UCLan Student Support Bursary Terms and Conditions

To be eligible for the **Student Support Bursary**, undergraduate students must meet the following conditions:

- Studying an Undergraduate degree
- Achieved a minimum of **80% attendance** across all modules

  'Attendance' refers to being an active participant in lectures. Students who record their attendance on the system, but do not contribute to class, are not considered to be in attendance.

- Enrol on the mandatory module **"Expect Respect: Harassment and Sexual Misconduct"**, accessed via the VLE
- Not eligible for the Student Support Bursary if you are (retaken or doing a resit modules)
- Submitted all assessments (if an Assessment Offence is proven, this assessment will be considered as a non – submission)

The eligibility of students will be assessed twice: at the end of their first trimester of study for that year, and again at the end of their second trimester.

If you qualify to receive the Student Support Bursary for your first trimester, the required attendance and assessment criteria would have to be maintained during the second trimester to qualify for the second payment at the end of your second trimester.

Payment

• For qualifying students, the payment will be £250 after the assessment results are confirmed for the first trimester, and £250 after results are confirmed for the second trimester.

• You will be notified by e-mail as to what date you can expect payment to be made.

• Should you qualify for the Student Support Bursary, you will be able to enter your bank details in a secure repository on VLE which will be used by Finance to make the payment. You will be solely responsible for ensuring the accuracy of these details. UGM Manchester will not be liable for any loss as a result of incorrect payment details.

The Student Support Bursary is only available to fee paying students studying a minimum of 60 credits per trimester. Students taking resits who are not paying tuition fees are not eligible.

Attendance Monitoring:

• It is students' responsibility to record their attendance following the correct attendance procedure. If students have queries about the attendance procedure, they should refer to the posters displayed around the university or speak to the iCentre.

• You can keep track of your in-class attendance through the VLE. This is updated on a daily basis.

• Please note that attendance must be recorded between 9:45am and 10:30am (if you have a lecture in the morning), 1:45pm and 2:30pm (if you have a lecture in the afternoon) and 5:45pm and 6:30pm (if you have a lecture in the evening). If you record your attendance outside of these times, you will be marked as absent.

• If you believe you are having a technical issue registering your in-class attendance via the VLE, please make an attendance enquiry through VLE for assistance: 'My Forms' -> 'Attendance Enquiry Form'.

Withdrawal from the Student Support Bursary:

UCLan London reserves the right to withdraw the bursary at any time if deemed necessary.

If a student is found to have recorded their attendance without being physically present in class, their attendance will be removed. If this occurs on multiple occasions, the student will disqualify themselves from that trimester's bursary.

Similarly, if any student is found to be recording attendance for someone else who is not physically present, they will also face consequences. This may include being disqualified from that trimester's bursary, dependent on the number of occasions the behaviour has occurred.

Ifa student has an outstanding balance with the university, their Student Support Bursary will be held until they have cleared the outstanding balance.

Ifyou have any enquiries about the bursary, please email the finance team at: **finance@london.uclan.ac.uk**