

# The University of Law Undergraduate Bursary

## Overview

This bursary intends to provide additional financial support to new full-time undergraduates on a face to face attendance mode programme, (excluding degree apprenticeships, online-only students (unless you receive a maintenance loan on the grounds that your disability prevents you from attending an 'in-person' course), and students repeating a year or transferring and repeating a year) who have a household income of "zero" (as calculated by your UK national student funding service).

## How much is the Bursary?

Awards are £1000 per academic year of the course (except during any year-long work placement) for every academic year your household income remains at zero.

## What are the eligibility criteria?

You need to:

- Have received an offer for one of our undergraduate degrees
- Not already be an undergraduate degree holder
- Be ordinarily resident in the United Kingdom and fulfil the residency criteria for maintenance support as well as tuition fee support
- Have your household income assessed by your UK national student funding service as zero and have agreed for this assessment to be shared with the University by 31st October (for students commencing their course in September) or 28th February (for students commencing their course in January.)
- *If in the second or subsequent year of your course, the household income as assessed by your Student Finance Service exceeds the qualifying level, you will no longer be eligible for the Bursary*

## How do I get my household income assessed if I do not want any student loans, or if I do not want the maximum student loan amount available to me?

It is possible to get your UK national student funding service to assess your household income without you having to take out any student loans, or the full loan available to you. How you do this depends on the UK national student funding service to which you apply and whether you have already made your student finance application. The Money & Housing Advice Team ([studentsupportfunds@law.ac.uk](mailto:studentsupportfunds@law.ac.uk)) can explain how to do this.

## What is 'household income'? And what does a household income of 'zero' mean?

To be eligible for the University of Law Undergraduate Bursary your household income must be assessed by your UK national student funding service as being 'zero'. 'Household income' means gross taxable income – for example earned income such as wages and unearned income on which tax is paid, such as income from investments and savings.

Generally speaking, **if you are aged under 25** at the start of an academic year your household income for that academic year means any gross taxable income of your parents, if they live together, or the income of the parent with whom you more normally live (and any partner who lives with them, e.g. a step-parent). **Any earned income of your own is ignored.**

There are some exceptions to this - for example:

- You are 'estranged' from both of your parents (this means that the relationship with both your parents has permanently broken down and you have no contact with them); or
- Neither of your parents can be reasonably contacted or are dead; or
- You are a care leaver; or
- You have supported yourself financially for the 3 years before the start of your course; or
- You are responsible for a child; or
- You are married or in a civil partnership.

In these circumstances you are classed as being independent of your parents, and your household income is assessed in the same way as for students aged 25 or over.

**If you are aged 25 or over** at the start of an academic year then **all your own earned income is ignored**, and only the gross taxable income of any partner with whom you live is taken into account (plus any unearned gross taxable income of your own). This means that if you are a single student aged 25 or over then your household income is likely to be zero, and you'll therefore be entitled to the Bursary.

Means-tested benefits such as Universal Credit are generally not taxable. This means, for example, that if the only income of your parent(s) or partner on whom you are assessed is Universal Credit, then your household income will likely be zero, and you'll therefore be entitled to the Bursary.

Your UK national student funding service will assess you on your household income from a previous tax year.

[What if my current household income is a lot less than it was in the previous tax year?](#)

If your household income in the current tax year (i.e. 6 April to 5 April) is or is likely to be at least 15% less than it was in the previous tax year – perhaps because a parent or partner has been made redundant – you can ask your national student funding service to assess you on your current tax year household income instead. This may mean you'll be entitled to more student funding, and/or may become entitled to the Bursary.

The Money & Housing Advice Team can explain how you can get your student funding service to assess you on your household income for the current tax year.

## How do I apply?

There is no separate application for The University of Law Bursary. If you follow these three steps the University will automatically assess your eligibility:

1. Apply for student finance through one of the following UK student funding services

[Student Finance England](#);

[Student Finance Wales](#);

[Student Finance Northern Ireland](#);

[Student Awards Agency Scotland](#).

2. Provide your household income to your student funding service.

3. Both you and your sponsors (e.g. parent(s), guardians or partner) must give consent to share your household income with the University. Your consent must be activated on your student funding service account before/on 31st October or 28th February dependent on the date you commence your course. For any queries on giving your consent please contact your national student funding service directly.

## When is the application deadline?

You must provide your household income to your national student funding service and your consent to share your household income with The University of Law by 31st October or 28<sup>th</sup>/29<sup>th</sup> February as applicable. If you do not do this, you will not be eligible for a bursary for the entire duration of your undergraduate course at The University of Law.

## When will I know if I will receive the Bursary?

If you meet the eligibility criteria, you will be allocated the Bursary and you will receive written confirmation to your University email address in December or March as applicable.

Please contact our Money and Housing Team at [studentsupportfunds@law.ac.uk](mailto:studentsupportfunds@law.ac.uk) if you think you meet the bursary eligibility criteria but haven't received the email communication by January or April as applicable.

If you want to dispute a decision on eligibility, contact Student Finance England or the equivalent to be re-assessed.

## When will I receive payment of the Bursary?

Payments will be made in two equal instalments during your academic year.

If you are commencing your course in September, the Bursary instalment may be accessed via the Portal in January and April of each academic year.

If you are commencing your course in January your Bursary instalment may be accessed via the Portal in April and September of each academic year.

You will be sent instructions to your University email account as to how to access the Portal and the available bursary amount. You must withdraw the entire available Bursary amount within 90 days of it becoming available to you in the Portal.

You must remain enrolled on your course throughout the academic year to retain the Bursary.

#### How is the Bursary treated for welfare benefits purposes?

Your bursary should be ignored as income for means-tested benefits such as Universal Credit and Housing Benefit.

#### What if I defer/withdraw/intermit or have 'dormant' status?

Students must remain enrolled throughout the academic year to retain the Bursary. If you are not enrolled as a full-time student – e.g. because you intermit, have not progressed to the next year of your course, or transfer to a part-time course – you will not receive any Bursary instalments due to be paid to you at a time when you are not enrolled on a full-time course at the University.

If you are eligible for a Bursary and you subsequently decide to defer your place on your course, you will no longer be eligible for the Bursary. A new assessment of your eligibility for the Bursary will be carried out when you start your new course.

#### Where can I get further information about the Bursary?

If you have any questions about the Bursary our Money & Housing Advice Team can help – email them at [studentsupportfunds@law.ac.uk](mailto:studentsupportfunds@law.ac.uk)

Please also see the [terms and conditions](#) for The University of Law Undergraduate Bursary.