



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

CARE LEAVERS & ESTRANGED STUDENTS

BURSARY

Terms and Conditions 2023/24

This support package has been designed for **care leavers and young people who are estranged from their parents**, whose **permanent residence is in the United Kingdom**, and who are 'Home' students for fee paying purposes.

We will discuss the support that may be on offer to you if you [declare on your UCAS application that you have care experience](#) or you are welcome to contact us if you are applying as an estranged student.

[UCAS have provided three reasons why you should tick the care experience box.](#)

If you do not declare your care experience on your UCAS application but believe you would be eligible for this bursary, you are welcome to contact ecook@cardiffmet.ac.uk to discuss the support that may be on offer to you.

The value of this bursary is up to **£1,000 per academic year** (provided the below terms and conditions are met).

Eligible students will also be granted the Study Life Award (please see the full Study Life terms and conditions for continued eligibility for this award).

1. ELIGIBILITY CRITERIA

In order to be eligible for the support package, you must be either a:

Care Leaver: A care leaver is defined as a person **aged 25 or under**, who has **been looked after by a local authority for at least 13 weeks since the age of 14**.

If you declared yourself as having care experience on your UCAS application, someone from our team will be in touch before enrolment. If you do not declare your care experience on your UCAS application but believe you would be eligible for this bursary, please get in touch.

Estranged Student: If you are **studying without the support of a family network** and are **irreconcilably estranged from your parents**. Estranged students have **no communicative relationship with either their adoptive or biological parents**. To be eligible for this bursary as an estranged student, you must meet this definition of being an estranged student **by the start date of your course**.

Please get in touch if you are applying as an estranged student.

If you are unsure whether you meet either of the above definitions of a care leaver or estranged student, please get in touch with ecook@cardiffmet.ac.uk to query your eligibility.

In either circumstance, you also need to meet the following criteria:

- a. be a **permanent UK resident**
- b. be classed as a **'Home' student (for Tuition Fee purposes)**
- c. be a **new Cardiff Metropolitan University student, applying through UCAS, and entering a full-time undergraduate course at year one or foundation level starting in 2023**. (You may also be eligible if

entering your second or third year from a Cardiff Metropolitan University franchise course (e.g. HND or Foundation degree course at another provider), as it represents your first time in attendance on the Cardiff Metropolitan University campus). Please contact us if this applies to you.

- d. be **aged 25 years old or under at the start of each academic year (1st September)**
- e. be able to **provide details of your support worker or a professional who knows you and has been aware of your situation**
- f. If you are an estranged student:
 - o You will have been irreconcilably estranged from your parents prior to starting your course
- g. If you are a care leaver, you will need to:
 - o declare you are a care leaver on your UCAS application
 - o have been in care since the age of 14 for at least 13 weeks

2. ALLOCATIONS

- **Numbers of awards are limited and subject to budget availability.**
- **Application process**
 - a) There is **no application form**.
 - b) **Care leavers**, once you have **identified yourself as a 'care leaver' / having care experience on the UCAS application form**, your details will be picked up by the Admissions Team and passed on to Emma Cook, dedicated staff contact/mentor. Emma will contact you to advise on the package of support you could be entitled to, and the eligibility criteria.
 - c) **Estranged students**, please get in touch with Emma Cook (dedicated staff contact/mentor). Emma will contact you to advise on the package of support you could be entitled to, and the eligibility criteria.
 - d) You will need to **supply evidence that you meet the above eligibility criteria**.
 - e) **Awards are granted on a case-by-case basis, at the discretion of the University.**
 - f) **If you are successful you will be contacted with confirmation of your award package.**
 - g) Please be aware **that your details will be shared with the Accommodation Services and Bursaries & Scholarships**, to ensure you are receiving all the support you are entitled to.

3. AWARD PAYMENTS

- a) The total amount for the award per academic year is up to **£1,000**.
- b) **The award is paid in two instalments** (around December and March), **subject to confirmation of attendance and a termly meeting with Emma Cook** (to discuss engagement and payment arrangements).
- c) If there are issues with engagement and attendance, **you may be referred to the university Retention team for further support**.

