



**Terms and Conditions**  
**Swansea University Sanctuary Scholarship**  
**2022-23**

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## 1 Scope

- 1 This document outlines the full terms and conditions of this scheme and you should read these before you complete and submit an application.
- 1.1 These terms and conditions apply to Postgraduate Taught (PGT) Masters students taking up a place of study in 2022. Applicants must hold the status of:
- Asylum Seeker or child of an Asylum Seeker (a person who has made a claim within the UK for refugee status) or,
  - UK Limited/Discretionary Leave to Remain or,
  - Humanitarian Protection\* \*(but do not meet residency requirements to ensure eligibility criteria for statutory financial support from the Welsh Government).
- 1.2 Applicants must reside in the Swansea district (evidenced by postcode). Please note that if the applicant moves/ is moved from the Swansea district after commencing study, the Scholarship award will still apply as long as the student is able to transport themselves to/ from university using the bus pass provided.
- 1.3 The allocation of the bursary is competitive and so not all applications received may be successful. There is 1 post graduate taught masters scholarship available and it will consist of:
- Tuition Fee Bursary for each year of study (Students classified as International – see section 3.1; also
  - Annual bus pass to cover the Swansea Bay area;
  - Annual dining card worth £28 per week x 52 weeks per year up to £1,456 - pro rata for part time students.
  - A laptop that will be allocated in the first year of study and is expected to be utilised for the duration of study (to be returned on completion of course/ exit from course).
  - Discretionary costs associated with the course, including books and equipment.

## 2 Eligibility criteria and definitions

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| <b>Eligible Postgraduate Taught programmes</b> | An eligible PGTM programme is a full time or part time programme (other than those listed below) leading to an MSc/ MA / LLM qualification, with a maximum duration of one year for a full time programme or three years for a part time programme. Part time programmes must be studied at a minimum of 33% intensity (e.g. a programme which would take one year if studied full time can take up to two or three years if studied part time).   |
| <b>Excluded Postgraduate Taught programmes</b> | These programmes are NOT eligible for the Sanctuary Scholarship: Postgraduate Certificate, Diploma, LPC, PGT programmes that are studied over a period of more than 33% of its full time equivalent, PG programmes that are franchised and studied by distance learning are also not eligible for this scholarship, all NHS sponsored Masters degree programmes, including Nursing, Healthcare Science, Medicine are not eligible. Courses that include travel abroad and/or work placements are not eligible. |

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| <b>Application for study</b>             | <p>You must have made an application and received an offer to study an eligible programme at Swansea before you can apply for a Swansea University Sanctuary Scholarship.</p> <p>English language requirements will apply:<br/> <a href="https://www.swansea.ac.uk/admissions/english-language-requirements/">https://www.swansea.ac.uk/admissions/english-language-requirements/</a>.</p>   |
| <b>Immigration Status</b>                | <p>An eligible immigration status can be one of the following if you have it in your own right or as a dependent of someone with this status:</p> <ul style="list-style-type: none"> <li>• UK Asylum Seeker</li> <li>• UK Limited/Discretionary Leave to Remain (as result of an Asylum application)*</li> <li>• Humanitarian Protection*</li> </ul> <p>*but do not meet residency requirements and thus eligibility criteria for Welsh student funding</p> <p>You must hold this status prior to your application for study at Swansea University. Immigration status needs to be confirmed and verified prior to application in order for the application to be deemed eligible, and successful award holder(s) will be required to reconfirm status prior to enrolment. It is the duty of the successful award holder to inform us of any change in immigration status (and failure to do so may result in the award/ application being withdrawn).</p> |
| <b>Ineligible courses/modes of study</b> | <ul style="list-style-type: none"> <li>• NHS sponsored courses.</li> <li>• Courses that include travel and/or study abroad.</li> <li>• Courses that include work placements and / or overseas travel.</li> <li>• Distance Learning courses.</li> <li>• Graduate Entry Medicine (partly NHS Funded).</li> </ul>   |

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| <b>UK Postgraduate Taught student loans</b> | If you are eligible to access UK PGT loans from the UK government then you cannot apply for this scheme. |
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### 3 Application

- 3.1 To be eligible to be considered for one of the bursaries, you need to:
- Meet the eligibility criteria in relation to your immigration status
  - Have applied for and received an offer of study for an eligible programme (see above)
  - Not be eligible to apply for statutory funding for students from the UK government, specifically UK student loans
  - Have submitted a Sanctuary Scholarship application by the published deadline
  - Meet all of the conditions of the academic offer to be able start your studies.

