



## **General Terms and Conditions –Hartpury Higher Education Bursaries**

### **Academic Year 2022/2023**

**Please ensure that you read and understand sections 8 and 9 which apply to all bursaries**

#### **1.0 Hartpury Low Income Bursary**

- 1.1** A number of low income bursaries are available to applicants that are applying from a household with a total household income of less than £21,000.
- 1.2** The award will be paid as a £1,000 cash bursary in year one and then each year for the duration of the programme. Should household income rise above the £21,000 threshold in the years following the first year of study Hartpury reserves the right to withhold payment.
- 1.3** A Low Income Bursary application must be submitted by email to [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk) by 31<sup>st</sup> October 2022.
- 1.4** Applicants will need to provide evidence of their total household income and must consent to details of their student finance application being shared with Hartpury.
- 1.5** The Hartpury Low Income Bursary is only available to UK students.
- 1.6** There are no minimum academic entry requirements for this bursary.

#### **2.0 Hartpury Bursary for Care Leavers**

- 2.1** Applicants must declare on their UCAS form that they have spent time in Care.
- 2.2** A £1,500 per year cash bursary is available to support study for the duration of the programme.
- 2.3** Applicants must complete and return a Care Leavers Bursary Application Form and provide evidence of their Care Leaver status to [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk) by 31<sup>st</sup> October 2022.
- 2.4** There are no minimum academic entry requirements for this bursary.

#### **3.0 Hartpury Bursary for Full Time Carers**

- 3.1** Students must be a full-time carer to be eligible.
- 3.2** A £1,000 per year cash bursary payment is available to support study for the duration of the programme.
- 3.3** Applicants must complete and return Full Time Carers application form and include details of their caring responsibilities by email to [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk) by 31<sup>st</sup> October 2022.
- 3.4** There are no minimum academic entry requirements for this bursary.

#### **4.0 Hartpury Independent Student Bursary**

**4.1** A bursary is available to Undergraduate Students under the age of 25 who can show evidence of living independently.

**4.2** A £1,500 per year cash bursary payment is available to support study for the duration of the programme.

**4.3** Applicants must complete and return an Independent Student Bursary Application Form and provide evidence of their independent status by email to [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk) by 31<sup>st</sup> October 2022.

**4.4** Proof of independence will be required. Please contact the Student Finance office to discuss acceptable evidence ([Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk))

#### **5.0 Hartpury Local Low Income Bursary**

**5.1** A Bursary is available to students from households with an income of less than £21,000 per year who have permanently resided for at least three years in specific post codes in one of the following Wards:

##### **Gloucestershire**

Cinderford East, Cinderford West, Coleford East, Hesters Way, Matson and Robinswood, Moreland, Oakley, Springbank, Barton and Tredworth, Bream, Brockworth, Cainscross, Cirencester Beeches, Grange, Innsworth with Down Hatherley, Lydbrook and Ruardean, Lydney East, Mitcheldean and Drybrook, Northway, Podsmead, Quedgeley Fieldcourt, St Mark's, St Paul's, Stonehouse, Tewkesbury Prior's Park, Tuffley.

##### **Herefordshire**

Belmont, St Martins and Hinton

##### **Worcestershire**

Pickersleigh

To confirm that a particular post code qualifies please contact the Student Finance office at [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk)

**5.2** The bursary will also be available to students from households with an income of less than £21,000 per year who attended the following schools in year 11 or later:

All Saints' Academy, Pittville School, Henley Bank High School, Holmleigh Park High School, Gloucester Academy, The Dean Academy, Five Acres High School, The Forest High School, Tewkesbury

**5.3** The award will be paid as a cash bursary of £1500 per year for the duration of the programme. Should household income rise above the £21,000 threshold in the years following the first year of study Hartpury reserves the right to withhold payment.

**5.4** Applicants will need to provide evidence of their permanent residential address for the last three years or their attendance at one of the listed schools. The evidence must accompany their application.

**5.5** Students must complete and return the Local Low Income Bursary application form and return by email to [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk) by 31<sup>st</sup> October 2022.

## **Hartpury Local Bursary**

**6.1** A Local Bursary is available for students that are accepted with a home address from local area postcodes starting with GL1- GL56, WR13, WR14, WR8, WR10, WR11, WR12, HR8, HR9 not qualifying for the Local Low Income Bursary.

