

## Terms and Conditions for The University of Law Undergraduate Bursary

These terms and conditions (these “**Terms**”) apply to The University of Law Undergraduate Bursary available to students of The University of Law Limited (No. 07933838) (the “**University**”) who are commencing their undergraduate courses on or after 1<sup>st</sup> September 2024 (excluding Apprenticeships). These Terms cover the process of allocation and eligibility requirements for the University of Law Undergraduate Bursary (the “**Bursary**”) and your and the University’s respective obligations.

By meeting the eligibility criteria for this Bursary and accepting the University’s requirement to share your information in accordance with paragraph 3, you accept and agree to be bound by these Terms.

For the avoidance of doubt, you remain bound by these Terms and the financial and contractual obligations of the University’s terms and conditions applicable to your enrolment on a course with us which are available on the website at [www.law.ac.uk](http://www.law.ac.uk) (the “**Student Terms and Conditions**”).

Please particular attention to paragraphs 3, 4, 8, 10, 12, 17 and 20 of these Terms.

### The Bursary

1. The Bursary is available to those students who meet the eligibility criteria in paragraph 4 for the duration of their course. Students’ eligibility for the Bursary is assessed annually.
2. The Bursary is a £1000 payment per academic year for the duration of an eligible students’ undergraduate course (except during any year long work placement), administered in two equal payments in each academic year. Please see paragraph 7 below for further information.
3. Please note that the Bursary amount must be accessed using a portal managed by an external third party (the “**Portal**”). To facilitate payment of the Bursary to you, the University will need to provide your name, Student Reference Number and University email address. Please note that if you do not agree to the University sharing this information, the University will not be able to facilitate payment of the Bursary to you and you will forfeit the Bursary. If you wish to refuse to share your information and forfeit the Bursary please contact [studentsupportfunds@law.ac.uk](mailto:studentsupportfunds@law.ac.uk) within 7 days of receiving these Terms. If we do not receive such confirmation from you, and you are

assessed to meet the eligibility criteria, the University will proceed to arrange payment of your Bursary via the Portal.

### **Eligibility for the University of Law Bursary**

4. To be considered eligible for the Bursary you must meet the following eligibility criteria (the “**Eligibility Criteria**”):
  - (a) be enrolled at the University on a face to face, attendance mode undergraduate degree programme (excluding all Apprenticeships) as a full-time student, or on an online undergraduate degree programme and in receipt of the student maintenance loan as a full-time student;
  - (b) not already be an undergraduate degree holder;
  - (c) be ordinarily resident in the United Kingdom (i.e. not an international student) and fulfill the residence criteria for maintenance support from your UK national Student Finance Service listed in paragraph 5 (a) below;
  - (d) have your household income assessed as “Zero” (as defined by your UK national Student Finance Service), and have agreed for this assessment to be shared with the University by either:
    - i 31 October 2024 (for students commencing their course in September 2024) or
    - ii 28 February 2025 (for students commencing their course in January 2025).

### **Application, Selection and Notification Process**

5. You do not need to apply for the Bursary. In order for the University to automatically assess your eligibility you will need to do the following:
  - (a) apply for Student Finance through one of the following UK national Student Finance services:
    - i. [Student Finance England \(SFE\)](#);
    - ii. [Student Finance Wales](#);
    - iii. [Student Finance Northern Ireland](#); or
    - iv. [Student Awards Agency Scotland](#).
  - (b) provide your household income to your national Student Finance service on or before either 31 October 2024 (if your course commences in September 2024) or 28 February 2025 (if your course commences in January 2025).
  - (c) both you and where relevant your sponsors/parents/partner/guardians must give consent to share your household income with the University. Your consent must be

activated on your national Student Finance service account on or before 31 October 2024 (if your course commences in September 2024) or 28 February 2025 (if your course commences in January 2025). For any queries on giving your consent please contact your national Student Finance service directly.

6. You must provide your household income to your national Student Finance service and your consent to share your household income with the University in accordance with paragraph 5. If you do not do this, you will not be eligible for a bursary for the duration of your undergraduate course at the University.
7. If you meet the Eligibility Criteria you will be allocated the Bursary and you will receive written confirmation to your University email address either in December 2024 for students commencing their course in September 2024, or in March 2025 for students commencing their course in January 2025. Please contact [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 2025 (for September start students) or April 2025 (for January start students) as applicable.