- 3.1.a. By applying for the scholarship you are acknowledging awareness of and agreement with the following conditions:
- The Scholarship Award is an open ‘competition’
  - If you are awarded a Sanctuary Scholarship but you do not meet all your academic conditions to be able to start your course, then your Scholarship offer cannot be deferred to another year.
  - If you do not meet all your academic conditions but are allowed to defer your course entry start date to achieve the conditions, you must submit a new Sanctuary Scholarship application.
  - If you meet your academic course conditions, but are not awarded a scholarship, you can still start your studies on a self-funded basis. You will be asked to complete a Tuition Fee assessment form and International Tuition Fee rates may/ will apply.

- 3.2 It is the University’s responsibility to identify potential award recipients on the basis of information provided in your scholarship and study applications. The University cannot be responsible for any errors or omissions in the information supplied to it and on which eligibility decisions are based. The University’s decision on the interpretation of eligibility criteria is final and there is no right of appeal.

You must comply with all requests for additional information to establish your eligibility on the timeframes specified and you must submit any evidence requested by deadlines.

Once a decision has been made on an applicant’s eligibility to apply for the Scholarship (Stage 1), unsuccessful applicants will be given the opportunity to appeal the decision. Stage 1 application appeals must be made within 3 working days of the applicant receiving the notification email, and applicants must be able to provide relevant supporting evidence as part of the appeals process (where applicable). Failure to provide relevant supporting evidence and/ or to make the appeal in writing within the specified 3 working day timeframe will result in the appeal being rejected. Appeals made after the 3 working day timeframe will not be accepted.

- 3.3 You should complete the relevant Sanctuary Scholarship application form which will be made available on the website.

- You will be notified by email if your application does not meet the eligibility criteria when applications open for submission, and only if you have received an offer to study for an eligible PGT programme.
- If the PGTM programme that you hold an offer for is one of the ‘ineligible’ programmes listed above then your application will not meet the eligibility criteria and you will be informed.
- Incomplete applications will not be considered.

- 3.4 The deadline for Sanctuary Scholarship applications will close at 4pm on Thursday 30<sup>th</sup> June, 2022. We reserve the right to extend this date in order that this scheme may be allocated before the start of the 2022 academic year.

3.5 Applicants must meet ALL of these strict eligibility criteria and be in a position to verify their circumstances in order apply. Applicants who do not meet all the criteria will not be considered for the scholarship.

3.6 The University reserves the right to review application closing dates to ensure the allocation of awards is met in full where possible.

## 4 Selection

4.1 Selection will be based on your supporting statement submitted in your scholarship application and other contextual information, *specifically your references*, provided in your application to study at Swansea University.

4.2 A selection panel will meet to consider all eligible applications and allocation of this fund. This will normally comprise a representative from the University's Senior Management Team, a member of the academic staff team, a representative from the local asylum seeker community and/or a member from a local asylum seeker support group or agency, an elected member of the Student Union, a representative from the University's professional services team.

4.3 You cannot be considered for an award if you have not submitted a completed scholarship application along with any relevant supporting evidence, within the application deadline. All awards are discretionary and limited in number, so even if you meet the criteria you are not guaranteed to receive one.

## 5 Additional Funding Support

5.1 This funding scheme is only open to you if you are **not** eligible for UK Government funding such as PGT loans or any other significant sponsorship funding towards your fees and living costs. The University reserves the right to vary this policy in particular individual circumstances, where the additional funding received may be limited. The University reserves the right not to allocate, or to withdraw and seek repayment of your fee bursary and study bursary, if you already have, or are later awarded a bursary or sponsorship package and/ or if you fail to disclose a significant change in your immigration status that then entitles you to access statutory student funding.

## 6 Provision of the award

6.1 Provision of the awards will be made by the University's finance office and the University's Money@CampusLife team. Please note the tuition fee element of the award will only be transferred to the University's income team on the due date if you are fully registered as a student at Swansea and have completed and returned a scholarship agreement form which must be returned, **in person**, to the Money@CampusLife office. This form will be emailed to you should you be successful in your application. *Please note that prior to enrolment on your degree (and allocation of the scholarship) you will be required to meet with an adviser who will: confirm your immigration status at the point of enrolment; ensure that you have read and agree to the terms and conditions of the bursary, in full.*

6.2 You will be contacted regarding the schedule of provision for the bus pass, meal card and study equipment. If you and your family are in receipt of asylum support provided by the UK Home Office, the living cost may disrupt your eligibility for these payments. It is your responsibility to seek independent advice from a refugee organisation on the impact that the Bursary may have on your family's access to financial support from the UK Home Office.

6.3 If you are undertaking a full time PGTM programme which entails a longer period of writing up, bus pass and meal card provision will be made available for the duration of your studies.

6.4 The University reserves the right to withdraw or not award scholarships at any point before they are allocated.

6.5 No cash alternatives will be offered and the scholarship cannot be transferred to any other course at Swansea University or to any other nominated recipient.

