

University of East London Civic Engagement Scholarship – 2019/20 Entry
Terms and Conditions

1. The Civic Engagement Scholarship aims to support students who can demonstrate engaged volunteering prior to commencing their studies at the University of East London (UEL).

Any scholarship awarded is subject to successful enrolment on a course at UEL for the 2019/20 academic year.

2. To qualify for your full scholarship you must complete a program of 40 hours of civic engagement activities with local charities, community groups or other not for profit organisations to be agreed with the UEL Civic Engagement Office and completed within your first year of study.
3. The scholarship amount is £1,000, paid in the first year of study. Payment of the scholarship is staggered to support the stages of your engagement with UEL's volunteering programme. Payments will be made in instalments as follows:

Students starting programme September 2019			
1st instalment	2nd instalment	3rd instalment	4th instalment
November 2019	January 2020	April 2020	July 2020

Students starting programme January 2020			
1st instalment	2nd instalment	3rd instalment	4th instalment
February 2020	March 2020	June 2020	July 2020

- First instalment: £100 subject to completion of the Civic Engagement induction and registration on the Volunteering Hub
 - Second instalment: £200 subject to the confirmation of the Civic Engagement placement and start date with the UEL Civic Engagement Office
 - Third instalment: £300 subject to the completion and verification of 20 volunteering hours
 - Fourth instalment: £400 subject to the completion and verification of 40 volunteering hours in total.
4. The scholarship is awarded based on a competitive application process and is open to applicants who meet the criteria in section 5.

Criteria

5. Students will only be able to apply for an award if they meet all of the following criteria:
- Starting a new undergraduate or taught postgraduate programme in academic year 2019/20
 - Fee assessed as a home/EU student and studying full-time or part-time
 - Demonstrable record of volunteering with a commitment to the ethos and values of Civic Engagement
 - Studying at one of our campuses or on distance learning programmes

If you do not meet the above criteria, please do not apply. Your application will not be considered.

6. Excludes those studying:
- With a collaborative partner
 - On YourWay programmes
 - Via online or distance learning with fees under £9,250
 - PGCE programme
 - In receipt of NHS funding
 - A postgraduate research degree (MRes, MPhil, PhD).

Application process

7. An application form is available on our website. Students who meet the above criteria may apply for a scholarship. Decisions will be based on the quality of the student's application. The relevant member of staff will assess applications internally. All decisions are final.
8. UEL will notify successful students of the provisional outcome four weeks after the deadline for applications. The Scholarship will be confirmed once they have fully enrolled at the University. All communication will be sent via email.
9. Undergraduate applicants must firmly accept their offer from the University during the main cycle, applicants who accept an offer from UEL as their insurance choice will not be eligible.
10. Applications received after the deadline will not be considered.
11. There are a limited number of scholarships available. Students will be awarded based on the strength of their application. UEL is under no obligation to award all scholarships, should the quality of the applications be insufficient.
12. Due to the large number of students applying for the scholarship it will not be possible for students to request individualised feedback.

Payment details

13. Awarded students will receive cash payment into their chosen bank account in line with the payment schedule outlined above. We will request the student's bank details through the student portal once successful students have fully enrolled.
14. It is the responsibility of the student to ensure the bank details they provide to the University are correct. Incorrect bank details may cause delays in payment. If bank details have not been provided by the end of the first term* the award will be cancelled without further warning.
15. The award instalments will only be paid if students have committed to all contractual obligations as part of their Civic Engagement programme, UEL's regulations including our attendance policy and the student code of conduct. UEL reserves the right to cancel schedule payment should an awardee failed to meet the aforementioned conditions.
16. The scholarship payment will not be made if you have overdue debt to UEL, this includes not having Student Loans Company funding in place. Students have the option to have their scholarship transferred to cover/contribute to paying off the debt.

General terms and conditions

17. The scholarship will be paid in academic year 2019/20, it will not be renewed or extended beyond this term to cover repeat modules or years.
18. Any scholarship awarded is subject to you successfully enrolling on a new course at UEL in academic year 2019/20 and completing a 40 hours program of civic engagement activities with local charities, community groups or other not for profit organisations to be agreed with the UEL Civic Engagement Office and completed within your first year of study.
19. For the purpose of this Civic Engagement Scholarship we define civic engagement activities as "time willingly given for the common good in the not-for-profit sector." It is a two-way process benefiting Civic Engagement Scholars who gain new experience and skills, and benefiting their hosts who learn from our students and value the time and dedication they provide. The 40 hours program cannot take place in a commercial business and must not comprise of a mandatory part of a UEL course module.
20. If an awardee decides to change programmes, the student will be entitled to keep the scholarship provided that the new course and mode of study meets the eligibility criteria. All changes must be approved by the Director of Civic Engagement.

21. If an awardee decides to withdraw, the scholarship will terminate at the date of withdrawal. Any payments made to the student will not need to be returned.
22. The scholarship cannot be exchanged for an alternative award.
23. The scholarship should be used in the year advertised. If a student defers their start date, the scholarship may be deferred for a maximum of one year at the discretion of the Director of Civic Engagement. If the student defers their start date for more than one year, they will no longer be eligible for the scholarship.
24. Once a period of study has commenced, should a scholarship holder suspend their studies through the proper channels, their scholarship is similarly suspended and will be recommenced on the resumption of studies.
25. If the student's status changes during their study, as a result of information not being provided at the point of application, and the student becomes ineligible, UEL reserves the right to revoke the scholarship and claim back any payments incorrectly made.
26. The Civic Engagement scholarship may not be held in conjunction with any other scholarships, but does not limit eligibility to bursaries and discounts.
27. If a student breaks UEL regulations and is withdrawn from study, the scholarship will be immediately terminated and no further support will be available. If the student returns to study at a later date, the bursary will not be re-awarded.
28. UEL reserves the right to verify applications and request additional evidences.
29. If you are in receipt of welfare benefits and begin a course, money from scholarships and bursaries can affect your benefit entitlement as it may be treated as income. This depends on what the fund is intended to support you with, i.e. study related costs or living costs. Starting a course is a change of circumstance and you should inform all relevant benefit offices when you enrol.
30. A complaint is normally a specific concern related to a procedural error, irregularity, or maladministration in admissions procedures or policies. If you are dissatisfied with any aspect of the administration of your scholarship, please contact us in the first instance so that an informal resolution can be sought. This may be done in writing by emailing studentfunding@uel.ac.uk

*The UEL Fees Policy can be found on our website at www.uel.ac.uk