

**Undergraduate and Postgraduate Scholarships
Terms and Conditions 2021/22**

Undergraduate and Postgraduate Scholarships Terms and Conditions

2021/22

This document summarises the terms and conditions for undergraduate and postgraduate scholarships to students who are joining Royal Holloway for the 2021/22 academic year.

1. Scope

This document outlines the terms and conditions of College scholarships (i.e. scholarships funded by Royal Holloway) and donor-funded scholarships for undergraduate/postgraduate students which are referred to in this document as 'scholarships'. Note that students in receipt of externally-funded scholarships or College scholarships originating with gifts or endowments from individuals/trustees, are bound by the specific terms and conditions of those scholarships in precedence to the general terms and conditions set out here.

2. Eligibility

A scholar must:

- anticipate meeting all the conditions associated with their offer in time to enrol at Royal Holloway for the 2021/22 academic year.
- be registered as a new first year student, when applying for an undergraduate degree.
- be registered as a Royal Holloway undergraduate/postgraduate student for the whole period in which they are in receipt of the scholarship
- not be in receipt of more than one Royal Holloway scholarship, unless it is specifically stated in the terms and conditions that two specific scholarships can be held at the same time by the same person. A scholar will be able to hold a Royal Holloway scholarship along with an external award only if the value of both awards combined does not exceed the recipient's tuition-fee liability. This clause only applies to scholarships that are offered as tuition fees reductions and does not relate to any cash awards. Students from the EU who receive the automatic EU fee reduction scholarship are also eligible to hold another scholarship (see section 11 below).
- meet the eligibility criteria set for an individual award stated on the Royal Holloway Scholarships webpages

3. Agreement

- In accepting a Royal Holloway scholarship, scholars are agreeing to the Scholarships Terms and Conditions that are set out in this document; scholars are advised to keep a copy of these terms and conditions for their records.
- Undergraduate applicants must accept Royal Holloway as their firm choice through UCAS; postgraduate applicants must accept their offer to study at Royal Holloway on the applicant portal and pay the tuition fee*; if either of the above conditions are not met within the required deadline, the offer of a scholarship shall be treated as withdrawn.

*except for MSc Social Work applicants who are exempt from paying the tuition fee deposit.

- For donor-funded scholarships, the scholarship statement, or part of it, that is written as part of the scholarship application, may be shared with the donors during the selection process.

4. Payment

Payment and/or distribution of scholarships may vary by scholarship and details are provided at the end of this document for individual central scholarships and on the Royal Holloway Scholarships webpages for department-specific scholarships. Payment and/or distribution details are also included and confirmed in the formal scholarship offer for central scholarships along with the duration of the award.

- **Cash awards**

All cash awards are paid by BACS into a UK bank account only. It is the responsibility of the student to ensure that they provide up-to-date bank details to Royal Holloway in sufficient time for the payments to be made. Students are responsible for maintaining their bank details in Campus Connect.

The account must be held either solely or jointly in the name of the registered Royal Holloway student. Payments cannot be made into the account of another person.

Cash awards that are paid in instalments will be paid at the end of each term, subject to the student continuing to meet any progression criteria and remaining registered with Royal Holloway.

- **Tuition fee reduction**

Any tuition fee reductions will be applied automatically by Royal Holloway. *If a scholarship is available as a tuition fee reduction over the first three years of undergraduate study at Royal Holloway and a student spends a year abroad or on an industrial placement, in such cases, the tuition fee reduction will be applied in year 4 instead of year 3. For students on a four-year course with no industrial placement or a five-year course with an industrial placement, the scholarship will be applied in the first three years of the degree course only.*

- **Conditions of payment for scholarships**

All payments, discounts and fee reductions will only be made providing:

- The student is enrolled at Royal Holloway on a full-time undergraduate or postgraduate degree course at the time of the payment
- The student has successfully progressed to the next level of study if the duration of the course is longer than one year, and has met any award specific requirements.