## 7 Changes to study

7.1 If you change to a non-eligible programme or mode of study then your Sanctuary Scholarship may be withdrawn. If you make **any** changes to your original programme of study you must notify the Money@CampusLife Team about this by emailing [SanctuaryScholarship@swansea.ac.uk](mailto:SanctuaryScholarship@swansea.ac.uk), as it may affect your continued eligibility.

## **8 Suspensions from studies**

- 8.1 If you suspend from your studies then you will not be eligible to receive any future awards in that year.
- 8.2 You may however, be eligible to receive any outstanding awards due upon your return to studies, following a period of suspension.

## **9 Withdrawal from Studies**

- 9.1 A student who wishes to cease study on their course will be withdrawn from that course and the Sanctuary Scholarship will be withdrawn.
- 9.2 A student who withdraws will not have to repay any Sanctuary Scholarship award payment, as long as they are in attendance on the date of their payment/tuition fee due date.
- 9.3 A student who withdraws will not receive any further payments/award provision, but any previously paid instalments/provision will not be recovered. Students will be expected to return equipment (laptop) the meal card and the bus pass.
- 9.4 A student who withdraws will have the tuition fee award adjusted to meet the tuition fee liability in the year of withdrawal.

## **10 Repeating, extending or deferring your studies**

- 10.1 In line with Student Loan Company provision, Scholarship awards will not be provided during any extension/repeat period(s) to a taught postgraduate programme. See also section 8.
- 10.2 In line with Student Loan Company provision, Scholarship recipients will not be eligible for a '+1' / 'gift year' of tuition fee scholarship, bus pass provision and meal card provision.
- 10.3 Scholarship funding is only up to the award value of the relevant tuition fee liability as agreed at the start of the programme. Students transferring to a different mode of study (e.g. full time to part time) will receive the tuition fee scholarship and associated scholarship provision associated with their new study mode (see point 1.2)
- 10.4 Awards are allocated only for the duration of the course. If you defer or withdraw and restart, any award already offered will become void. If eligible, you will be eligible to apply for a scholarship in the future, but this will be subject to the terms of the award then in force.

## **11 Changes to your immigration status**

- 11.1 If you have a change to your immigration status you MUST notify the Money@CampusLife Team immediately. We may require you to provide documentary evidence of your change in status.
- 11.2 If your change in immigration status means that you become eligible for UK PGT funding then any scholarship award will be calculated on a pro rata basis and will only be payable up until that point. You will be expected to apply for relevant funding from the UK Government for the future period of study, to cover any balance/shortfall that is payable from the date that your immigration status changed and the scholarship award was no longer payable. Once UK Government student financial support has been awarded, the Sanctuary Scholarship award would be suspended.
- 11.3 If you receive notice that you are detained by the UK Home Office then your award will be suspended for the duration of your detention. The University will review the support available to you to help you resume your studies if your status enables you to continue.

- 11.4 If at any point during the application process or after you begin your studies, we are informed by the Home Office that you should not be studying at the University, you will no longer be eligible for the award. We will deem you withdrawn and you will be expected to leave your studies immediately.

## **12 Disciplinary action and fraudulent applications**

- 12.1 The University reserves the right to terminate your scholarship award and demand repayment of funds (fee scholarship) already paid and return of equipment, bus pass and meal card in the case of any disciplinary action being taken against an award-holder. Cases will be considered on an individual basis by a member of the Senior Management Team.
- 12.2 The University reserves the right to withdraw an award from anyone who is found to have provided inaccurate information about any aspect of their eligibility to the Sanctuary Scholarship award. In such cases the University reserves the right to seek repayment of any award already made. In such cases the University may seek to recover any money paid as a debt (in which case the University may also seek to recover additional sums such as interest accrued on the debt, county court fees and legal costs if applicable).  
We may request at any point, for verification and auditing purposes, evidence of any information provided in your application.

## **13 Appeals**

- 13.1 There is no right of appeal and the University's decision is final in relation to your eligibility for an award. You may make a complaint if you believe that you have not been considered for an award because of a procedural error, or you believe that there has been some other procedural problem with our allocating and awarding system. Complaints should be made under the terms of our Admissions Complaint Procedure: <https://www.swansea.ac.uk/media/complaints-and-appeals-policy-for-applicants-2020.pdf>.

## **14 Use of Data**

- 14.1 Students on collaborative programmes need to be aware that in order to facilitate the delivery of these programmes it will be necessary for some student personal data, including sensitive data, to be shared with partner institutions. Each partner institution is responsible for ensuring that they comply with the Data Protection Act 2018, including ensuring that the data which is shared is relevant to the registration requirements and shared and stored securely.
- 14.2 The University may use the data / information you share with us to provide information and advice about the University to you as an applicant. Should you subsequently join the University, the University may also use the data to inform our strategies for supporting you as a new entrant, to inform you about provision that you may be able to access, to monitor student success and for other legitimate reasons.