

# Terms & Conditions for Imperial College Awards

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## [Successful award recipients Terms & Conditions](#)

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, and any outstanding conditions of your award before your award can be confirmed.
  - b. If this award is for a placement, the award is subject to you fulfilling any **outstanding conditions** of progression, and any outstanding conditions of your award before your award can be confirmed.
  - c. Funds will only be released once you have **registered** at College for the academic year. Some exceptions apply, please read about these in the below section [Changes to your Student Status](#).
  - d. All scholarship and bursary payments will be made to a **UK bank account** held on your [Student e-Service account](#).
  - e. 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.
  - f. **Payments:**
    - i. The cut off for all payments to be initiated or changes to be made is the 24<sup>th</sup> of each month. Any student that starts their course or needs any changes made after this date will take effect from the month after next, as opposed to the next month.
    - ii. **New undergraduate student and intercalating student** payments will commence from 7 November.
    - iii. **Continuing and all postgraduate student** payments will commence from 7 October
    - iv. **PhD students** will receive their payments on the 7<sup>th</sup>, a month after they start their programme. See point f.i. above
    - v. **All** monthly payment dates are the 7<sup>th</sup> day of each month; bank details should be updated in e-service or My Imperial before midnight on the 23<sup>rd</sup> 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.

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 and of the purposes if the administration of the award.
  - a. For example, the data we may share is your academic performance, attendance, including interruption of studies, and programme completion outcome. You can find more information in the **Student Privacy Notice** found [here](#):
3. Award recipients may be expected to **meet with donors**. Unfortunately travel costs are not always able to be reimbursed so please check your specific award.
4. Multiple awards will not be permitted to be held whereby one of those awards is a **full scholarship**. 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), or whereby the combination of two awards will take your total value of your award towards living costs over our Cost of Living in London index.
5. If you are granted **more than one award**, even if you have already accepted our award, you must immediately inform the Student Financial Support team, and/or any other department which has offered you an award, which award you choose to accept so we are able to offer the award you declined to another student. 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. 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.

#### President's PhD Scholarships

9. The President's PhD scholarship has conditions attached which are separate to your admission conditions for your PhD programme. To maintain your President's PhD scholarship you must obtain a **First Class Honours in your undergraduate degree and/ or a Distinction in your postgraduate taught/research degree**. Failure to meet the **eligibility criteria of the award** will result in the scholarship being revoked, even if you meet the admissions criteria for your PhD programme.
10. President PhD scholars undertaking a **1+3 joint MSc/MRes and PhD programme**. Your President's PhD Scholarship commences from the start date of the PhD element of the course, providing you achieve a Distinction at the MRes/MSc programme. **Therefore you are responsible for the tuition fee and maintenance costs for the MSc/MRes year.**
11. President PhD scholars who are undertaking a Research Council-funded **Centre for Doctoral Training programme (CDTs)**. Your President's PhD Scholarship commences from the start of your CDT programme for 3.5 years, and no longer. **Therefore you and your Department are responsible for the tuition fee and maintenance costs for the final 6 months of your PhD programme.**
12. Funding for **consumables** will be paid into the scholar's supervisor's College account only and must be spent within the College's financial year that it was received (1 August - 31 July).

13. Consumables funding is available to cover directly incurred costs required to carry out the PhD project such as travel to conferences and specialist resources and **should not** be used to purchase laptops or to support or enhance laboratories.

#### Imperial Bursary

14. To be eligible to receive an Imperial Bursary you must have been assessed for **means tested funding from Student Finance England (SFE) , 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.
15. 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. For example, if your course starts on 1 October 2019, we must have your household income information from SFE by 1 May 2020.
16. You and your parent(s) or guardian(s) must **consent** to allow Student Finance England (or your relevant funding authority) to share your household income data with Imperial College London.
17. 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.
18. The Imperial Bursary is available for each year of your programme, **excluding repeat years of study and NHS funded years for Medical programmes**.
19. Students on **a year abroad** will receive 15% of their eligible Bursary amount.
20. 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.

#### Student Global Relief Fund (SGRF)

1. Students who apply to the SGRF are **not guaranteed** financial assistance. The Student Financial Support team will use your application to seek funding from your Department and Faculty; any assistance is discretionary.
2. Your original sponsorship **must not** have been withdrawn due to academic concerns or through any fault of your own, if we find this to be the case we will withdraw all funding and seek repayment of any award already made.
3. These awards are only available for students displaying outstanding academic **performance**. Once an award has been made the student must maintain their high performance in order to keep the award.
4. Students must be **reassessed annually** to ensure that the original scholarship has not been reinstated.
5. If your sponsor **reinstates payments** you must inform the Student Financial Support team in order for us to recoup the money we have awarded you.

#### Research students

6. 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
7. 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

8. 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.
    - a. Some exceptions apply. If you are receiving funding from the Parental Fund, Student Support Fund, some Scholarships or a UROP Bursary, then you can be undertaking an interruption of studies and still receive payment of your funds. If you are unsure then check with the team who awarded you.
  - 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 your specific award letter.
    - a. Some exceptions apply. If you are receiving funding from the Parental Fund, Student Support Fund or a UROP Bursary, then you can be undertaking an interruption of studies and still receive payment of your funds.
  - 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. Except for Parental Fund, Student Support Fund, some Scholarships or a UROP Bursary
  - 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.
9. The Student Financial Support team may, at any time, withdraw or recover an award for **breach of any of these conditions**.

#### Data Protection

10. 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 in order to assist in the administration of the award.
11. 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

12. These terms and conditions are reviewed annually to ensure fairness and transparency.
13. 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

14. 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.