St Mary’s University Scholarships and Bursaries Policy 2016/17
Home/EU Students for entry in September 2016

St Mary’s University offers a wide range of financial support, given as cash payments or fee/accommodation waivers, through St Mary’s University Scholarships Scheme.

1. St Mary’s Scholarships 2016/17
Limited number of scholarships of £6,000 awarded as cash or fee waivers over 3 years to students who meet the criteria.

Successful applicants will be awarded the following:

Year 1: £3,000 as a cash award and/or tuition fee/accommodation fee waiver
Year 2: £2,000 as a cash award/tuition fee waiver
Year 3: £1,000 as a cash award/tuition fee waiver

Successful applicants studying on a part-time course will receive a cash award on a pro-rata basis calculated according to their FTE. For example students undertaking 60 credits of an undergraduate degree with a tuition fee liability of £4,500 would be eligible for an award of £1,500 at Level 1, £1,000 at Level 2 and £500 at Level 3.

To be eligible to apply for a St Mary’s Scholarship students must:

• have an assessed annual household income below £25,000, and
• have been offered a place on a full-time or part-time (minimum intensity of 25% of full-time degree) undergraduate degree course or foundation degree course, and
• be ordinarily resident in the UK or the EU at the start of their course, and
• have completed an Application for Student Support through the relevant awarding authority and agree that their financial information can be shared with St Mary’s University, and
• not be in receipt of full or part payment of fees through a sponsorship arrangement, and
• be entrants new to higher education in 2016, and
• make/have made St Mary’s University a firm choice, and
• register on an undergraduate/foundation degree course at St Mary’s University in September 2016

In addition, student applicants must fulfil one or more of the following criteria:

• be a student who has completed an Access course in 2015/16
• be a student with a disability in receipt of a Disability Living Allowance
• be a looked-after child/care leaver, or be a student receiving support from the Foyer Federation, and be 25 or under at the start of the academic year 2016/17
• be a Young Carer\(^1\) under the age of 24 at the start of the academic year 2016/17
• hold Refugee status
• be the first generation\(^2\) in the family to study in higher education
• be studying in 2015/16 in a school/college in one of the London Boroughs

\(^1\) Young carers are defined as “young people aged 14-24 who care, unpaid, for a family member or friend with an illness or disability, mental health condition or an addiction” (Carers Trust 2015, ‘Supporting Students with Caring Responsibilities’, (England version). Caring responsibilities may include practical tasks, physical care, personal care, help with medication, managing family budgets, helping with communication, support for siblings, emotional support.

\(^2\) neither parent studied at university or holds a higher education qualification

If the number of applications exceeds the number of scholarships to be awarded, priority will be given to students who fulfil the highest number of additional criteria and have the lowest assessed household income.

2. Academic Excellence Scholarships
Up to 30 Scholarships of £1,000 awarded, in the first year of study only, to UK & Republic of Ireland students who achieve at least AAB at ‘A’ level or equivalent and:

• have an assessed annual household income of less than £42,620, and
• have completed a means-tested assessment through the relevant awarding authority and agree that their financial information can be shared with St Mary’s University, and
• make/have made St Mary’s University a firm choice, and
• register on a full-time undergraduate/foundation degree programme at St Mary’s University in September 2016.

If the number of applications exceeds the maximum number to be awarded, these scholarships will be awarded to students who have the lowest assessed household income at the time of allocating the Scholarships.

3. Catholic Schools Scholarships
Up to 30 Scholarships of £1,000 awarded as cash in the first year of study only to students who are studying at a Catholic School or College in the UK or EU within a 3 year period prior to the 2016/17 academic year and who:

• have an annual assessed household income of less than £42,620, and
• have completed a means-tested assessment through the appropriate awarding authority and agree that their financial information can be shared with St Mary’s University, and
• make/have made St Mary’s University a firm choice
• register on a full-time undergraduate/foundation degree programme at St Mary’s University in September 2016
• are the first generation in the family to study in higher education.
If the number of eligible students exceeds the maximum number to be awarded, these scholarships will be awarded to students who have the lowest assessed household income at the time of allocating the Scholarships.

