

Student Laptop Bursary

2021-22 guidance notes



It's important you read these guidance notes before filling in the application form.

What is the Student Laptop Bursary?

The University recognises that students with limited access to IT resources may have difficulty in engaging with online learning. In response to this need, UCA is making a bursary available for eligible students whose learning may otherwise be negatively impacted.

The Bursary will be available to eligible students to contribute towards the cost of a laptop or an equivalent item such as a tablet, iPad or MacBook **only**.

The Student Laptop Bursary will be means tested to enable the University to award money to students where a clear need for support is evident.

Awards are initially agreed as an interest-free short-term loan and are converted to a grant on provision of proof of purchase of the agreed item by the student.

Who can apply for the Student Laptop Bursary?

The Bursary is open to students who are UK nationals, students who have settled status under the EU Settlement Scheme, or indefinite leave to remain so there are no restrictions on how long you can stay. Overseas students and students with pre-settled status are not eligible to apply.

Students must also fulfil one of the following criteria:

- Students studying a pre-degree course (RQF level 3) with a household income of £28,000 or less
- Students studying year 1 or year 0 of an undergraduate course (RQF Level 4) who are eligible for the student maintenance loan are able to apply where household income is £25,000 or less and the maximum maintenance loan has been taken.

Students who have previously applied for a Student Laptop Bursary in the current academic year or a Student Technology Bursary in the 2020/21 academic year and have received an award are not eligible to make a further application.

The fund will prioritise the following undergraduate students:

- You're from a Black, Asian, Minority Ethnic community
- You're a lone parent
- You're a mature student (over the age of 25)
- You have a disability which you have declared to the University
- You're a care leaver or young carer
- You're in supported housing or are homeless
- You're estranged from your family

Student Laptop Bursary

- Your home (not term time address) is in an area identified as having a lower participation rate of young people in higher education (as measured by POLAR 4)

When can I apply?

You can apply once you are fully enrolled on your course. Applications will be accepted until 1st April 2022 or until the funding has been fully allocated, whichever is sooner. In exceptional circumstances applications may be accepted after the closing date subject to available funds.

How do I apply?

- You can apply by completing the appropriate application form available online at http://webdocs.ucreative.ac.uk/2021_Student_Technology_Application-1634122920007.pdf or through myUCA
- You must obtain a quote for the laptop you wish to purchase and include this with your application
- You must provide evidence of household income as follows:
 - Students studying at degree level will have had their household income assessed by their funding provider (Student Finance England/Wales/Northern Island or Student Awards Agency Scotland) and must provide their student finance award notification. Students may be asked to provide additional evidence if required.
 - Students studying a pre-degree course must provide evidence of household income. Evidence could include a Tax Credit Award Notice, a P60 for the most recent tax year or 3 months Universal Credit statements. Students who have already provided household income evidence for a 16-18 Bursary or Adult Learner Support Fund Bursary will not need to provide this evidence again.

Please submit copies of all supporting evidence. Documents will be retained for audit purposes and will not be returned. Applications submitted without all required documents will not be considered.

How are awards assessed?

Your application will initially be assessed by your campus Specialist Adviser. A second Specialist Adviser will review the assessment and make a decision.

Applications will normally be processed within 14 days of receipt of a completed application including the relevant evidence required.

Student Laptop Bursary

Awards will be assessed as follows:

Further Education students:

- Bursaries of up to £500 will be awarded where there is a household income of £28,000 or less.

Undergraduate students:

- Bursaries of up to £500 will be awarded where there is a household income of £25,000 or less.

How are awards paid?

Students will be notified of the outcome of their application via their UCA email address and will be required to return a signed confirmation agreeing to the terms of the award before any payment is made.

The Student Laptop Bursary is only a contribution towards costs and is not guaranteed to cover all costs. The Bursary will be paid directly to a student's bank account and payments to third parties will not be made. Any student unable to open a bank account of their own should contact their Specialist Adviser for further advice.

Once the Bursary has been agreed this will be paid to the student in the form of an interest-free short-term loan. Proof of purchase is then required within 30 days of the loan being made and once provided will be converted into a grant.

Should proof of purchase not be provided by the end of the 30 day period, the student will have a further 7 days to repay the loan. Any unpaid loan will be considered as a debt to the University and subject to debt collection procedures as detailed in the Debtor Regulations available at uca.ac.uk/life-at-uca/fees/schedules-regulations and may be pursued as such.

General Data Protection Regulations (GDPR)

As part of the application and assessment process for bursary support, you will be asked to consent to the collection and processing of all personal data submitted as part of this process. All parties will be required to read the University's Student Data Protection Privacy Notice available at uca.ac.uk/data-protection-policies and be asked to give your consent by signing the statement at the bottom of the application form. If you are not willing or are unable to give your consent, this may impact on our ability to process your application and you should discuss this with your Specialist Adviser.

What do I do if I'm not happy with the decision?

You have the right to appeal against a decision made by the panel. Appeals should be made in writing within 14 days from the decision letter, enclosing any additional supporting evidence and directed to:

Christina Lewis
Head of Gateway Services & User Experience
adviceroch@uca.ac.uk

Student Laptop Bursary

The Head of Gateway Services & User Experience, a Student Union Representative, a Gateway Services Manager and a Specialist Adviser (who was not involved in the original assessment) will reassess the application. The panel will normally meet within 14 days of receipt of an appeal; should this be longer you will be kept informed.

The panel's decision is final and this will be communicated by email within 7 days of the panel meeting date.

Please note it is not possible to appeal the criteria for the Fund.

Contact details for your Specialist Adviser:

➤ Canterbury	01227 817307	advicecant@uca.ac.uk
➤ Epsom	01372 202441	adviceeps@uca.ac.uk
➤ Farnham	01252 892612	advicefarn@uca.ac.uk
➤ Rochester	01634 888644	adviceroch@uca.ac.uk
