



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

STUDY LIFE BURSARY Terms and Conditions 2022/23

1. ELIGIBILITY CRITERIA

You will be automatically assessed, not awarded, for the bursary **if you meet all** the following requirements:

- A. You must be classed as a **Home student** for fee paying purposes.
- B. You must 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 2022. Cardiff Metropolitan University must be your Firm Choice University on your UCAS application by 30th June 2022.** 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.
- C. **Your permanent address must be in an area that has low participation rates in Higher Education.*** You can check your address by using the Cardiff Metropolitan University Criteria Checker which asks you to enter both your age and postcode. The address you have used to register with the Student Loans Company will be used in your eligibility assessment. You must use the same postcode when registering for Student Finance as the postcode you have used to register with UCAS.
- D. **Your household income must be less than £30,000:**
 - I. To allow us to verify your household income, **you must be registered with Student Finance Wales or England as a 'Means-Tested' applicant and have a completed assessment with Student Finance by 31st August 2022.**
 - II. In addition, you and your sponsor(s) (e.g. your parent(s)) must give **'Consent to Share'** household income/financial details as part of your Student Finance application each academic year. If the above criteria are not met, you will not be considered for the bursary.
 - III. Household income cannot be verified by any other means than those listed above (e.g. not by provision of P60/P45, tax documents etc.).

*We are reliant on external agencies in updating this data and this data is subject to change. Postcodes are categorised currently according to the Welsh Index of Multiple Deprivation (WIMD) 2019, the POLAR4 Young, and Adult HE 2011 coding systems. Data was provided by the Higher Education Funding Council for Wales (HEFCW) in May 2022.

Your eligibility for the Study Life award will be **assessed each academic year against the terms and conditions** and you will be emailed each year that you qualify for the scheme.

2. ALLOCATIONS

- A. **Numbers of awardees are limited and subject to budget availability.** We will give priority to those students on the lowest household incomes. If two or more students have identical financial

circumstances, priority will be determined by an analysis of applicants' tariff data by the scholarship team. Tariff points are taken from grades at A-Level and equivalent qualifications excluding the Welsh Baccalaureate, AS-Level, and Extended Project qualification. In addition, the date of course acceptance and/or the date of application may also be used to prioritise allocation.

- B. **Care leavers and estranged students** will be automatically awarded the Study Life Award in their first year of study at Cardiff Metropolitan University if their care leaver/estranged student status has been confirmed via their Student Finance application or by their staff mentor (Emma Cook) before the 14th September 2022. Those confirmed as care leavers or estranged students at a later date will be awarded the Study Life bursary as and when funds become available with the remaining elements of the bursary packages. Please note that **if you are eligible for the Study Life award on the basis of being a care leaver or estranged student your continued eligibility for the Study Life award is conditional on these terms and conditions.**
- C. **Confirmation of award** will be sent to assessed and awarded students during July, August, and September. Communication will depend on the date we have had access to the information about your household income. If you have not received a confirmation email by the 31st October, please consider yourself as unsuccessful.
- D. You must be **enrolled** at Cardiff Metropolitan University to be entitled to the bursary:
- I. If you **withdraw** from your course, all elements of the bursary will cease immediately with no possibility of reinstatement in the future.
 - II. If you are **suspended** from your studies, all the elements of the bursary will cease immediately. Your entitlement will be on hold until you progress to the next numerical year of study (provided you continue to meet the eligibility criteria for the award). If you do not re-enrol in the next academic year, you will no longer be entitled to the bursary (e.g. if you suspend your studies during your second year, your continued entitlement to the Study Life award is conditional on you enrolling in Year 3 in the following year and meeting eligibility criteria for the award). Students returning from suspension will need to inform Bursaries & Scholarships (scholarship@cardiffmet.ac.uk) about their intention to return prior to the first day of the academic year.
 - III. If you **exit your undergraduate degree**, you will not be entitled to the Study Life award should you choose to re-enter and complete your degree.
 - IV. If you choose to **transfer course** within the University, you must be progressing from one numerical year of study to the next (e.g. from 1FT09 to 2FT09) in order to be assessed for the bursary in the following academic year. You must also not be transferring to an NHS supported course and be receiving the NHS Bursary.
- E. Students from **foundation level to fourth year** will be considered for the bursary. A fourth year is permitted for those starting on a foundation year or studying a four-year course. Students on a course that includes a **placement year** will not receive the bursary during that placement.
- F. You do **not need to re-apply** each year. However, please ensure that you give 'Consent to Share' household income/financial details as part of your Student Finance application each academic year.
- I. 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) and meeting of the criteria year on year.** Students re-sitting will not be assessed for the

bursary until they progress to the following year. Students with full mitigating circumstances for all re-sit credits will be considered for the Study Life bursary and, if eligible, have their Study Life bursary issued once the Exam Board confirms the information. If you are re-sitting and not attending the University in that academic year, you will not be entitled to the Study Life bursary.

AWARDS

The total value of the award is **up to £950** per year.

Once the bursaries have been allocated and communicated to students (no later than the 30th September), you will be contacted by studylife@cardiffmet.ac.uk with the details of your award package.

Payment and provision of the individual award elements can only be activated once you have successfully enrolled onto your full-time degree course, and once your course has started.

If none of the component elements of the Study Life Bursary has been activated by the 1st December 2022, the bursary offer will be rescinded and re-allocated to another student.

If you are allocated the award later in the year and none of the components is activated within 2 months, the bursary will be rescinded.

3. RE-ALLOCATIONS

- To accommodate progressing years, if packages become available we will consider **Year 2 and 3 students** for the award
- Students who meet the eligibility criteria but have not been offered the bursary will be included on a **waiting list**.
- **Availability is limited** and directly related to the number of awarded students who withdraw/suspend from their course during the first term. Re-allocations will be done as and when an award becomes available. **You will be granted with the remaining award allowance for the year.**
- **If you are on the waiting list, please make financial provision to cover your living costs as we are not able to guarantee that you will be allocated an award.**

4. LIMITATIONS

- Once you have enrolled, any bursary correspondence will be sent your **student email address**.
- **Bursary allowances cannot be carried forward year on year.** If component elements of the Study Life award are not claimed by the end of the academic year (if no other fixed deadline to claim is advertised) then that element cannot be claimed following the end of the academic year.
- Students in receipt of an **NHS bursary are not eligible** for the Study Life award.
- This bursary is **not available if you are studying at franchised college**. Please contact your local college to discuss bursaries and scholarships availability.
- The elements of an associated value of the award are **not transferable**. This is an on campus award package, and periods of time spent off campus, such as for course placements, will not qualify a student

to transfer the associated value of an element of the Study Life award. However, please get in touch with the Study Life Team (studylife@cardiffmet.ac.uk) if there are exceptional circumstances around why you are unable to access your Study Life on campus award package