### **Payment of your Award**

8. If you are assessed as eligible for the Bursary, payment of your Bursary will be made by the University via the Portal.
9. You will be sent instructions to your University email account as to how to access the Portal and the available Bursary amount. You will receive an email asking you to log in to the Portal and confirm the amount you wish to withdraw and the bank account you wish for it to be paid to. It is recommended that you access the Portal from a smartphone and use your bank's application ('app') to confirm your bank details to enable payment. If you do this you will also need to provide a mobile phone number that you have access to to receive a text message as part of the two-factor authentication system.
10. Bursary payments are made in two equal instalments during your academic year. For students commencing their course in September 2024 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 2025 your Bursary instalment may be accessed via the Portal in April and September of each academic year. You must remain enrolled on your course throughout the academic year to retain the Bursary.
11. You must withdraw the entire available Bursary amount within 90 days of it becoming available to you in the Portal. Please note that if you do not do so, you will forfeit any

amount that you did not withdraw. In addition the University may cancel your Bursary award and you will forfeit any entitlement to future Bursary payments.

**What happens if you are allocated a Bursary but decide to: defer, transfer or intermit your place on a course?**

12. 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.
13. If you are eligible for a Bursary and you subsequently decide to intermit your place, you may remain eligible for the Bursary on your return to your course however no further Bursary payments will be made until you return to your course. Please note however that if you repeat an academic year, you will not receive the Bursary for the repeated year.
14. If you transfer your course, you will continue to be eligible for the Bursary only if you transfer onto another eligible programme.

**What happens if you are allocated a Bursary but decide to: cancel or withdraw from your place on a course?**

15. If you have been given a Bursary but you then decide to cancel or withdraw from your place on your course, you will cease to receive Bursary payments.

**What happens if your household income changes?**

16. We assess your eligibility for the Bursary annually and use the household income as at 31 October (for students commencing their course in September) or 29 February (for students commencing their course in January) of the year in which your eligibility for the Bursary is assessed. 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 and you will no longer receive any further Bursary payments. However if this should occur please note that you will not be asked to re-pay to the University any Bursary payments previously made to you.

## Use of your personal data

17. You are subject to the University's Data Protection and Privacy Policy and Data Retention Policy set out on its website at <https://www.law.ac.uk/policies/>. By providing your information to your national Student Finance service and accepting the University's requirement to share your information in accordance with paragraph 3, you are giving the University permission to use your personal details for purposes including:

- (a) awarding the Bursary; and
- (b) sharing your personal information with an external third party in order to facilitate payment of your Bursary.

## General

18. These Terms (including any non-contractual obligations arising out of or in connection with these terms) are governed by English law and are subject to the exclusive jurisdiction of the English courts.

19. The University may be responsible to you for foreseeable loss and damage caused by the University. If we fail to comply with these Terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking these Terms or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with us during the application process.

20. We do not exclude or limit in any way our liability to you where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; for fraud or fraudulent misrepresentation.

21. You must notify the University immediately of any change in your circumstances which may affect your eligibility to receive the Bursary. If you fail to do so, or provide any information which in the University's opinion is inaccurate, incomplete and/or misleading the University will be entitled to recover or adjust (as appropriate) any

associated Bursary. The University shall also be entitled to recover or adjust any Bursary given in error.

22. The University reserves the right, with reasonable cause, to exclude applicants from a course and/or withhold Bursaries for violating any of these Terms and/or any other applicable University policies or terms and conditions including (without limitation), the Student Terms and Conditions. The University policies are available on the University's website at <https://www.law.ac.uk/policies/>.
23. The University reserves the right to amend these Terms at any time. Any amendments will be published on the University's website and notification given to you of any such changes that affect you.
24. Even if the University delays in enforcing these Terms, the University can still enforce them later. If the University does not insist immediately that you do anything you are required to do under these Terms, or if the University delays in taking steps against you if you break these Terms, it will not mean that you do not have to do those things or prevent the University from taking steps against you at a later date.
25. The University is The University of Law Limited (with company number 07933838) whose registered office address is 2 Bunhill Row, London EC1Y 8HQ.