4. Care Leavers Scholarships
A cash award of £1,000 will be given to Care Leavers for each year of study and who:

- have been made an offer of a place to study on a full-time undergraduate/foundation degree programme at St Mary’s University, and
- are ‘looked after’ by a Local Authority, or receiving support from the Foyer Federation, and
- are 25 years of age or under at the start of the academic year 2016/17, and
- make/have made St Mary’s University a firm choice
- register on a full-time undergraduate/foundation degree course at St Mary’s University in September 2016.

5. Elite Sports Scholarships
Up to 20 Sports Entry Scholarships of £1,000 as a cash award in the first year of study, are available to full-time undergraduate and foundation degree students new to St Mary’s University in September 2016 who can demonstrate excellence in one of the sports identified by St Mary’s as a priority. Students will be expected to maintain their high levels of achievement in sport and to contribute to the ethos and Mission of the University, as well as acting as an ambassador for sport at St Mary’s.

To be eligible students must:

- Have been made an offer of a place to study on a full-time undergraduate/foundation degree programme at St Mary’s University
- Have reached junior international level or the equivalent at their chosen sport prior to joining St Mary’s,
- Make or have made St Mary’s University a firm choice
- Register on a full-time Undergraduate or Foundation degree course at St Mary’s University in September 2016

Evidence of achievement should be provided, together with the names of two referees, both of who must be involved in the area in which you are making your application. A signed written reference on headed notepaper, confirming your achievement and supporting your application must be obtained from each referee and included with your application in a sealed envelope.

Sports scholars must be prepared to represent St Mary’s in accordance with the demands and scheduling of their particular sport and as agreed with the Director of Sport

Please note that the Scholarships are entry scholarships and are given as cash awards in first year of study only.

If the number of applications exceeds the number of scholarships to be awarded, priority will be given to students who fulfil the highest number of additional criteria and have the lowest assessed household income.
6. St Mary’s Bursaries

A bursary of £1,000 paid as cash over three years, is available to all full-time undergraduate students with a household income of less than £25,000, as verified by the Student Finance assessment.

To be eligible to apply for a St Mary’s Bursary students must:

- Have an assessed annual household income below £25,000 - your consent to share must be activated on your Student Finance England account before 30th November 2016, and
- Have been offered a place on a full-time or part-time (minimum intensity of 25% of full-time degree) undergraduate degree course or foundation degree course, and
- Be ordinarily resident in the UK or the EU at the start of their course, and
- Have completed an Application for Student Support through the relevant awarding authority and agree that their financial information can be shared with St Mary’s University, and
- Make or have made St Mary’s University a firm choice, and
- Register on an undergraduate or foundation degree course at St Mary’s University starting in September 2016
- Be entering on a university-level course for the first time.

Students who register on a part-time undergraduate or foundation degree course will receive a bursary pro-rata to the percentage of full-time study at each level of the course.

If you are a UK or an EU student joining in September 2016 on full-time undergraduate course, you may be eligible for a St Mary’s Bursary. You do not need to make a formal application for the bursary, but you have to have a means tested application for Student Support through the relevant awarding authority and agree that your financial information can be shared with St Mary’s University.

St Mary’s will check your eligibility against the criteria listed above and based on the information you supplied during the application process to Student Loan Company. These checks will take place in early December 2016. In some cases, further verification may be required and we will write or email to notify you of this.

Appeals are judged on a case by case basis and students who are concerned about their Student Finance assessment are encouraged to contact St Mary’s Student Funding Service.

