

**Nottingham Trent University**  
**Pre 2012 Entry NTU Undergraduate Bursaries Scheme**  
**Terms and Conditions for academic year 2018/19**

**1. Introduction**

- 1.1. Nottingham Trent University offers financial support, in the form of non-repayable bursaries, to full-time undergraduate students who meet the eligibility criteria specified below.
- 1.2. This support is given in the form of Bursaries, which are cash awards. These are additional to the maintenance grant and loan that students receive as part of the national student finance package.
- 1.3. The NTU Bursary is awarded by the University to all those who meet the eligibility criteria in section 2 below.
- 1.4. In addition, an NTU Nottinghamshire Bursary is payable to those students in receipt of the NTU Bursary (1.3 above) who received an additional bursary prior to 2010/11 on the basis of having their permanent home address in Nottinghamshire or with an NG postcode at the point of application to NTU.

**2. Eligibility**

- 2.1. Eligibility criteria for NTU Bursaries are as follows:

To receive	A student must
The maximum NTU Bursary	<p>Be enrolled on a full-time undergraduate degree or foundation degree programme at NTU, AND</p> <p>Be paying, whether directly or by Fee Loan, the full tuition fee for the programme applied to those who entered higher education before 1 September 2012 (£3,465 in 2017/18), AND</p> <p>Be in receipt of a means-tested national maintenance grant (or Special Support Grant), AND</p> <p>Have an assessed household income level of £25,000 or less.</p>
A partial NTU Bursary	<p>Be enrolled on a full-time undergraduate degree or foundation degree programme at NTU, AND</p> <p>Be paying, whether directly or by Fee Loan, the full tuition fee for the programme applied to those who entered higher education before 1 September 2012 (£3,465 in 2018/19), AND</p> <p>Be in receipt of a means-tested maintenance grant (or Special Support Grant) below the maximum level, AND</p> <p>Have an assessed household income level between £25,001 and £35,000 in the case of those students who commenced their full-time undergraduate study at NTU after 1 September 2010 OR</p> <p>Have an assessed household income level between £25,001 and £40,000 in the case of those students who commenced their full-time undergraduate study at NTU before 1 September 2010.</p>
The maximum	Be in receipt of the maximum NTU Bursary, AND

NTU Notts. Bursary	Have received an additional bursary prior to 2010/11 on the basis of having their permanent home address in Nottinghamshire or with an NG postcode at the point of application to NTU
A partial NTU Notts. Bursary	Be in receipt of a partial NTU Bursary, AND Have received an additional bursary prior to 2010/11 on the basis of having their permanent home address in Nottinghamshire or with an NG postcode at the point of application to NTU

2.2. Students are not normally entitled to receive Bursaries from the University during a sandwich placement year, as their fee for that year will be at a lower level.

2.3. In addition, students who are subject to the tuition fee and funding arrangements that are applied to those who enter higher education after 1 September 2012 will not be entitled to receive the pre-2012 entry NTU Bursaries from the University. These students will instead be considered for scholarship or bursary support relevant to their year of entry:  
www.ntu.ac.uk/bursaries/termsandconditions

### 3. Application process and notification of Bursary entitlement

3.1. Application for the NTU Bursaries is made using the same process that is used to apply for the national student finance package from their National Student Finance Service. The relevant section of that application must be completed to enable the University to assess Bursary entitlement. Failure to complete the application correctly may mean that the student does not receive a Bursary.

3.2. Once a student is confirmed to be continuing their studies at NTU in 2018/19 and correctly completed the application process for financial support, he/she will be assessed for entitlement to an NTU Bursary. Where he/she is deemed eligible to receive a Bursary, a letter will be sent by the Student Loans Company, on behalf of the University confirming the amount payable and the dates of payment.

