.2 Successful students will be notified once it has been established that they satisfy the eligibility criteria and have met the academic requirements.
- 12.3 If a LSP award is made as a result of incorrect information, the University will seek to recover the payment.

13. The right to appeal against an LSP related decision.

- 13.1 The right to appeal against a decision made in relation to the allocation of the Loughborough Scholarship Programme will follow the process of the Student Complaints Procedures as detailed in University Ordinance XXXVIII.

ANNEX 1

Annual Residual Income	Financial Package
£18,000 and under	Year 1 – National Scholarship £1,000 bursary £1,000 Accommodation Discount £1,000 Tuition Fee waiver Year 2 onwards – Loughborough Scholarship £2,000 bursary £1,000 Tuition Fee waiver
£18,001- £22,000	All Years of Study £1,000 bursary £1,000 Accommodation Discount*
£22,001- £25,000	All Years of Study £1,000 bursary
£25,001- £32,000	All Years of Study £500 bursary
Mature Students	Bursaries above to be doubled
Care Leavers	Additional £1,500 bursary per year and additional £3,000 fee waiver per year
Science and Engineering Foundation Studies	Reduce cost to £4,000 for Foundation Year for all students with a household income of £18,000 or under with a fee waiver
Part D (final year) of integrated masters courses	Reduce cost of final year to £4,000 for all students with a household income of £18,000 or under with a fee waiver; £5,000 for household income between £18,001 and £22,000 and £6,000 for household income between £22,001 and £25,000
Placement year	Offer a full fee waiver for all students with a household income of £18,000 or under

*will normally default to a tuition fee waiver if the option of University-run accommodation is not taken

ANNEX 2

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/>