

## Important information

### Notes, conditions and guidance on the bursaries and scholarships.

This should be read in conjunction with the individual information on Bursaries and Scholarships available on the University's Student Finance pages.

## General – all awards

1. Where possible and unless otherwise stated, payments of awards will be made from the February of each academic year.

Payments for eligible students:

- who commenced their programmes of study in academic year 2009/10 or before will be made directly by the University.
- commencing programmes from September 2010 will receive their payments for the Mandatory, Progression and UCAS awards via the Student Loan Company's HEBSS (Higher Education Bursary and Scholarships Scheme). **Students must ensure that they have agreed to 'Consent to Share' on their student finance Support application.** The remaining awards will be paid by the University directly.

2. Students who fail to progress successfully to the next stage of their programme of study:

- will not receive an award for the repeat period;
- awards may be reinstated upon successful progression, provided the applicant still meets the set eligibility criteria for the award.

3. To be eligible to receive awards, students must not be in debt to the university. In addition, if the appropriate chargeable fee is not received by the University in the academic session it is due, any award granted will automatically be rescinded and recovered if possible in the following academic session.

4. Where a Bursary or scholarship is made in the form of a reduction in tuition fee, any such fee reduction will be made before the calculation of the 5 per cent discount for prompt payment of tuition fees.

5. Application forms received up to and including the last day of April will be considered for an award **unless** otherwise stated, **except for the Mandatory bursary** where students identified by the SLC (Student Loan Company) as meeting our eligibility criteria will be considered up to the 31<sup>st</sup> July.

6. For the **Mandatory bursary**, students that have opted not to take a tuition fee loan and have paid tuition fees directly to the university will not be automatically identified by Student Finance England and should therefore contact the Funds, Awards and Bursaries Team directly to request the bursary. It is the students responsibility to ensure they do so by the 31<sup>st</sup> July as, in line with the conditions detailed here, will not be awarded.

7. Awards cannot be made for retrospective years. Students, who fail to apply in an academic year for which they were otherwise eligible or are not **fully** assessed for eligibility, including the 'Final' assessment of household income by SFE in time, will not have their award backdated; they can however apply in following years and receive appropriate payments in line with these notes and conditions as long as the eligibility for the following year is completed.

8. Where documentary evidence is required to support an application, documents must be received at the same time as the application form. Any form not submitted with required evidence will not be considered.

9. Where eligibility for awards includes partner colleges, the eligible colleges are:

Academy of Live and Recorded Arts  
Bexley College  
Bird College  
Bromley College of Further and Higher Education  
Canterbury College  
European School of Osteopathy  
Greenwich Community College  
Guilford College  
Hadlow College

Lewisham College  
North West Kent College

10. The **Greenwich Partnership Bursary (for eligible continuing students** who commenced their programmes of study in academic year 2006/07 to academic year 2009/10), eligible partner colleges are:

Bexley College  
Bromley College of Further and Higher Education  
Greenwich Community College  
Hadlow College  
Lewisham College  
North West Kent College

11.-Where applicable, application forms can be submitted to Student Finance in campus Student Centres or posted to:

Grants, Funds and Bursaries Team  
Student Finance & Financial Support  
University of Greenwich  
Southwood Site  
Room 109  
Bronte Building  
Avery Hill Road  
Eltham SE9 2UG

12. Awards are not payable for a placement year unless otherwise stated in the individual award information.

13. Where applicants are directly invited to apply for awards, the application form will be emailed to the eligible students university email address. Students that fail to apply within the given timeline or who submit an incomplete or insufficient application form, will not be considered.

14. The University's decision on eligibility for Bursaries and Scholarships is final. The University will not enter into any correspondence with students once they have been advised as to why they are ineligible for a particular bursary, unless there is a change in circumstances which would alter an applicant's eligibility status.

## Specific criteria for individual awards

15. The **Alumni Progression Bursary** is available to students who progress to postgraduate-level study (excluding all government/research funded programmes), having either completed an undergraduate degree or have studied with the university on certain short course (excluding Summer School) or exchange programmes, where the full applicable published university fee has been paid. This includes students that have studied university programmes at our partner, network and collaborative colleges. Should eligible students fail to request the bursary at the point of initial registration, a request should be made to the Funds, Awards and Bursaries Team as soon as possible. Where fees are paid in full, a refund for the appropriate amount will be made. The bursary is applicable to one year's full-time or upto three year's part-time pro-rata fees only. This bursary is not applicable for repeat years of study.

