

University of East London Progression Bursary 2019/20

Terms and Conditions

What is the University of East London (UEL) Progression Bursary?

The Progression Bursary supports employability by targeting low-income, full time undergraduate student groups with financial barriers in the following areas:

- Job interview expenses (final year)
- Travel and Reasonable adjustment costs for students with disabilities, attending integral work placements, engaging with study abroad opportunities or co-curricular opportunities (available in 2nd year and final year)
- High course related costs (for final year, full-time, students from School of Architecture, Computer Science and Engineering (ACE) & School of Arts, Creative Industries (ACI) only)

The maximum award from the Progression bursary is £2,000.

Eligibility

To be eligible you must be:

- A new or continuing, Home/EU, Undergraduate student
- Enrolled on a full time programme at one of our campuses
- In receipt of full means-tested student funding and NHS funding if applicable

Excludes those studying:

- with a Collaborative or Franchise partner
- via online or distance learning

In addition, the following are not eligible:

- EU students in receipt of Tuition Fee Loan only
- International students
- Students who are not income assessed and/or have not requested their full entitlement of Student Finance

Criteria and Evidence

1. **Job interview expenses** (for final year, full-time students)

Students are eligible if they are:

- In receipt of maximum income-assessed Student Finance and/or NHS entitlement for academic year 2019/20
- Currently studying in final year
- Selected to attend an interview for a graduate job (paid/voluntary)

Students will need to provide photocopies of the following evidence:

- Student Finance notification 2019/20 showing full funding
- NHS notification 2019/20 showing full funding, if applicable
- Interview confirmation letter confirming interview date and location
- Travel ticket receipts
- Receipts for interview related expenses
- Confirmation email/letter stating:

'I confirm £ to be the exact expenditure accrued for my interview on (date) at (company name).'

2. **Travel and Reasonable Adjustment Costs** for students with disabilities only, attending integral work placements, engaging with study abroad opportunities or co-curricular opportunities

Students are eligible if they are:

- In receipt of maximum income-assessed Student Finance and/or NHS entitlement for academic year 2019/20
- In receipt of Disable Student Allowance (DSA). **Please note** that students will not be eligible if they are currently in receipt of DSA for travel (i.e. if travel costs are already being met by DSA)
- Currently studying in second/ final year

Students will need to provide photocopies of the following evidence:

- Student Finance notification 2019/20 showing full funding
- NHS notification 2019/20 showing full funding, if applicable
- DSA notification letter - student will not be eligible if they are currently in receipt of DSA for travel (i.e. if travel costs are already being met by DSA)
- Placement confirmation letter (including duration, timing and location)
- Confirmation email/letter from your lecturer/programme leader confirming integral placement, study abroad or co-curricular opportunity
- Evidence of costs for travel and/or reasonable adjustments i.e. receipts for travel or breakdown for proposed costs

3. Course Costs - (for final year, full-time, from School of Architecture, Computer Science and Engineering (ACE) & School of Arts, Creative Industries (ACI) only

Students are eligible if they are:

- In receipt of full means-tested student funding and NHS if applicable
- On an integral project or show part of the course
- Currently studying in final year

Students will need to provide photocopies of the following evidence:

- Student Finance notification 2019/20 showing full funding
- NHS notification 2019/20 showing full funding, if applicable
- Evidence of costs for the projects and/or shows i.e. receipts for materials or breakdown of proposed costs
- Confirmation email/letter from your lecturer/programme leader stating:
'I confirm £... to be the exact/approximate costs for (student's name)'s project/show as required for the integral part of his/her course'

Application process

1. Before submitting an application for the bursary, students must show they have applied for and received their first, fully income-assessed instalment of student funding for 2019/20.
2. Eligibility and attendance will be checked. External organisations may be contacted before an application is considered.
3. Applications must be submitted in with **all** supporting evidence attached. Documents must be photocopies, as originals will not be returned and all paper documents will be destroyed in line with the Data Protection Act.
4. It is student's responsibility to submit the correct documentation, incomplete applications will be automatically deemed unsuccessful.
5. Funds are limited and applications will be considered on a first-come first-served basis until all funds have been allocated.
6. Students will be notified of the outcome of their application, through UEL student email within 30 working days of SMART receiving application form. If successful, awards will be paid two weeks from the date of the notification email, into the bank details provided on UEL Direct student account.
7. There is no right of appeal to the outcome of the assessment. If student's circumstances change during the academic year; a reassessment may be required by submitting a letter and evidence of the change of your circumstances.

Payment details

8. Awards will only be made to students who are fully enrolled and have provided all the required evidence. The second instalment will only be paid if students have committed fully with the conditions of admittance, UEL 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.
9. It is the responsibility of the student to ensure the bank details they provide to UEL are correct. Incorrect bank details may cause delays in payment. If bank details have not been provided by the end of Term 2* the award will be cancelled without further warning.
10. The bursary payment will not be made if you have overdue debt to UEL, this includes not having SLC funding in place. Unpaid Emergency Loans will be deducted from the Hardship bursary award. If you are paid your award in two instalments your unpaid Emergency loan will be deducted from the first instalment.

General terms and conditions

- 12 Please note the maximum award from the all the bursaries (Engagement bursary, Progression bursary and Hardship bursary) combined is £2,000.
- 13 If an awarded student decides to change programmes, the student will be entitled to keep the bursary provided that the new course and mode of study meets the eligibility criteria.
- 14 If an awarded student decides to withdraw, the bursary will terminate at the date of withdrawal. Any payments made to the student will not need to be returned.
- 15 The bursary cannot be exchanged for an alternative award.
- 16 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 bursary and claim back any payments incorrectly made to you.
- 17 If a student breaks UEL regulations and is withdrawn from study, the bursary 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.
- 18 If you are in receipt of welfare benefits and commence a full-time 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.
- 19 UEL reserves the right to verify applications and request additional evidence.

20 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 bursary, please contact us in the first instance so that an informal resolution can be sought. This may be done in writing to thehub@uel.ac.uk

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