5. Allocation of achievement-based scholarships

- Scholarship applications will be scored according to their criteria with points for achieved/predicted grades and points for the strength of the scholarship application statement.
- Applications achieving the highest points will be awarded the scholarship.
- Students in receipt of a contextual offer will be awarded a score for their achievement grades equivalent to the corresponding achieved/predicted grade for a student without a contextual offer.

6. Withdrawal of a scholarship

Scholarships are awarded based on the information provided by the student. They are awarded for a set period of study as stated in the award communication and cannot normally be extended beyond this date.

- Royal Holloway reserves the right to withdraw a scholarship from any scholar who is found to have misled Royal Holloway about any aspect of their eligibility and to seek repayment of any monies already paid.
- If a student changes course or mode of study, their continuing eligibility for a scholarship will be reviewed and the scholarship may be withdrawn. The department should also be notified of any change in course so that eligibility criteria can be checked.
- Where a student is subject to the Royal Holloway Student Misconduct Regulations or Regulations on Academic Misconduct, the College reserves the right to withdraw the scholarship completely if the outcome of the process is the termination of the registration.
- The offer of a scholarship will normally lapse should the student fail to enrol in the year for which the scholarship is first intended, or if a student suspends, defers or interrupts their studies. Entitlement to all future payments will also cease.
- If a student withdraws, interrupts or is terminated from their course, Royal Holloway reserves the right to seek repayment of any parts of awards already made. In this event, a pro-rata calculation will be made of the amount owed to Royal Holloway. This includes tuition fee reductions, accommodation fee reductions and/or any cash payments received. Entitlement to all future payments will also cease.
- The offer of a scholarship will be withdrawn if a student does not successfully progress to the next year of study at any point, if the duration of the scholarship is longer than one year.
- Scholars must normally be registered as full-time students at Royal Holloway. Should the status of the scholar's registration change for any reason, Royal Holloway reserves the right to reassess whether the scholar is eligible for the scholarship. A change of this nature may result in the scholarship being withdrawn and the scholar being required to repay some or all of the scholarship to Royal Holloway, or the value of the scholarship may be readjusted.
- For scholarships where fee status is explicitly included within the eligibility criteria for an award, should the fee status of the scholar change for any reason whilst holding this scholarship, which results in the scholar no longer meeting the fee status eligibility criterion, Royal Holloway reserves the right to withdraw the scholarship and, if determined to be appropriate, require the scholarship to be repaid either in part or in full.
- If information comes to light subsequent to the scholarship being awarded and which should have been included on the application form, which renders the scholar ineligible for the specific scholarship, the scholarship would be withdrawn and, if determined to be appropriate, required to be repaid either in part or in full.
- Students must achieve the minimum grades stated in their offer letter to receive the scholarship. If a student is offered a scholarship but does not achieve the grades stated in their offer letter, then the scholarship offer will be withdrawn. This applies even if the student is still offered a place to study at Royal Holloway. In this situation, the scholarship will be awarded to the next eligible student.

7. Responsibilities of the Scholar

In addition to complying with any terms and conditions attached to their scholarships:

- Scholars may be asked to participate in occasional promotional activities and to be interviewed, photographed and/or filmed for promotional purposes and prior consent of the scholars will be requested for this. This could include being featured on the Royal Holloway website and/or on social media. In these circumstances no additional payments will be made by Royal Holloway to the scholars.
- Scholars in receipt of donor-funded scholarships will be expected to write a letter of thanks to the donor and provide a summary of their experiences and future hopes at the end of their course. They will also be asked to agree that Royal Holloway can share their final classification with the donor.

8. Student data collection notice

Information on how the college uses students' personal data can be found here:

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/student-data-collection-notice-final.pdf>

9. Complaints and appeals process

Royal Holloway is committed to a fair process in the allocation of its scholarships. It needs to be recognised that academic scholarships are highly competitive and that lack of success may be due to the level of competition rather than any specific weakness of the applicant and consequently it may not be possible to provide scholarship candidates with feedback if their application is unsuccessful.

