

BURSARY, SCHOLARSHIP AND PRIZE TERMS AND CONDITIONS

1. Definitions

- “Academic Year” means the University’s year of academic study
- “Code of Conduct” means the University’s code of conduct as in force from time to time governing the standards of behaviour and conduct expected of students.
- “Regulations” means the University’s academic regulations as in force from time to time.
- “The Scholar” means the student in receipt of scholarship funding.
- “the Scholarship ” means any Scholarship, Bursary or Prize governed by these terms and conditions.
- “the University” means Keele University.

2. The Scholars Obligations

- 2.1 The Scholar may be required to have their name (and potentially a photograph and profile) included in the University publicity material. If they do not wish to give consent to their data being used in this way, they must inform the University in writing.
- 2.2 The Scholarship is awarded subject to the Scholar meeting all of the conditions required by the University for admission to study the required programme. Further information on these conditions can be found on the relevant Course Information Document (www.keele.ac.uk/ugcourses/)
- 2.3 The Scholar will be expected to abide by the Regulations, Code of Conduct and policies relevant to their status and area of study.
- 2.4 The Scholar will also be required to meet the eligibility requirements for the Scholarship (as detailed at www.keele.ac.uk/studentfunding/bursariesscholarships/)

3. Scholarship Award and Duration

- 3.1 The Scholarship may not be deferred for later commencement without the University’s prior written agreement.

- 3.2 If the Scholar wishes to transfer to a different programme at the University, the Scholarship may (at the University's discretion) be transferred subject to the Scholar remaining eligible for the Scholarship and complying with these terms and conditions.
- 3.3 If the Scholar takes part in an activity which results in them not being liable to pay full tuition fees (such as completing a placement year or studying abroad), the Scholarship will be suspended for the duration of this activity however payment will resume upon resuming studies liable for full tuition fee payment.
- 3.4 If the Scholar wishes to transfer from full to part time study the Scholarship may (at the University's discretion) be allowed to continue providing the circumstances are exceptional. In such cases the length and amount of the Scholarship will be adjusted and the Scholar may be asked to repay any amounts already paid in fees or maintenance.
- 3.5 If the Scholar is required to undertake repeat study, the Scholarship Award will be suspended for the duration of this repeat study. However, the award will be re-instated once the student successfully progresses on to the next level in their study.

4. Leave of temporary absence

- 4.1 The Scholar must promptly inform the University if they need to take a leave of temporary absence for any reason e.g. illness, family or domestic emergencies, maternity, paternity or personal problems.
- 4.2 The scholar must follow the university regulations for taking a Leave of Absence; these can be found at www.keele.ac.uk/regulations/regulation10/
- 4.3 At the end of an approved period of suspension, the Scholar must contact the Scholarships and Bursaries Finance Team to confirm that they have re-registered. The University will arrange for normal payment of your Scholarship to resume.

Other reasons

- 4.4 If the Scholar is or is likely to be absent for any other reason the University may in its discretion allow a reasonable time of absence to enable the Scholar to deal with the issue and extend the period of the Scholarship providing the Scholar can show that they will be in position to complete the course of study within that extended period. The University will use this discretion sparingly and the Scholar will need to demonstrate that there are exceptional and extenuating circumstances justifying such temporary absence.

Unauthorised absence

- 4.6 Any periods of unauthorised absence will be reported to the academic school by the supervisor. The Scholarship may be suspended for this period and may be withdrawn until the reasons for the absence are made clear.

5. Withdrawal

- 5.1 Any periods of unauthorised absence lasting more than 15 days which are not subsequently explained or are not justified for one of the reasons set out in Clause 4 will result in the Scholarship being terminated and Clause 6 will then apply.

6. Suspension and Termination

- 6.1 The University has the right to terminate or suspend the Scholarship if the Scholar:
 - 6.1.1 permanently leaves or is withdrawn from their course of study at the University
 - 6.1.2 is absent from their course of study without authorisation;
 - 6.1.3 is absent for one of the reasons set out in Clause 4 but has failed without good reason to follow the authorisation procedure
 - 6.1.4 is absent for another reason but the University has refused to allow the Scholarship to continue.
 - 6.1.4 has been found to be in breach of the University's Regulations or Code of Conduct and told to leave the University.
 - 6.1.5 has been found to have secured the Scholarship through fraud or misrepresentation
 - 6.1.6 has been convicted of a criminal offence involving violence, sexual misconduct, race or hate crime, harassment or dishonesty or been made subject to an order restraining anti-social behaviour such that their presence at the University cannot be tolerated.
 - 6.1.7 has not satisfied the University that they can progress to the next level of study at the first sit unless the University is satisfied that there are mitigating circumstances in accordance with the University Regulations;
 - 6.1.8 owes any money to the University and have failed, without good reason, to comply with a payment plan;
 - 6.1.9 has breached any of the terms and conditions of the Scholarship or are no longer eligible.
- 6.2 The University reserves the right at its discretion to demand the repayment of any instalment or instalments (or part thereof) of the award made to the Scholar during the Academic Year in the circumstances set out in 6.1 above.
- 6.3 Without prejudice to any other remedies that the University may have, the University has the right to suspend payment of the Scholarship whilst determining whether or not a Scholarship should be terminated in accordance with clause 6.
- 6.4 The University has the right to suspend payment of The Scholarship in the circumstances surrounding clause 6.1.8 and the University has a right in such circumstances to use The Scholarship payment to set off against any monies that the Scholar may owe to the University. For the avoidance of doubt, if the Scholar owes money to the University, The Scholarship payment can be transferred directly to the University to settle or part settle any outstanding amounts.

7. General

- 7.1 The University reserves the right to vary these terms and conditions as it deems appropriate. The University will not change the terms and conditions without providing due notice to Scholars.

- 7.2 By accepting payment of a Scholarship, a Scholar is deemed to have accepted these terms and conditions.
- 7.3 The validity, construction and performance arising out of or in connection with these terms and conditions, their subject matter or formation shall be governed by English law and shall be subject to the non-exclusive jurisdiction of the English courts.
- 7.4 The University shall not be liable under or be deemed to be in breach of these terms and conditions for any delays or failures in performance which result from circumstances beyond its reasonable control, including without limitation any delays or failures by the Student Loans Company in processing Scholarship payments on behalf of the University.

Created date: June 2016

Reviewed date: November 2021