**Terms & Conditions of 1916 Bursary**

**2017/18 Funding Allocation**

Congratulations! You have been awarded the 1916 Bursary for the duration of your studies and will shortly be receiving the first instalment. In accepting this Bursary, you are required to fulfil certain terms & conditions as outlined below. Please read carefully as failure to comply / accept the terms & conditions will render this Bursary invalid.

**The following outlines the terms & conditions attached to this funding.**

* The Bursary recipient will be awarded €5,000 in instalments throughout the academic year for the duration of their undergraduate studies (maximum of 4 years for full-time students and 6 years for part-time students)
* Students must provide details of their bank accounts to the University.
* Bursaries will be transferred directly into the student’s bank account.
* Bursary holders will be expected to fulfil the regulations of their college/institution and to undergo any examination/assessment as determined by the authorities of their college/institution for their course.
* Bursaries may be renewed where it is confirmed by the appropriate authority in the institution that the holder has progressed to the next year of their course, following the successful completion of all parts of the course as required during the previous academic year, subject to the normal duration of the approved course
* Bursaries may *not* be paid in respect of a repeat period of study on the same course or a repeat period of study on a different course at the same level of a course approved for the purposes of this Bursary fund. The institution may waive this rule where there are *exceptional* circumstances such as certified serious illness in accordance with guidelines agreed by the cluster
* A bursary holder who, during the course of his/her studies wishes to defer his/her bursary for one academic year and for that period only, must obtain the prior written approval of their institution, and must be reported accordingly to the HEA, though the lead institution (DCU).
* The lead institution may terminate a bursary at any time, where the bursary holder no longer meets the terms and conditions of the bursary fund.
* Students are *not* entitled to receive the 1916 Bursary in conjunction with any other bursary, scholarship or award of similar description.
* Students *can* hold the 1916 Bursary and the student grant simultaneously, where they meet the eligibility conditions of the student grant scheme. The 1916 Bursary will be an income disregard for the purposes of ‘reckonable income’ in the student grant scheme.
* Students can apply for financial assistance through the Student Assistance Fund (SAF) and/or the Fund for Students with a Disabilities (FSD).
* The 1916 Bursary will be an income disregard for the purposes of means tested social welfare payments.
* The bursary will have no impact on the individual’s Department of Social Protection (DSP) social welfare payment. It will therefore be paid in addition to the income supports the individual is receiving from the DSP.
* Students on Back to Education Allowance (BTEA) can get the bursary without it having any impact on their BTEA entitlement.
* Funding from the Bursary will be disregarded for all means tested social welfare payments.
* Students will attend / participate in publicity events related to the Fund, if required

**Consent:**

As the 1916 Bursary Fund is a joint venture between DCU, DkIT, AIT and MU (‘The Cluster’) the institutions will be required to share data provided by the student in order to a) assess the applications and b) consider any appeals. Information will also need to be supplied to the Higher Education Authority (HEA), as the funding authority, to allow them monitor and quality control the funding allocation and impact of the bursaries. Explicitly,

* **The Cluster** will collate the applications and data associated to the applications and keep on file for the duration of 10 years
* **The Cluster** is the Data Controller for the information obtained
* Information will be used to
  + ensure that the Bursary Fund is being appropriately allocated to the named socio-economically disadvantaged groups
  + monitor academic progress and impact of the bursaries
  + inform future funding and student support initiatives
  + reporting to the HEA

Scholarship recipients have the right to access their personal data, to have inaccuracies corrected, to withdraw their consent at any time. The withdrawal of consent will, however, render this contract null and void and lead to the withdrawal of the bursaries immediately.

**Furthermore**

* Students will take part in meetings with a Student Advisor, as scheduled by the Advisor in the institution, throughout the year, in order to monitor progress (at least twice)
* Students will allow Student Advisers access to their examination results in order to monitor progression
* Bursaries will be allocated in instalments throughout the academic year.

**I hereby agree to the Terms & Conditions as outlined in this document**

|  |  |
| --- | --- |
| Student’s Name (please print) |  |
| Student Number |  |
| Programme of Study |  |
| Signature |  |
| Date |  |

**Renewal of Bursaries – Repeat Students**

In exceptional circumstances, students will be awarded a Bursary for ***one*** repeat year of their studies. Students must apply for a bursary by September 1st of the Repeat Year for funding for the repeat year and will need to satisfy the following criteria:

* Exceptional Circumstances such as:
  + Medical (documentation required from GP, Hospital, Consultant, outlining that they were unable to continue with their studies for medical reasons. Exact dates of illness must be supplied)
  + Personal circumstances (difficulties in the family home / personal difficulty). Documentation to be supplied by GP/Guards/Social Worker/other professional
* Engagement with the Institution:
  + Students will be expected to have engaged with the institution in line with the terms & conditions of their Bursary and attended the scheduled meetings
  + Students will be expected to have informed the institution in a timely manner as soon as possible after the difficulty arises

**Students will be expected to have engaged with the University and availed of services and/or supports where available. Students who do not engage / make reasonable efforts to engage in academic life, will not have a repeat period funded.**

**Process:**

* A ‘Repeat Funding’ cross-institutional sub-group will be formed for the purpose of assessing all repeat funding applications
* The HEA will be informed of the agreement of the Cluster to fund a repeat year for a student and the process involved in assessing the application