### 4. Bursary values, timing and method of payments

4.1. The value of the bursaries for the academic year 2018/19 are shown below:

Household Income	NTU Bursary	NTU Notts Bursary*	
£0 - £25,000	£1155	£290	
£25,001 - £30,000	£715	£130	
£30,001 - £35,000	£555	£130	
£35,001 - £40,000**	£390	£130	

\* for those who received this additional bursary prior to 2010/11 on the basis of having their permanent address in Nottinghamshire or with an NG postcode at the point of application to NTU.

\*\* Only available to those who commenced their full-time undergraduate study at NTU before 1/9/10

4.2. The overall amount of Bursary (NTU and NTU Notts) payable to a student for an academic year is split into two equal instalments, (13 February 2019 and 8 May 2019). If a student's entitlement to Bursary changes after the first instalment date has passed, NTU will adjust any subsequent payment values and timings to ensure that the student receives the correct overall amount during that academic year.

4.3. Bursary payments will be made directly into the student's bank account, using the account details supplied by the student to the Student Loans Company. Bursary payments are made by the Student Loans Company on behalf of the

University: the University does not see or hold the student's bank account details.

## **5. Effects of changes in a student's status**

5.1. Changes in a student's circumstances may affect their entitlement to an NTU Bursary or its value. The following changes in status will have the effect described:

- Reassessment of income: If, during the academic year, the student's household income is reassessed by their national Student Finance Service, entitlement to NTU Bursary will be revised in line with the new assessed income level, provided that this information is received prior to the 31 July 2018.
- Reassessment of fees: If the student's tuition fee liability for the 2018/2019 academic year is reassessed by the University and either falls below £3465 or increases due to the student being assessed as liable to pay the tuition fee applied to those who entered higher education after 1 September 2012, he/she will cease to be entitled to any NTU Bursary.
- Internal transfer to another programme within NTU: If a student transfers, without any break in study, to another full-time undergraduate programme at NTU, their Bursary entitlement will usually remain unchanged, as long as they continue to meet the Bursary eligibility requirements.
- Transfer in from another institution: A student who transfers in to NTU will, subject to meeting the eligibility criteria, be entitled to receive an NTU Bursary. The value of their Bursary payments may be adjusted pro-rata to reflect the timing of their transfer.
- Transfer out from NTU to another institution: A student will be regarded as having withdrawn from NTU at the date of transfer, and will not be entitled to receive any Bursary instalment due after that date.
- Deferral/Suspension of studies: Payment of NTU Bursaries will be suspended from the date of deferral/suspension, and re-instated when studies resume. Upon resumption of studies, NTU will adjust the values and timing of instalment payments to ensure that the student receives, over the total life of their course, the amount of Bursary to which he/she would have been entitled if deferral/suspension had not occurred.
- Change in mode of study: If a student changes from full-time to some other mode of study (including part-time and distance learning), he/she will not normally be entitled to receive any NTU Bursary from that point onwards.
- Withdrawal: A student who withdraws (or is formally withdrawn) from their course will cease, from the date of withdrawal, to be entitled to any NTU Bursary and no further Bursary payments will be made to that student.

## **6. Cut-off dates**

6.1. A student who has failed to meet the in-year application deadline for the national student finance package will, as a consequence, be unable to apply for (and will not be eligible to receive) any NTU Bursary for that academic year.

6.2. A student's entitlement to NTU Bursary in any academic year will normally be based on information available to the University up to 31 July in that year, at which point the University will close the bursary application system for that year. New applications or re-assessments received after 31 July will not

normally be considered. Any retrospective reassessment of entitlement arising from information received after the 31 July cut-off date will be at the sole discretion of the University.

## **7. Recovery of overpayments**

- 7.1. Students are obliged to inform the University immediately of any change in their circumstances (including those listed above) which may affect their entitlement to receive a Bursary. In the event of failure by the student to notify the University promptly of any such changes, the University will be entitled to recover any resulting overpayment.
- 7.2. The University shall also be entitled to recover any material overpayment of Bursary made in error.