

## POSTGRADUATE BURSARIES – 2011-12

**Deadline for applications: 4.30 p.m. Friday 3 February 2012**

or sooner if the budget is exhausted

The Access to Learning Fund is offering Postgraduate Bursaries again this academic year but because the budget is small they will be offered to new postgraduate students only. They are valued at £500 each for full time students and £250 each for part time students. They will be awarded on a first come, first served basis until the deadline date or until the budget is exhausted.

### Who is eligible?

- UK home students only. We are not allowed to use the Access to Learning Fund to help EU or overseas students.
- Students studying either full or part time. Part time students would normally be expected to be studying 90 credits throughout the academic year; only in exceptional circumstances would 60 credits be considered. The university reserves the right to check at any time of the year that the student is studying sufficient credits to make them eligible to receive the bursary.
- Students must be studying on a taught course, either as a distance learner or where regular attendance at the university is a requirement of the course. (This applies to postgraduate bursaries only, not the main ALF fund.)
- Students must be self financing, i.e. not in receipt of any other bursary, scholarship, studentship or sponsorship from the university, an employer or other 3<sup>rd</sup> party.
- Students must provide evidence that they have made realistic provision to fund both their tuition fees and living costs, e.g. from savings, salary, Career Development Loan etc.

### Who is not eligible?

- Bursaries are not available to students who have previously studied at postgraduate level; continuing students or students who are repeating part of their course.
- Students who are not liable for tuition fees because they are registered solely for the purpose of writing up their dissertation.
- PGCE students because their course attracts undergraduate student support.
- Staff of the university or any of its SURF or other collaborative colleges.

### What evidence is required?

- Copy of your latest bank statement for all accounts held in your name, including joint accounts, savings, ISAs, etc.
- Evidence of any educational loan, scholarship, sponsorship etc. applied for.

**Please note that applications that do not have the appropriate evidence attached will not be considered for a bursary. If you are not sure what to enclose, please contact Student Finance by phone or email.**

## **How do I apply?**

- Complete the attached application form and forward it along with your evidence to:

**Student Finance, Information Centre, Staffordshire University,  
College Road, Stoke-on-Trent, ST4 2DE**

## **When and how are decisions notified?**

- Student Finance will email you on your university email account when a decision has been made, usually within twenty working days of receipt of your complete application (including evidence).

## **How are Bursaries paid?**

- Emails will state when cheques can be collected, usually from the Information Centre on either the Stoke or Stafford campus. All cheques must be collected in person unless prior arrangements have been made.
- Cheques should be collected within one calendar month of the issue date otherwise they may be cancelled without prior notice.
- You will be required to provide an attendance form signed by your tutor and your student card as proof of identity when you collect your cheque.
- Instead of an attendance form, distance learning students should ask their tutor to email [askalf@staff.ac.uk](mailto:askalf@staff.ac.uk) to confirm that they are active on their course.
- Cheque can be sent out to a nominated address if your request is in writing and signed by you.

## **Further information**

In addition to the bursaries postgraduate students may also be eligible to apply to the Access to Learning Fund for a term time award if they meet the usual criteria. However, government guidelines state that postgraduate students should provide evidence that they have made realistic provision to fund both their tuition fees and their living costs in order to be eligible for an award from the Fund.

ALF application packs are available from the Information Centres, Students' Union Advice Centres on the Stoke and Stafford campuses, and on the website at [www.staffs.ac.uk/askalf](http://www.staffs.ac.uk/askalf).

If you have any queries, please contact Student Finance on 01782 294510 or the Students' Union Advice Centre on Stoke 01782 294469 or Stafford 01785 353311.