



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

**TERMS AND CONDITIONS**

2013/14 Entrants

2021/22 Version

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

**General**

- a) The Loughborough University Bursary (hereafter LUB), previously known as the Loughborough Scholarship Programme, 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 University Bursary will consist of cash bursaries, accommodation discounts and tuition fee waivers. All three areas of support are subject to means testing procedures carried out by Student Finance England or its equivalent.
- d) Part time students will be eligible for the Loughborough University Bursary based on a pro-rata calculation. Student must be studying for a minimum of 25% intensity which equates to 30 credits. Pro rata adjustments will be made based on credit weighting across the whole academic year. Payments will remain to be made in three instalments regardless of how many terms a student is in attendance.
- e) Tuition fee elements of the LUB scheme will not be available to students in receipt of a sponsorship.
- f) Students from within the European Union (EU), excluding the UK will only be eligible for the tuition fee element of any award. .
- g) The Academic Year is as defined in University Regulation VI

**LOUGHBOROUGH UNIVERSITY BURSARY (LUB)**

**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 start of the Academic Year.  
*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 or be resident in the EU (excluding the UK).  
*and*
- 1.3 The applicant must have applied for means tested student support from Student Finance England or its equivalent bodies.  
*and*
- 1.4 The applicant must be classified in SLC 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 the tuition fee of £9,250 (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 fee waiver students must not be in receipt of an official sponsorship.

## **2. Eligibility for the Loughborough University Bursary (LUB)**

- 2.1 The applicant 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 University Bursary about LUB entitlement will be the last day of Semester 2. 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 the final date of the Summer Student Vacation period. Assessments or reassessments completed after this date will be disregarded.

## **3. Mature Students eligibility for Loughborough University Bursary.**

- 3.1 In addition to the requirements listed in section 2 above, the student must be aged 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 aged 21 or over at the commencement of those previous studies, will not normally be eligible to be considered for the LUB as a mature student.
- 3.3 A student commencing the first year of a relevant programme who has undertaken undergraduate studies previously either at Loughborough or elsewhere and who was not aged 21 at the commencement of those previous studies, will not normally be eligible to be considered for the LUB as a mature student.
- 3.4 Mature students will be eligible for the same LUB bands as undergraduate students, based on household income, but will receive larger amounts.

## **4. Care leaver's eligibility for the Loughborough University Bursary.**

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 residual income allowance and up to an additional £3,000 fee waiver per year. Care leaver status should be declared on your UCAS application and/or Student Loans Company 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 LUB and will be communicated to the University by the Student Loans Company (SLC) via the BAS (Bursary Administration System) 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.
- 5.4 It is the students responsibility to challenge any assessment of their household income directly with the relevant student body.
- 5.5 If a student's household income changes dramatically in the current financial year, students can apply to be assessed on the current years income, which may increase eligibility for the LUB. The responsibility for requesting this change with the relevant student body lies with the student.
- 5.6 If for any reason a student's household income is reassessed by the relevant financial body (e.g. Student Finance England) or a student's household income disappears, the responsibility lies with the student to investigate this reassessment with the SLC directly.

## **6. Value of Awards**

- 6.1 The values of the LUB awards for the current academic year are set out in Annex 1.
- 6.2 In relation to placement years, only those students with a household residual income of £18,000 or under are eligible for the tuition fee waiver element of the LUB.
- 6.3 Student on placement years are not eligible for cash bursaries or accommodation discounts.

## **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 default to an additional fee discount if the option of University-run accommodation is not taken. This default is non negotiable.
- 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 billing term in which they reside in University-run accommodation. This discount will default to an additional fee discount for any billing 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 billing term in which the option of University-run accommodation is not taken. This additional fee discount will default to an accommodation discount for any billing term in which the option of University-run accommodation is taken.
- 7.4 Students who become eligible for an accommodation discount after payment one will receive 66% off their second instalment.

- 7.5 Where a student becomes eligible for an accommodation discount after payment two, but where the discount will leave the student in credit at the time of payment three a refund for the credit will be given.
- 7.6 Where a student becomes eligible after all three payments have been made, in the case where the student will remain in University ran halls of accommodation for year two of their programme, this discount will stay on the students account as a credit towards next year's accommodation fees. Where a student is not residing in halls for the next academic year, the student should contact the academic registry to discuss a refund.

