



# General Terms and Conditions

## Hartpury Higher Education Bursaries

Academic Year 2023-2024

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## Introduction

Please note that the funds are available on a first come first served basis and once the fund has been exhausted no further applications will be considered.

Please ensure that you read and understand Sections One and Two which apply to all bursaries.

## Section One      General Bursary Terms

- 1.1 Applications must be made in each year of study.
- 1.2 The applications process opens on the 1st of May 2023
- 1.3 The closing date is the 30th of November 2023.
- 1.4 Applications received after the closing date will be accepted on an exceptional basis and if funds are available.
- 1.5 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.
- 1.6 Applicants outside the UK will not be eligible for these bursaries.
- 1.7 Students will not be eligible for a bursary if they receive a scholarship.
- 1.8 Applicants will only be considered for a bursary once they've applied to a programme.
- 1.9 For those bursaries limited to full time students, applicants must be studying at least 100 credits per year to be eligible for a bursary.
- 1.10 Students studying 30 credits or less will not be eligible for any bursary.
- 1.11 Bursaries are available only for applicants first degree.
- 1.12 Certain bursaries will be tied to specific programmes. In these cases, to be eligible, the students will be required to accept specific programme as their first choice.
- 1.13 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.
- 1.14 Students repeating a year or part of a year will not be eligible for any bursary payment during the academic year.
- 1.15 Students who are. Subject to academic and non-academic disciplinary actions will forfeit their eligibility to bursary payments.
- 1.16 If a student disagrees with the decision concerning their bursary award, they should initially contact the Student Finance Manager. If after reviewing 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).

1.17 Hartpury reserved the right to seek repayment of any bursary payment made in error and or more than the eligible amount

1.18 Bursaries will only be applicable to students who paid 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.

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

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

## **Section Two Payment**

2.1 The Bursary will be paid in two equal instalments, per year, directly to the students nominated bank account.

2.2 The first instalment will not be paid until after week commencing. 20th of November 2023.

2.3 The second instalment will not be paid until a week commencing 4th of March 2023.

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

2.5 Payments will only be made to the student's bank account. Details of the account must be supplied using the application form., listed on the Bursary Information website page.

2.6 The cut-off date for unpaid/unclaimed bursaries will be the 30th of April 2024, 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 circumstances, which has led to the student failing to carry out the required action that has prevented Hartpury from paying the Bursary.

2.7 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 made to the correct account. The timescale of this repayment then rests with the bank.

### Section 3 Hartpury Low Income Bursary

- 3.1 The bursary is payable depending on the household income.  
 3.2 The amount of award is listed in the following table:

Household Income	Award Amount
Household income below £25,000.00	£400.00
Household income between £25,000.01 - £42,000.00	£1000.00

- 3.3 The household income will be verified with the records held at the Student Loan Company.  
 3.4 The Low-Income bursary is only available to UK students.  
 3.5 There is no minimum academic entry requirement for this bursary.

### Section Four Hartpury Full Time Carer Bursary

- 4.1 This bursary offers £1000 pounds to support study and is available to full time students who have full time carer responsibilities.  
 4.2 Applicants will need to provide evidence of their carer responsibility.

### Section Five Progression Scholarship

- 5.1 This award offers £1,000.00 in your first year of study only.  
 5.2 The scholarship is available to:
- Further Education students progressing directly from Hartpury College Further Education course onto a degree study at Hartpury University.
  - To be eligible, students will have need to have achieved:
    - Distinction/ Distinction/ Merit at BTEC or
    - BBB at A-Level
    - Access to HE students progressing directly from a Hartpury College Access programme on to degree study at Hartpury University
- 5.3 Students that defer or take a year or more out of study will not be eligible

## **Section Six Hartpury Independent Bursary**

- 6.1 This bursary offers £1500 to support study.
- 6.2 The bursary is available to full time students who have had their independent status verified by the Student Loans Company.

## **Section Seven Local Low-Income Bursary**

- 7.1 Closed to new applicants
- 7.2 Existing recipients will continue to receive their £1500 for each year of study.
- 7.3 Applicants will not be required to apply
- 7.4 If any details change Students need to contact [Universitybursaries@hartpury.ac.uk](mailto:Universitybursaries@hartpury.ac.uk)