4. LIMITATIONS

- a) You must be **enrolled** at Cardiff Metropolitan University to be entitled to the bursary.
- b) **Payment of the award in those years subsequent to the initial year of attendance is subject to successful progression onto the next numerical year of study** (e.g. from 0FT09 to 1FT09). It will be at the University's discretion to award for subsequent years if a student is resitting, and mitigating circumstances will be taken into consideration.
- c) If you are **re-sitting and not attending the University** in that academic year, you will not be entitled to the Care Leaver and Estranged Students Bursary.
- d) Students who have been **adopted** will not be eligible for the bursary.

- e) If you **withdraw** from your course, all elements of the bursary will cease immediately with no possibility of reinstatement in the future.
- f) If you **suspend** your studies, all the elements of the bursary will cease immediately. Your eligibility to the bursary will be reviewed on re-enrolment to your course.
- g) If you **exit your undergraduate degree**, you will lose your entitlement to the bursary. Your eligibility to the bursary would be reviewed should you re-enrol at the University to complete your undergraduate degree.
- h) You will only be permitted to receive the bursary for one undergraduate degree at Cardiff Metropolitan University.**
- i) Regardless of the year in which you first receive the bursary, **you will be expected to adhere to the terms and conditions of the current academic year**, and you should familiarize yourself with the terms and conditions year on year.
- j) Estranged Students: if your circumstances change** (i.e., you reconcile with your parents), **please let us know as this could affect your eligibility.**
- k) Your **personal information** will only be shared with your Social Services Team if you have previously given consent.
- l) The bursary is not available if you are studying at a **franchised college**. Please contact your local college to discuss bursaries and scholarships available.

HOW WE STORE YOUR DATA

Cardiff Metropolitan University's Privacy Notice for the Payment of Care Leavers and Estranged Students Bursary

Cardiff Metropolitan University is the Data Controller and is committed to protecting the rights of individuals in line with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA18). The University's Privacy Statement can be found here: <http://www.cardiffmet.ac.uk/about/Pages/privacy-statement.aspx>

Cardiff Metropolitan University's Information and Data Compliance Officer can be contacted via the following routes (if you have any further queries regarding the processing of your data):
 Telephone: 02920 20 5758.
 Email: SWeaver@cardiffmet.ac.uk and/or dataprotection@cardiffmet.ac.uk.

This Privacy Notice explains: How the University will use your personal data to ensure your Care Leavers and Estranger Students Bursary payments are paid securely into your bank account; and your rights regarding the processing of your data for that purpose.

The University will process the following personal data: Your student number, your name, email address, supporting documents related to Care Leaver/Estranged Students status and bank account details (if payment by BACS), for the purpose of payment of this bursary only.

The University is lawful in processing this data because it is necessary in order to fulfil a contract with you (under Article 6(1)(b) of the GDPR). In this instance, it is necessary in order to support the receipt of financial support through the Care Leavers and Estranger Students Bursary.

No third parties will have access to your personal data unless the law allows them to do so.

The retention period for your data is up to a maximum of 7 years. The data will then be securely destroyed in accordance with Cardiff Metropolitan University's [Records Management Policy](#).

Under Article 6(1)(b) of the GDPR there are several rights afforded to you in relation to how your data is processed. You have the right to:

- The right of access.
- The right to rectification.
- The right to erasure.
- The right to data portability.

For more information about individual rights, please see: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

Any requests or objections should be made in writing to the University's Information and Data Compliance Officer: -

Sean Weaver
Cardiff Metropolitan University
Western Avenue
Llandaff
Cardiff
CF5 2YB

Cardiff Metropolitan University has a Data Protection Policy, which can be found [here](#).

If you wish to make a complaint about the way your personal data has been processed you can find details of how to do so [here](#).

If this process does not resolve your issue, or if you wish to take your complaint further, you have the right to contact the Information Commissioner. The contact details are:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

0330 414 6421

www.ico.org.uk