## **8. Assessment and Notification Procedure**

- 8.1 All students with a Student Support Number from the Student Loans Company will automatically be considered for the LUB.
- 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.
- 8.6 If as a result of a 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.
- 8.7 If any LUB award is made as a result of an error in the assessment process or incorrect information, the University will not seek to recover the payment, unless the student does not meet the eligibility criteria laid out in 1.4, above.

## **9. Method of Payment**

- 9.1 The LUB award will be delivered through three central means; Tuition fee waivers, accommodation discounts and bursaries, all subject to conditions in relation to annual household residual income.
- 9.2 Tuition fee waivers will appear on the student's monthly University statement as a credit towards the full annual tuition fee staggered at 33%, 33%, 34%.
- 9.3 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 staggered at 33%, 33%, 34%.
- 9.4 LUB Bursaries will 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. Undergraduate bursaries will normally be paid in three instalments which are expected to be in November, February and May. The precise payment dates for all awards will be at the discretion of the University.
- 9.5 LUB cash bursaries are administered through the Student Loans Company system. The release of these funds requires attendance to be confirmed by the University. Payments will be made into the same bank account that a student receives their maintenance loan and grant.

- 9.6 If a student does not reside in University-run accommodation, this aspect of the LUB will transfer to a tuition fee waiver.
- 9.7 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.
- 9.8 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 LUB award will expire at the end of the academic year to which it refers.
- 10.2 The full 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 LUB 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.
- 10.5 A LUB holder who passes his/her end of year assessment and who transfers to the next stage of an alternative relevant programme, will remain eligible for an award if all eligibility criteria continue to be met.
- 10.6 A LUB 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.
- 10.7 An LUB award holder who undertakes a whole year's Erasmus placement will not be eligible for a renewal of the award for that year but will be exempt from tuition fees for that year.
- 10.8 An LUB 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.
- 10.9 If a LUB 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 University Bursary Programme on a pro rata basis in relation to the number of credits studied with attendance in an academic year.

## **11. Cancellation or Suspension of a LUB Award**

### ***Withdrawal***

- 11.1 A LUB award holder whose effective withdrawal date falls within the first four weeks of their programme will not qualify for any payment under the LUB in that year.
- 11.2 A LUB 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 LUB 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

### ***Leave of Absence***

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

R. Barber  
August 2021

# ANNEX 1

## Household Income Bands:

Annual Residual Income	Pre-degree <i>(Science and Engineering Foundation Year) (Part F)</i>	Degree Year 1 <i>(Part A)</i>	Degree Year 2 <i>(Part B)</i>	Placement Year <i>(Part I)</i>	Degree Year 3 <i>(Part C)</i>	Integrated Masters  <i>Final Year of MChem / Meng / MMath / MPhys / MSci (if applicable) (Part D)</i>
<b>£18,000 and under</b>	£1,000 bursary £1,000 accommodation discount* £5,000 tuition fee waiver	£1,000 bursary £1,000 accommodation discount* £1,000 tuition fee waiver	£2,000 bursary £1,000 tuition fee waiver	£800 full tuition fee waiver	£2,000 bursary £1,000 tuition fee waiver	£2,000 bursary £5,000 tuition fee waiver
<b>£18,001 - £22,000</b>	£1,000 bursary £1,000 accommodation discount*	£1,000 bursary £1,000 accommodation discount*	£2,000 bursary	N/A	£2,000 bursary	£2,000 bursary £4,000 tuition fee waiver
<b>£22,001 - £25,000</b>	£1,000 bursary	£1,000 bursary	£1,000 bursary	N/A	£1,000 bursary	£1,000 bursary £3,000 tuition fee waiver
<b>£25,001 - £32,000</b>	£500 bursary	£500 bursary	£500 bursary	N/A	£500 bursary	£500 bursary
<b>Additional Financial Assistance</b>						
<b>Care Leavers</b>	As above plus up to £1,500 additional bursary and £3,000 tuition fee waiver	As above plus up to £1,500 additional bursary and £3,000 tuition fee waiver	As above plus up to £1,500 additional bursary and £3,000 tuition fee waiver	As above	As above plus up to £1,500 additional bursary and £3,000 tuition fee waiver	As above plus up to £1,500 additional bursary and £3,000 tuition fee waiver

\* will normally default to an additional tuition fee waiver if the option of University-run accommodation is not taken.

## **ANNEX 2**

### **Payment Dates:**

Payment 1 (33%): 10 November 2021

Payment 2 (33%): 16 February 2022

Payment 3 (34%): 11 May 2022