

Nottingham Trent University Employability Team
Rise Sandwich Placement Bursary Terms and Conditions
Academic year 2020/21

1. Introduction

- 1.1 Nottingham Trent University Employability Team is offering financial support, in the form of a non-repayable bursary called the 'Rise Sandwich Placement Bursary' (the 'Rise Bursary'), to undergraduate students on sandwich (SW) courses who meet the eligibility criteria specified below.
- 1.2 These terms and conditions apply only to undergraduate students who will be completing a sandwich placement in industry as part of their course in the 2020/21 academic year.
- 1.3 Financial support is given in the form of a bursary, which is a cash award. The Rise Bursary is additional to the maintenance loan that students receive as part of the national student finance package.
- 1.4 Subject to the eligibility criteria, recipients of the Rise Bursary will receive a cash payment of between £500 and £1500 during the 2020/21 academic year.
- 1.5 The cash payment is subject to these terms and conditions and the sandwich placement being completed in accordance with the requirements of the course of study.
- 1.6 The Rise Bursary will be awarded by the NTU Employability Team to all those who meet the eligibility criteria in Section 2 below.

2. Eligibility Criteria

- 2.1 To be considered for the 2020/21 Rise Sandwich Placement Bursary a student must:

- Meet one or more of the following Rise Eligibility Criteria;
 - i. **Financial disadvantage:** Students from households with low incomes (those who are entitled to the maximum tuition fee and maintenance loan from Student Finance **and** in receipt of the NTU Bursary in the academic year 2019/20*)
 - ii. **Disability:** Students with a disability (as per records held by the Employability Team)
 - iii. **Geographical disadvantage:** Students from certain postcode areas where progression to higher education is low (ACORN data)
- Be enrolled on a course that includes the option to complete a sandwich placement **and** undertake a sandwich placement in industry in the academic year 2020/21.
- Have submitted details of their placement on to NTU InPlace by the placement deadline of Friday 28 August 2020.

* Details of this bursary can be found here:

http://www4.ntu.ac.uk/student_services/document_uploads/195067.pdf

3. **Application process and notification of Rise Bursary entitlement**

- 3.1 Students do not need to apply for the Rise Sandwich Bursary. Funds will be allocated to any student who meets the bursary criteria **and** has a valid sandwich placement confirmed on InPlace by the sandwich placement deadline.
- 3.2 Eligible students will be contacted directly by the NTU Employability Team to notify them of their eligibility, approximately four weeks after the August deadline.

4. **Payment of the cash award**

- 4.1 The amount to be awarded will be confirmed approximately four weeks after the August deadline, once all student placements are confirmed on InPlace.
- 4.2 The amount awarded will be determined based on which eligibility criteria the student meets as follows:

Rise Eligibility Criteria Student Meets				
Disability	Geographical disadvantage	NTU Bursary		
✓			£500	Amount of funding awarded
	✓		£500	
✓	✓		£500	
		✓	£1,000	
✓		✓	£1,250	
	✓	✓	£1,250	
✓	✓	✓	£1,500	

4.3 The cash award will be payable in either two or three instalments, depending on the amount awarded:

- For students awarded £500 the cash award will be payable in two instalments:
 - First payment of £250 of the bursary awarded on or around 22 October 2020
 - Second payment of £250 awarded on or around 22 January 2021
- For students awarded £1000, the cash award will be payable in three instalments:
 - First payment of £500 of the bursary awarded on or around 22 October 2020
 - Second payment of £250 awarded on or around 22 January 2021
 - Third payment of £250 of the bursary awarded on or around 22 April 2021
- For students awarded £1250, the cash award will be payable in three instalments:
 - First payment of £500 of the bursary awarded on or around 22 October 2020
 - Second payment of £500 awarded on or around 22 January 2021
 - Third payment of £250 of the bursary awarded on or around 22 April 2021
- For students awarded £1500, the cash award will be payable in three instalments:
 - First payment of £500 of the bursary awarded on or around 22 October 2020

- Second payment of £500 on or around 22 January 2021
- Third payment of £500 on or around 22 April 2021

4.4 The Rise Sandwich Placement Bursary will be paid directly into the student's bank account. Students may be contacted by the Employability Team to confirm bank details before payment can be made.

4.5 Payments may be delayed beyond the expected payment dates if there is outstanding information required from the student including, but not limited to, the student confirming bank details and inaccurate or out-of-date information being supplied on InPlace.

5. **Retrospective adjustments**

5.1 Students will not be subject to any additional financial assessment for the purposes of deciding eligibility for the Rise Bursary.

5.2 The University reserves the right to review and (at its sole discretion) revise or revoke all or part of the award of the Rise Bursary if:

- The initial assessment confirming eligibility for the Rise Bursary was made based on information which was false or materially incorrect at the time of that assessment and thus had the effect of erroneously securing the Rise Bursary for the student

OR

- The student suspends or defers the placement (with the approval of the University and in accordance with the relevant University procedures) part way through the 2020/21 academic year.

OR

- The placement is terminated (by the student, the placement provider or the University) part way through the 2020/21 academic year.

5.3 In the event of termination of a student's studies or placement part way through the 2020/21 academic year, eligibility for the Rise Sandwich Placement Bursary will be terminated on the date of withdrawal and no further bursary payments will be released.

5.4 Extenuating circumstances relating to the termination of a student's studies

or placement will be considered on a case by case basis.

6. Miscellaneous provisions

- 6.1 Students are obliged to inform the Employability Team immediately of any change in their circumstances (including but not limited to those in these terms and conditions) which may affect their entitlement to receive the Rise Bursary. In the event of a failure by the student to notify the University promptly of any such changes, the University will be entitled to recover or adjust (as appropriate) any Rise Bursary awarded.
- 6.2 The University will also be entitled to recover or adjust any Rise Sandwich Placement Bursary benefit given in error.
- 6.3 The University reserves the right to amend these terms and conditions as required to meet the needs of the Rise Bursary.
- 6.4 The University is committed to the responsible handling and protection of personal information. Please see the University's [Student Privacy Notice](#).