14. The university will endeavour to make payment of the **Care Leavers Bursary** within 4 working weeks of successful application. Subsequent payments will be made in November each applicable session following successful progression and full re-registration. Students who fail to progress to the next academic stage will not receive the award for the repeat period. Students taking an unpaid industrial placement year will be required to submit a letter from the placement employer confirming unpaid status. Payment of the final award for graduation ceremony cost will be made upon confirmation of successful completion of the entire programme. Payment will not be made for students who are awarded a fallback certificate.

15. The deadline to apply each academic session for the **David Fussey Choral Exhibition Bursary** is 30 September. Applications received after this date will not be considered until the following academic session. This is due to the tight deadline for auditions, which are held in October each year. Students accepted for audition will be notified by Nick Jenkins, Music Director.

16. The **First Class Honours Bursary** is available to students registering for a postgraduate programme within two academic years of achieving a first class classification for their undergraduate programme. It is also available to graduands entering directly to an MPhil/PhD who are not in receipt of Government or research funding.

17. Payment of the **Gravesend Rugby Football Club Bursary** is made in two equal instalments in December and April. Further information regarding the level of achieved experience and qualification for the bursary should be directed to Professor Alan Reed, Director of Regional Development.

18. To receive payment of the **Greenwich Partnership Bursary** and **Mature Student Bursary (for eligible continuing students)** who commenced their programmes of study in academic year 2006/07 to academic year 2009/10) in subsequent years, students are required to provide a copy of their final financial notification letter from Student Finance England confirming their eligibility to the maximum level of government means-tested maintenance or special support grant. Payments of awards will not be made where students do not receive the maximum entitlement.

19. The **Gurkha Personnel Bursary** is payable for a maximum of three years for undergraduate study and one year for postgraduate study completed full-time. Ex-Serviceman granted Indefinite Leave to Remain (ILR) in the UK who subsequently qualify for the 'Home' rated tuition fees, will not be eligible.

20. The **John McWilliam Bursary** specific programmes of study are:

**Undergraduate degree programmes:**

P11317 & P12128 BSc Construction Surveying Management

P11318 & P12127 BSc Construction Business Management

P10367 BSc Real Estate

**Undergraduate degree programmes that offer Technician level RICS membership**

P01201 & P12124 BSc Building Surveying,

P01202 & P12126 BSc Quantity Surveying,

P01204 BSc Estate Management

21. The **Mature Student Bursary** and the **UCAS Scholarship** are not available to students on HND, placement students, foundation degree, Initial Teacher Training or NHS-funded programmes, where alternative schemes apply.

22. To be eligible for the **Mature/Higher Rate Mandatory Student Bursary**, students must be aged 25 prior to 1 September of the first academic year of study. Students cannot become eligible upon their 25th birthday during their programme of study.

23. The **Nationality Scholarship** is not applicable to certain programmes within the School of Humanities & Social Sciences. Applicants should refer to the university's International Fees leaflet for clarification. The scholarship is not available for part-time study or for direct entry to elements of postgraduate study where the full programme fee is not payable. The eligible countries are subject to change. Student that have already commenced programmes in an academic session in which their country of origin was not listed but is then subsequently listed in a following session, will become eligible and should therefore request the award at OLR. Further queries regarding eligibility should be directed to the International Office.

24. The **Partnership Progression Scholarship** will be awarded to 10 high-achieving students. Awards will be made to the highest 10 applications with a Grade Point Average of a minimum of 70%. Applications for this award must be received by the Funds, Awards and Bursaries team by the last Friday in January to be considered. Applications received after this time will not be considered.

25. The **Progression Bursary** is available to students that commenced their programme of study from 2010-11, who received a mandatory bursary as detailed above. Eligibility to this award will be automatically assessed by the University. Students are required to pass all elements of assessment in the first year at the first attempt, meaning passed at board in June, to qualify for the award in year 2. It is only payable to students progressing from academic year 1 to academic year 2. Students are required to retain eligibility to the Mandatory bursary in year 2.

26. Eligible qualifications for the **UCAS Scholarship** score of 350 can have been achieved at any time but must have been achieved within two consecutive years.

27. The **Sir William Boreman's Foundation** is awarded for one academic session only. Students who continue to meet the eligibility criteria may apply each year for further awards. Payments for successful applicants are made following assessment at any point throughout the academic year. The university will endeavour to assess applications and make payment within 6 weeks.

The university reserves the right to amend these notes and conditions at any time.