

## **The Loughborough University Bursary for students on undergraduate degree studies at Loughborough University**

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### **Students entering in 2014/15**

### **Terms & Conditions 2023/24**

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

#### **General**

- a) The Loughborough University Bursary (hereafter LUB), 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 LUB 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.
- d) Part time students will be eligible for the LUB as long as they are studying with attendance for a minimum of 25% of a full academic load, which equates to 30 credits. Pro-rata adjustments to the value of the LUB award will be made based on the credit weighting across the whole academic year. Payments will be made in three instalments regardless of how many terms a student is in attendance.
- e) Students from Wales are not eligible for consideration under the LUB as Student Finance Wales and local authorities share responsibility for student finance for Welsh students. Students from within the European Union (EU), excluding the UK will only be eligible for the tuition fee element of any award.

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

## **Loughborough University Bursary (LUB)**

### **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 2014/15  
*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 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 £9,250 (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 a fee waiver, students must not be in receipt of an official sponsorship.

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

- 1.7. The student must have a household income after means testing within the qualifying range (see section 6 and Annex 1)  
*and*
- 1.8. The student must have registered on a relevant programme no later than the first four weeks of the Academic Year.
- 1.9. The deadline for enquiries to the Loughborough University Bursary about LUB entitlement is the last day of the 2023/24 summer term. Assessments or reassessments completed after this date will be disregarded.

### **Mature Students' eligibility for Loughborough University Bursary**

- 1.10. For the purposes of the LUB, 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.
- 1.11. Mature students will be considered for LUB awards using the same household income bands as non- mature students, but will receive larger awards.
- 1.12. 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.

### **Care leavers' eligibility for the Loughborough University Bursary.**

A student who is eligible for the LUB and who has a recent history of being in care in the judgement 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 sandwich placement year (in which no financial award is made). Care leaver status should be declared on your UCAS application and/or Student Finance England application.

### **Determination of Household Income**

- 1.13. Means-testing procedures will be carried out by Student Finance England (or its equivalent in Scotland or Northern Ireland) in accordance with Government regulations.
- 1.14. 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 Student Finance England via the BAS (Bursary Administration System) portal if the student and his/her sponsor(s) have consented to the sharing of this information.
- 1.15. 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.
- 1.16. 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.
- 1.17. 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 LUB. The responsibility for requesting this re-assessment by the relevant student funding body lies with the student.
- 1.18. 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.

### **Value of Awards**

- 1.19. The values of the LUB awards for the current academic year are set out in Annex 1.
- 1.20. 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 LUB.
- 1.21. Students on placement years are not eligible for cash bursaries.

### **Assessment and Notification Procedure**

- 1.22. All students with a Student Support Number from the Student Loans Company will automatically be considered for the LUB.
- 1.23. 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).
- 1.24. The University reserves the right not to make an award to a student for whom only a provisional household income assessment has been made.
- 1.25. 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.
- 1.26. 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.
- 1.27. 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.
- 1.28. If any LUB 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.

## Method of Payment

- 1.29. The LUB award will be delivered through two central means; cash bursaries and tuition fee waivers, both are subject to conditions in relation to annual household residual income.
- 1.30. 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.
- 1.31. LUB bursaries are administered through the SFE system. The release of these funds requires attendance to be confirmed by the University to Student Finance England. They will be paid in instalments directly into the bank account which the student has nominated to Student Finance England. Bursaries will normally be paid in three instalments which are in November, February and May. The precise payment dates for all awards will be at the discretion of the University.
- 1.32. 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.
- 1.33. 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.

## Bursary Renewal

- 1.34. Any decision regarding eligibility for, and entitlement to, an LUB award will expire at the end of the academic year to which it refers.
- 1.35. 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.
- 1.36. 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.
- 1.37. 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.
- 1.38. A LUB 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.
- 1.39. A LUB award holder who undertakes a year's professional/sandwich/international placement, leading to a Diploma of the University (Part I), 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.
- 1.40. A LUB award holder who undertakes a whole year's Erasmus placement will not be eligible for a renewal of the award for that year
- 1.41. A 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.
- 1.42. 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 resits to complete their current Part, will be entitled to be considered for the Loughborough

University Bursary on a pro-rata basis in relation to the number of credits studied with attendance in the following academic year.

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

### **Withdrawal**

- 2.1. A LUB award holder whose effective withdrawal date falls within the first four weeks of his/her programme will not qualify for any payment under the LUB in that year.
- 2.2. A LUB 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.
- 2.3. 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. If such a student resumes their studies at a later date, they will remain eligible for an LUB award on the same basis as other students.

### **Leave of Absence**

- 2.4. 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.
- 2.5. 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.
- 2.6. The terms of 10.4 above will also apply in cases where leave of absence has been approved retrospectively.
- 2.7. If attendance in the subsequent year is for only part of that year, LUB payments will be pro-rated accordingly on a credit basis.

LUB T&C (RB)

August 2023

## Annex 1: Household Income Bands

### Full- time undergraduate students:

Annual Residual Income	(Science and Engineering Foundation Year) (Part F)	Degree Year 1 (Part A)	Degree Year 2 (Part B)	Placement Year (Part I)	Degree Year 3 (Part C)	Integrated Masters (if applicable) (Part D)
£18,000 and under	£3000 bursary £3000 tuition fee waiver	£2000 bursary	£2,000 bursary	Full fee waiver	£2,000 bursary	£2,000 bursary £5,000 tuition fee waiver
£18,001 - £22,000	£2000 bursary	£2000 bursary	£2000 bursary	N/A	£2,000 bursary	£2,000 bursary £4,000 tuition fee waiver
£22,001 - £25,000	£1,000 bursary	£1,000 bursary	£1,000 bursary	N/A	£1,000 bursary	£1,000 bursary £3,000 tuition fee waiver
<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

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

Annual Residual Household Income	Science and Engineering Foundation Year (Part F)	Year 1 (Part A)	Year 2 (Part B)	Placement Year (Part I)	Year 3 (Part C)	Integrated Masters (Part D)
£18,000 and under	£3,000 bursary £3,000 tuition fee waiver	£3,000 bursary £1,000 tuition fee waiver	£3,000 bursary £1,000 tuition fee waiver	Full tuition fee waiver	£3,000 bursary £1,000 tuition fee waiver	£4,000 bursary £5,000 tuition fee waiver
£18,001- £22,000	£3,000 bursary £1,000 tuition fee waiver	£3,000 bursary £1,000 tuition fee waiver	£3,000 bursary £1,000 tuition fee waiver	N/A	£3,000 bursary £1,000 tuition fee waiver	£4,000 bursary £4,000 tuition fee waiver
£22,001 - £25,000	£2,000 bursary	£2,000 bursary	£2,000 bursary	N/A	£2,000 bursary	£2,000 bursary £3,000 tuition fee waiver

## **Annex 2: Payment dates**

Payment 1 (33%): 14 November 2023

Payment 2 (33%): 13 February 2024

Payment 3 (34%): 7 May 2024