

# Terms & Conditions for Imperial College Awards

## Successful award recipients General Information

1. By agreeing to the terms and conditions you are entering into a formal contract between yourself and Imperial College London.
  - a) The award is subject to you fulfilling any **outstanding conditions** of admission before you are able to register.
  - b) Funds will only be released once you have **registered** at College for the academic year.
  - c) All scholarship and bursary payments will be made to a **UK bank account** held on your [Student e-Service account](#).
  - d) It may take a few weeks to set up your UK bank account; you should therefore have **sufficient funds** to cover your living expenses during this initial period.
  - e) **Payments:**
    - i. **New undergraduate student** payments will commence from 7 November.
    - ii. **Continuing and all postgraduate student** payments will commence from 7 October
    - iii. **PhD students** will receive their payments a months after they start their programme
    - iv. **All** monthly payment dates are the 7th day of each month; bank details should be updated before midnight on the 23rd day of the previous month to ensure payment is not delayed. If the 7<sup>th</sup> falls on a weekend you will receive payment on the preceding Friday.

## Specific Terms and Conditions for the Student Global Relief Fund facility of Nigerian bank transfers

- f).
  - i. It is the student's or student's parent's responsibility to apply to the Central Bank of Nigeria to transfer their funds out of Nigeria. The College cannot help with this application.
  - ii. Funds will only be **disbursed** to your UK bank account once they have been received by the College.
  - iii. The College will pro- rate and apply any **interest earned** to the student's balance and pay this with the last disbursement.
  - iv. The **currency conversion** will be set as per the College's bank statement and no adjustments will be made to mitigate any losses either for exchange rates or other fees set by the sender's bank.
  - v. The funds will be disbursed in **equal monthly transactions** over a pre-agreed time period, not in one lump sum.
  - vi. If the **student withdraws, or temporarily leaves the College**, any remaining funds will be returned to the original Nigerian bank account.
  - vii. This facility has been set up in good faith to assist students in need. If this facility is found to be, or suspected of being, used for the purposes of **money laundering** the College will use the legal steps at its disposal to investigate and/ or refer the matter to the police.
  - viii. We reserve the right to request further information in order to satisfy all anti-

### General Terms & Conditions

2. All Imperial scholarships are **subject to satisfactory academic progression**. If the duration of your scholarship is longer than 11 months, your eligibility for the award will be reviewed annually and supporting evidence may be shared with named donors in order to verify continued eligibility.
3. Award recipients may be expected to **meet with donors**. Unfortunately travel costs are not always able to be reimbursed so please check.
4. Awards will not generally be made to those already holding **a full scholarship** from another source. A full scholarship is one which covers your tuition fees and your maintenance costs (as indicated by the College's cost of living index as a minimum).
5. You must immediately inform the Student Financial Support team, and/or any other department which has offered you an award, if you are granted **more than one award**, even if you have already accepted our award. If you wish to hold several partial awards concurrently, this will be considered on a case-by-case basis.
6. If you receive an **incorrect payment** you must notify Student Financial Support immediately to arrange for this to be resolved.
7. In the case of overpayment, if you do not get in touch with Student Financial Support or respond to College communication for us to arrange a repayment schedule with you, we will reduce your remaining payments, if there are any, in order to reclaim the overpaid funds, in the current year or the next year. If you have no remaining payments we will refer you to our credit control.
8. Applicants wishing to study at or run jointly with **UK partner institutions** are not eligible for Imperial College London scholarships.
9. If you are in receipt of an award to study that is restricted to students on the basis of **nationality or residency outside of an EEA state**; in accordance with the Equality Act 2010, you must not intend to exercise the skills you have obtained as a result of your training at the College in the United Kingdom.

### Imperial Bursary

10. To be eligible to receive an Imperial Bursary you must have been assessed for **means tested funding from Student Finance England (or an equivalent funding authority)** and have a household income below the Imperial household income threshold for your cohort. You must contact us if you feel you have been incorrectly assessed. Any previous study may affect your entitlement to the Imperial Bursary.
11. To be eligible for the Imperial Bursary, we must receive your household income from the Student Finance England by **1 May** following the start of your academic year.
12. You must **consent** to allow Student Finance England (or your relevant funding authority) to share your household income data with Imperial College London.
13. The College reviews household income information on an **annual basis**. A change in your household income may result in a change in your Imperial Bursary.
14. The Imperial Bursary is available for each year of your programme, **excluding repeat years of study and NHS funded years for Medical programmes**.
15. Students on **a year abroad** will receive 15% of their eligible Bursary amount. If you change from a three year to a four year programme at Imperial you will be awarded a further year's bursary.
16. Students on **paid placements or a paid year in industry** may not be eligible for the Imperial Bursary and should discuss their eligibility with the Student Financial Support team.

### Research students

17. Students who progress into the **Writing up phase** of their PhD (also known as *Completing Research Status*) may continue to receive funding for up to 12 months unless they are no longer solely engaged with writing up their thesis. Please refer to your individual Scholarship award letter
18. If you have been offered funding by the **Research Councils**, please ensure that you have read the most up-to-date postgraduate funding guide; you will need to adhere to the terms and

conditions laid out there (<http://www.rcuk.ac.uk/funding/grantstcs/>) in addition to Imperial College's Terms and Conditions.

#### Change to your programme or student status

##### 19. Deferrals, withdrawals and interruption of studies (IoS)

- a. If you are not registered at Imperial College London your funding will be postponed or stopped completely.
- b. You must inform the Student Financial Support team immediately of any **interruptions to your study** by [contacting us here](#), particularly if it is likely to affect your attendance and registration status at College. If you take an Interruption of Study your scholarship and/or bursary may be postponed until you re-register.
- c. If you **withdraw** from your programme your scholarship and/or bursary will be stopped. You must notify us immediately by [contacting us here](#).
- d. If you **repeat** a year of study your scholarship and/or bursary will be postponed until you progress onto the next year, or the scholarship and/or bursary may be stopped completely and not re-started so please check.
- e. Any payments made to you while you are undertaking either an Interruption of Study or after you have Withdrawn or are undertaking a Repeat year of study will need to be repaid.
- f. Bursaries and scholarships are **not transferable**. If you transfer between programmes or to another institution or withdraw from College, any payments due to you may be cancelled and any overpayments are recoverable.
- g. Awards **cannot be deferred** to the next academic year. If you defer your studies you will need to re-apply for the award.

##### 20. The Student Financial Support team may, at any time, withdraw or recover an award for **breach of any of these conditions**.

#### Data Protection

1. Information on students is shared within the Imperial College community and third party donors or sponsors (only where applicable and relevant to your award) in accordance with the General Data Protection Regulation 2018.
2. Information is shared as required with the third party donor or sponsor of your scholarship for monitoring purposes in order for you to maintain your award, and/ or possible marketing opportunities for the donor or sponsor in order to develop the scholarship and/ or organisation.

#### Notice period before changes to Terms and Conditions

3. These terms and conditions are reviewed before registration annually to ensure fairness and transparency.
4. These terms and conditions are the formal rules which regulate centrally funded awards. There is no appeals procedure associated with funding from the Student Financial Support team; however you are welcome to [contact us](#) to hear the reasoning behind our decision.

#### Escalation Process

5. If you would like to comment on the service you have received from the Student Financial Support team or you want to discuss any decision taken by the team, please contact the Student Financial Support Manager confidentially at [sfs.feedback@imperial.ac.uk](mailto:sfs.feedback@imperial.ac.uk). We will aim to resolve any issues within five working days.