



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## CARE LEAVERS & ESTRANGED STUDENTS

### BURSARY

#### Terms and Conditions 2021/22

This support package has been designed for care leavers and young people who are estranged from parents/guardians whose permanent residence is in the United Kingdom and who are 'home' students for fee purposes. The support is available to students who declare on the UCAS application that they have been in care (looked after by a local authority/foster carers).

The value of this bursary is £1,000 per academic year.

Eligible students will also be granted the Study Life Award.

### 1. ELIGIBILITY CRITERIA

In order to be eligible for package support, 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; and who was looked after by the local authority at school-leaving age or after that date”.

If you declared as a care leaver on your UCAS application, someone from our team will be in touch before enrolment.

- **Estranged student:** if you are studying without the support of a family network. Students who are estranged have no communicative relationship with either of their living biological parents.

If you are an estranged student, you may have access to the same support as a care leaver. However, you will need to contact us to provide confirmation of your status and situation.

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 25 years old or under before the 1<sup>st</sup> September of each academic year
- d. be able to provide details of your support worker or anyone who knows you and has been aware of the situation
- e. If you are an estranged student:
  - You will have been irreconcilably estranged from your parents or guardians between the age of 16 and leaving school or FE College
- f. If you are a care leaver, you will need to:
  - declare you are a care leaver on your UCAS application
  - meet one of the following examples:
    - You have been in care since the age of 14 for no less than 6 months
    - You have been in care since the age of 16 for no less than 3 months.

## 2. ALLOCATIONS

- **Numbers of awards are limited and subject to budget availability.**
- **Application process**
  - I. There is no application form.
  - II. Care leavers: once you have identified yourself as 'care leaver' on the UCAS application form, your detail will be picked up by the Admissions Team and passed on to Emma Cook, dedicated staff contact/mentor. She will contact to advise you of the package of support you could be entitled and the eligibility criteria.
  - III. Estranged students: can contact Emma Cook directly on [ecook@cardiffmet.ac.uk](mailto:ecook@cardiffmet.ac.uk)
  - IV. You will need to supply evidence that you meet eligibility criteria.
  - V. If you are successful you will be contacted with the confirmation of award package.
  - VI. 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

- I. The total amount for the award is £1,000.
- II. The award is paid in two instalments (December and March), subject to confirmation of attendance and a termly meeting with Emma Cook (to discuss engagement and payment arrangements).

## 4. LIMITATIONS

- I. Bursary is awarded for the duration of your course.
- II. If you are suspending/withdrawing your studies, please seek advice as this could affect your eligibility.
- III. Estranged Students: if your circumstances change (ie, you reconcile with your parents), please let us know as this could affect your eligibility.
- IV. Your personal information will only be shared with your Social Services Team if you have previously given consent.

## 5. HOW WE STORE YOUR DATA

### **Cardiff Metropolitan University's Privacy Notice for the Payment of Care Leavers & Estranger Students Bursary**

Cardiff Metropolitan University is the Data Controller and is committed to protecting the rights of individuals in line with the General Data Protection Regulation (GDPR). 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](mailto:SWeaver@cardiffmet.ac.uk) and/or [dataprotection@cardiffmet.ac.uk](mailto:dataprotection@cardiffmet.ac.uk).

This Privacy Notice explains: How the University will use your personal data to ensure your Care Leavers & 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 & 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 the GDPR there are several rights afforded to you in relation to how your data is processed. You have the right to:

- Access your personal information.
- Object to the processing of your personal information.
- Rectify any inaccurately held data.
- Restrict the processing of certain personal information.

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,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)