The decision of the scholarship selection committee is final and scholarship applicants have no right of appeal against the decision not to offer a scholarship. There is no right of appeal if the offer of a scholarship is withdrawn as a result of a failure to comply with any of the Terms and Conditions set out above.

Should a prospective student to Royal Holloway who has applied for a Royal Holloway scholarship wish to lodge a complaint about the scholarship application process, the complaint should be sent in writing to the Head of Admissions and Applicant Services* who can be contacted via the following email address: study@royalholloway.ac.uk. The Head of Admissions and Applicant Services will investigate the matter and will provide a response within 10 working days of receiving the written request.

If the scholarship applicant is still dissatisfied after receiving a response from the Head of Admissions and Applicant Services, the scholarship applicant may lodge an appeal in writing to the Director of Student Recruitment within seven days of receiving the aforementioned response. The Director of Student Recruitment will review the matter and will provide a response within 15 working days of receiving the written request. Where a response is not possible in that timeframe, the Director of Student Recruitment will write to inform the applicant of the timescale for the receipt of a full response.

* Should a prospective student to Royal Holloway who has applied for a departmental scholarship wish to lodge a complaint about the scholarship application process, the complaint should be sent to the relevant department.

10. Tuition fee discounts

Royal Holloway offers a number of automatic tuition fee discounts, including the [alumni discount for Royal Holloway graduates](#). Such discounts are **not** available in conjunction with any scholarship which offers a full tuition fee reduction (including those with an additional cash award) or with CPD courses. Students who are awarded the Principal's Masters Scholarship are also not eligible for the alumni discount.

Where a discount is applicable:

- The discount is made on the fee amount payable following any other reductions, i.e. a scholarship, early payment discount
- The discount is available on the tuition fees for the first year of study only, whether full or part-time.

11. EU fee reduction scholarship

From 2021 entry, students from the EU will be classified as International students and will be subject to international fees for their courses. However, for eligible EU students joining us in September 2021, Royal Holloway will award a fee reduction scholarship, bringing their fee in line with the fee paid by UK students. This applies for the duration of their course.

The reduction will be automatically applied to students who meet the following eligibility criteria:

- Be classified as overseas for fees purposes
- Be an EU national on 1 September before the start of their course.

The EU fee reduction scholarship **can** be held in conjunction with any of our other scholarships, for which students are eligible. The EU fee reduction will be applied before any other relevant fee reduction or cash award.

1. ICAEW Foundation Scholarship Specific Terms & Conditions

1.1 ICAEW Foundation Scholarship

One scholarship is available for new first year undergraduate student with Home or Overseas fee status, and applied to study one of the courses listed below.

1.1.1 Eligibility

This scholarship is open to new undergraduate students with Home or overseas fee status studying one of the eligible courses listed below. To be considered for this award, students must have achieved, or be predicted, high grades at **A-level or equivalent**. This is a needs-based scholarship to support one undergraduate student for three years, studying one of the following courses:

- BSc Accounting and Finance
- BSc Accounting and Finance with year in business.

The scholarship is specifically for a talented but financially disadvantaged (a family income of circa £25,000 pa) school leaver who would like to study for a degree in one of the courses listed above at Royal Holloway, University of London

1.1.2 Allocation

Students must submit a complete scholarship application form by the deadline, specified annually. We will use information provided on your course application and in the scholarship application to allocate the award. The strength of a candidate's previous academic background may also be considered. This will be assessed via the documents submitted as part of their degree application.

Before starting their application, students are encouraged to read the application guidelines on the website.

1.2.3 Payment

This scholarship is offered as a cash award of £4,000, (paid each year in equal instalments at the start of each term in October, January and April) over the first three years of study at Royal Holloway, unless a student spends a year abroad or on an industrial placement (or year in business). In such cases, the award will be paid in year 4 instead of year 3. For students on a four-year programme with no industrial placement or a five-year programme with an industrial placement (or year in business), the scholarship will be paid in the first three years of the degree programme only.