

UK Undergraduate Student Parent Bursary

Terms and Conditions

August 2023

1. The Student Parent Bursary Scheme is provided by the University to assist:

- Full-time UK Undergraduate students who:
- have dependent children under 18 living with them on a full-time basis and;
- who have household income of £35,000 or less.

2. Postgraduate and overseas students are not eligible to apply for the Student Parent Bursary.

3. UK undergraduate students are not eligible to apply for the Student Parent Bursary during a placement year

4. It is your responsibility to provide us with **honest and accurate information**. We may refer you to the [University disciplinary procedure](#) if we find that your application is **fraudulent and you have deliberately omitted information**.

5. We aim to provide you with an outcome within 15 working days if you have provided a fully completed application form and all relevant supporting documentation. We cannot guarantee that your outcome will be provided within this timeframe if you have not completed your application in full and we have to contact you to ask for further supporting documentation.

6. To allow us to fully assess your eligibility for a Student Parent Bursary you must upload the required finance entitlement notification as well as birth certificates for all of the dependent children under 18 listed on your application form.

7. To be eligible to apply for support you must meet the conditions outlined in bullet-point 1 and must:

- have applied to the relevant assessment authority (e.g. Student Finance England or equivalent) for income assessed student finance and;
- be in receipt of income assessed student finance for the 2023/24 academic year.

Queries about the level of your household income must be raised with the relevant assessment authority, not the Student Financial Support Team. Under no circumstances can the Student Financial Support Team undertake household income assessments.

8. NHS funded students can be considered for the Student Parent Bursary but must submit a copy of their 2023/24 NHS entitlement notification with their application form.

9. A bursary of £1,000 per year will be payable to students who have a household income of £25,000 or less.

10. A bursary of £500 per year will be paid to students who have a household income of £25,001 to £35,000.

11. No Student Parent Bursary is payable if household income is above £35,000.

12. The Student Parent Bursary will usually be paid in two instalments during Term 1 and Term 2. If you apply for a Student Parent Bursary after February you will usually receive your bursary in one payment if eligible for support.

Get in touch: student.fin-supp@newcastle.ac.uk

Monday to Friday 9am to 5pm

13. Student Parent Bursary payments are made by BACS credit transfer and will only be paid to a bank account held by you and not to another person's account. It is your responsibility to upload your bank account details to S3P before submitting a Student Parent Bursary application.
14. Only one Student Parent Bursary will be paid per household / family per year. The value or number of bursaries payable is not determined by the number of children you have.
15. If you have a spouse or partner who is also a registered student at Newcastle University and who also meets the eligibility criteria for the Student Parent Bursary only one of you is eligible to apply for and receive a Student Parent Bursary.
16. If you withdraw or suspend during the academic year you will have any future bursary instalment(s) cancelled. You will not usually be asked to repay any instalment(s) that have already been processed and paid to you.
17. If you are required to attend your full-time course on a part-time basis you will receive a *pro-rated* bursary based on the amount of tuition fee you are liable to pay, if you meet the eligibility criteria of the Student Parent Bursary Scheme.
18. You can only apply for a Student Parent Bursary once in any academic year. Repeat applications for support cannot be considered
19. If you apply for a Student Parent Bursary in a subsequent academic year you will need to complete a new application form and provide supporting documentation again.
20. You will only be considered for the bursary for one additional year if you transfer course or need to repeat a year of study.
21. The Student Financial Support Team's decision about the Student Parent Bursary is final. Appeals will not be considered.
22. The data you provide will be processed in line with the GDPR and the Student Health and Wellbeing Privacy Notice which can be found at www.ncl.ac.uk/wellbeing/about/policies-procedures/ Identifiable data will not usually be shared with third parties (separate legal entities to the University) without your explicit consent, except when the University is required to by law. On rare occasions, where it is suspected there is involvement in criminal activities such as money laundering, fraud or funding of terrorism we will report this to the police. Data will be stored in accordance with the University's Records Management Policy. The University is required to appoint an auditor who has a right of access at all reasonable times to the books, records, accounts and vouchers of the University; this is part of the University Statutes, which are passed by Privy Council and have the force of law. Any expenditure by the University including hardship loans and awards must be recorded and retained for audit purposes. We will be unable to erase your data until the retention period (6 years + current year) has ended.

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