

# University of Hull Undergraduate Studentship Policy 2019/20

## First year entrants in 2019/20

### Background principles

This policy and procedural document aims to clarify the purpose, eligibility and conditions for undergraduate *University of Hull Studentship* available to new students at the University of Hull (the University) in 2019/20 (hereafter referred as the Studentship).

The University of Hull Studentship aims to provide financial support to entrants who come from backgrounds of low residual household income (RHI). This positions the Studentship as part of our commitment to fair access, in line with government direction.

A number of key criteria make certain courses and individuals ineligible for these awards.

If you have any questions regarding these awards please contact the University's Access, Funding and Support Office by emailing [hefunding@hull.ac.uk](mailto:hefunding@hull.ac.uk).

### 1. Summary of Award

The Studentship is worth £1,000 in the first year of study only, and is awarded to students with a household income of less than £25,000.

### 2. Eligibility for an Award

To receive a Studentship students must have been assessed by the University as being required to pay tuition fees at the Home/EU student rate of £9,250.

The following groups of students are not eligible for the Studentship:

- Students transferring in from another institution
- Students who have previous experience of university study, including any level 4 course
- Students from Scotland, Wales, Northern Ireland, Channel Islands or the Isle of Man
- Postgraduate students
- International students (outside the EU)
- Students whose RHI has not been assessed by Student Finance England, or who have elected not to share this with the University

Students undertaking the following programmes are also not eligible for a Studentship:

- A Foundation Year, or progressing from a Foundation Year to an undergraduate degree
- A Foundation Degree or Top-Up Degree
- Programmes where admission is not administered exclusively by the University of Hull
- Students entering courses funded by or supported through the NHS\*

\*Social Work students are eligible to receive a Studentship while they are not in receipt of an NHS Bursary.

Residual Household Income (RHI) is calculated by Student Finance England. For undergraduate 2019 entry Student Finance England will automatically use the tax year April 2017 to April 2018 for RHI assessments. If household income has dropped by at least 15% students, parents or partners can give an estimate of their RHI for the April 2019 to April 2020 tax year by completing a 'Current year income assessment form' (CYI form), available from Student Finance England. If a student or their sponsor does not give Student Finance England permission to share their household income with the University the student will not be considered for the Studentship.

Previous HE includes all previous university study (whether complete or incomplete), including any level 4, 5 or 6 course; Foundation Years and Foundation Degrees. The only exception to this are University of Hull Foundation Years and the University Certificate in Health and Social Care Practice.

### 3. Applications

Studentships will be automatically awarded and do not require an application or selection process provided students and their sponsors have consented to share their RHI via Student Finance England.

Consideration for the Studentships is automatically completed at the beginning of the academic year for those who have met the eligibility criteria. Eligible students will be notified as they are identified.

### 4. Payment of Awards

Students may choose to receive their Studentship in cash, as an accommodation discount (for University owned or managed accommodation only) or as a tuition fee waiver.

Students electing to receive cash payments will receive instalments on the following dates:<sup>1</sup>

5 December 2019 (25% of award)

30 January 2020 (25% of award)

30 April 2020 (50% of award)

In order to receive cash payments students must provide bank details via the MyHull portal when prompted.

Where a Studentship is awarded after an instalment date has passed this instalment will be paid within ten working days of the date the award was made.

Where a student has outstanding debts to the University any Studentship payment will be released only when these debts have been paid. Studentship payments can be used to reduce any debt to the University at the student's request.

Please note a Studentship award may be considered as income received for the purposes of any application to the University's Hardship Support Fund.

### 5. Duration and Continuation of Award

Studentships provide financial support during the first year of study. However:

- Students will not receive any Studentship award for periods of study (e.g. repeated years) for which awards have already been made
- Student withdrawal from study ends all entitlement to further payments from the date of formal withdrawal

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<sup>1</sup> These dates apply for students commencing their studies in September 2019. Students commencing their studies at other times of the year will be provided with equivalent dates.

- Students who have suspended their studies will remain eligible for the remainder of the award upon return to study, providing they continue to satisfy eligibility and progression criteria

Any student providing the University with false information for the purpose of gaining funding they are not entitled to will render themselves unfitted for support. No further financial awards will be made, and any awards already held will be rescinded.

## 6. Appeals

Any student who believes (s)he has been unfairly excluded from an award (or part of it) has the right to appeal. Appeals must be made during the relevant academic year. Awards cannot be backdated to previous years of study. For information on appealing see Appendix 1.

## 7. Responsibilities

The University's Pro-Vice Chancellor (Research and Enterprise) has overall responsibility within the University for the implementation of this policy.

Management of the various elements of the awarded Studentships resides with appropriate departments across the University.

## 8. Scope of this Policy

This document refers explicitly to arrangements for Studentships awarded to those entering the University in 2019/20.

## Appendix 1: Appeals Procedure Relating to Scholarships, Studentships and Bursaries

If you believe you are entitled to a financial award you have not received you may have the right to appeal.

You cannot appeal to the Access, Funding and Support Office regarding academic procedures, for example if you are unhappy with the mark you have received in an assessment or module.

### Before you appeal

Before appealing you must:

1. Check you fulfil the eligibility criteria for the award.
2. Email [hefunding@hull.ac.uk](mailto:hefunding@hull.ac.uk) to address any initial queries.

### How do you know if you can appeal?

You can appeal when you think you meet all of the eligibility criteria and have provided evidence where appropriate.

### When you can't appeal

You can't appeal when:

- You don't meet the eligibility criteria
- You have been asked to provide evidence that you meet the eligibility criteria and have not done so
- You have already appealed and received a decision, and your circumstances haven't changed

### Who can appeal?

Appeals must be made by the University of Hull-registered student. Someone else cannot appeal on your behalf.

### Deadline for appeals

Appeals must be made no later than 8 weeks prior to the end of the academic year.

### How to appeal

Appeals should be made in writing to the Access, Funding and Support Office Co-ordinator. Appeals must include your name, contact details, student number and course. You should state in your appeal why you believe that you are eligible for the award in question.

You can email your appeal to [access@hull.ac.uk](mailto:access@hull.ac.uk) or post it to:

Access, Funding and Support Co-ordinator  
Access, Funding and Support Office  
The University of Hull  
Hull  
HU6 7RX

### What happens next?

Your eligibility for the award will be checked and your appeal will be considered within 2-4 weeks. You will be notified of the outcome of your appeal via an email to your University email account.

The possible outcomes are:

- You are not eligible for the award and the reason for this will be communicated to you
- If there is missing information or evidence which is required in order to assess your eligibility you will be asked to ensure that the required information is supplied
- You may be eligible for the award and will be notified of how it will be paid
- You may be directed to other sources of support

If you are unhappy with the appeal decision your case will be reviewed by the Director of Student Recruitment and Marketing, whose decision is final.

### Withdrawing your appeal

You can withdraw your appeal at any time by writing to the Access, Funding and Support Office.