The bursary is subject to progression to the next level of study and will be paid as follows:

**Year One:** £500  
(Instalment of £250 paid on 7th January 2017 and 7th April 2017)

**Year Two:** £300  
(Instalment of £150 paid on 7th January 2018 and 7th April 2018)

**Year Three:** £200  
(Instalment of £100 paid on 7th January 2019 and 7th April 2019)

**Priority Rules for Scholarships**

Students may apply for as many scholarships as they wish, however they may only be awarded one.*

- In a case where students are eligible for more than one scholarship, priority will be given to the scholarship that awards the most funds. Where two scholarships are
for an equal amount, the choice of which scholarship to be awarded will be made at the university’s discretion. This choice will be non-negotiable.

- Students may be eligible but unsuccessful for a limited-number scholarship due to high number of applications. When there is more than one student eligible for an award, priority is given using the following criteria:
  - Students with disabilities and/or a history of care
  - Level of household income
  - Student Finance Criteria as shown on their application
  - Date of application

*Students receiving the Care Leavers Scholarship are eligible to receive another scholarship on top of this. Receiving the St Mary’s Bursary will not affect any students’ eligibility for any scholarship.

**Payment information**

Successful students will be eligible for the first instalment of the fee/ accommodation waivers and/or cash awards payments if they are in attendance on 1st January 2017 and the second instalment if they are in attendance on 1st April 2017 (see below).

**Tuition Fee Waiver**

<table>
<thead>
<tr>
<th>Students who are awarded an Tuition Fee Waiver will have their fees offset as follows:</th>
<th>% of fee waiver entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st instalment due date Sept 2016</td>
<td>0</td>
</tr>
<tr>
<td>2nd instalment due date Jan 2017</td>
<td>50%</td>
</tr>
<tr>
<td>3rd instalment due date April 2017</td>
<td>50%</td>
</tr>
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**Accommodation Fee Waiver**

<table>
<thead>
<tr>
<th>Students who are awarded an Accommodation Fee Waiver will have their accommodation fees offset as follows:</th>
<th>% of fee waiver entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st instalment due date Sept 2016</td>
<td>0</td>
</tr>
<tr>
<td>2nd instalment due date Jan 2017</td>
<td>£1,500</td>
</tr>
<tr>
<td>3rd instalment due date April 2017</td>
<td>£1,500</td>
</tr>
</tbody>
</table>

**Cash Payment**

All cash scholarships are paid in 2 instalments

- 1st Instalment 50 % will be paid on **6th January 2017**
- 2nd Instalment 50 % will be paid on **7th April 2017**
Withdrawal/Suspension of Study/Transfer

If a student in receipt of St Mary's Scholarship(s) decides to withdraw, suspend his/her studies or transfer to another University, or if the University terminates or suspends his/her course of study during the academic year 2016/17, the student entitlement will be as follows:

<table>
<thead>
<tr>
<th>Date of withdrawal/Suspension of Studies/Transfer</th>
<th>% of fee waiver/cash entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 31 December 2016</td>
<td>0</td>
</tr>
<tr>
<td>1st January 2017 to 31st March 2017</td>
<td>50%</td>
</tr>
<tr>
<td>1st April 2017 to end of academic year</td>
<td>50%</td>
</tr>
</tbody>
</table>

Where a student in receipt of a scholarship has suspended their studies and returns in the following academic year to complete his/her level of study, the student will be entitled to receive the balance of the fee waiver for the year of study as per the dates set out above.

Repeat Year Study

Where a student in receipt of St Mary's Scholarship(s) has to repeat any level of their study, the scholarship will be suspended until the student progresses on to the next level of their course, subject to meeting the criteria.

Additional information

The initial closing date for the academic year 2016/17 is Monday 1st August 2016. Applications received after that date will be considered, subject to availability. Incomplete applications will not be considered. Online application will be available to complete from January 2016.

Students can apply for one or more scholarship award.

For more information you can contact our Scholarships Office

Email: scholarships@stmarys.ac.uk
Tel: 020 8240 4031

Updated May 2016