**6.2** The award will be paid as a cash bursary of £500 per year, for the duration of the programme. Applicants must have permanently resided in an eligible GL, WR or HR postcode area for at least three years, prior to the first day of HE study at Hartpury.

**6.3** Applicants will need to provide evidence of their permanent residential address for the last three years to accompany their local bursary application.

**6.4** This bursary is not available in combination with the progression bursary.

**6.5** Students must complete the Local Bursary Application form on the Hartpury website and return this by email to [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk) by 31<sup>st</sup> October 2022.

## **7.0 Hartpury Progression Bursary**

**7.1** A bursary is automatically awarded to any student making the following progression

Directly from a Hartpury College Further Education to year one of a Hartpury Undergraduate programme.

Directly from a Hartpury College Access to Higher Education course to year one of a Hartpury Undergraduate programme.

For internal and external applicants enrolling onto a Hartpury degree top up programme who have achieved a pass of 60% or equivalent in their qualifying programme.

**7.2** The award will be paid as a cash bursary of £500 per year, for the duration of the programme.

**7.3** Students that defer or take a year or more out of study will not be eligible.

**7.4** Students must complete the Progression Bursary Application Form and return to [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk) by 31<sup>st</sup> October 2022.

## **8.0 Payment**

**8.1** The Bursary will be paid in two equal instalments, per year, directly to the student's nominated bank account.

**8.2** The first bursary instalment will not be paid until after 1<sup>st</sup> November 2022.

**8.3** The second instalment will not be paid until after 15<sup>th</sup> January 2023.

**8.4** In order for Finance to process payments, students must supply Hartpury with their correct bank details. Bank details should be provided to the Student Finance team on the bursary application form or bursary bank details form.

**8.5** Payments will only be made to the student's bank account. Details of the account must be supplied using the bank details form, listed on the bursary information website page.

**8.6** The cut-off date for unpaid/unclaimed bursaries will be 30<sup>th</sup> April 2023, save for the case of exceptional circumstances. Exceptional circumstance claims must be made in writing by the student to the Student Finance Manager explaining the circumstance which has led to the student failing to carry out the required action that has prevented Hartpury from paying the Bursary.

**8.7** If Hartpury is provided with incorrect bank details then payments may be paid to an incorrect account. Should this happen then the funds will need to be reclaimed from the bank before a bursary award payment can be repaid to your correct account. The timescale of this repayment then rests with the bank.

## **9.0 General Bursary Terms**

**9.1** Application must be made in the first year of study

**9.2** Applicants can apply for more than one bursary, but will only be paid the bursary with the highest value should they qualify for more than one award.

**9.3** Applicants outside the UK will not be eligible for the Low Income Bursary.

**9.4** Students will not be eligible for a bursary if they are in receipt of a scholarship.

**9.5** Applicants will only be considered for a bursary once they have applied to a programme.

**9.6** For those bursaries limited to full time students, applicants must be studying at least 100 credits per year in order to be eligible for a bursary. Students studying 30 credits or less will not be eligible for any bursary.

**9.7** Bursaries are available only for an applicant's first degree.

**9.8** Certain bursaries will be tied to specific programmes. In these cases, in order to be eligible the students will be required to accept the specific programme as their firm choice.

**9.9** Bursaries will only be paid to students who are fully enrolled on Hartpury's Student Information system at each relevant point of eligibility in the academic year.

**9.10** Students repeating a year or part of a year will not be eligible for any Bursary payment during that academic year.

**9.11** Students who are subject to academic and non-academic disciplinary actions will forfeit their eligibility to Bursary payments.

**9.12** If a student disagrees with a decision concerning their bursary award, they should initially contact the Student Finance Manager. If, after review, the student still does not agree with the decision, Hartpury's Non- Academic Complaints Policy should be used. The policy can be found via the following link: [www.hartpury.ac.uk/About-Us/Policies](http://www.hartpury.ac.uk/About-Us/Policies)

**9.13** Hartpury reserve the right to seek repayment of any Bursary payment made in error and/or in excess of the eligible amount.

**9.14** Bursaries will only be applicable to students who have paid for their tuition fees for the relevant academic year in full (including through a Student Loan from a Student Finance body), or have made satisfactory payment arrangements with the Finance Office.

**9.15** Bursaries will not be applicable where a student has breached the terms of their tuition fee payment agreement.

**9.16** Hartpury reserves the right to offset any bursary payment against any monies due to Hartpury that is overdue for payment (including any monies due from previous academic years).