

University of Leeds

Alumni Bursary

Guide & FAQ

For students starting in September 2019



UNIVERSITY OF LEEDS

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1. Introduction

The introduction of a university-wide alumni tuition fee bursary was agreed at Faculty Management Group (FMG) on 6th December 2012. This replaces existing local and fragmented school recognition of alumni status.

The 10% tuition fee bursary is aimed at self-funding former students studying for a postgraduate master's or research degree at Leeds. It is open to all former undergraduate and postgraduate students regardless of when they graduated. The bursary forms a key element of the overall marketing programme designed to maximise progression opportunities within the University and encourage former students to return to Leeds to study at a higher level.

2. Rationale

The University's strategy is to develop lifelong relationships with its graduates. Within this context, the University believes that recognition of its alumni helps provide a strategic opportunity to partially address the pressures that are impacting postgraduate recruitment in both home and international markets.

The benefits of a university-wide alumni bursary are:

- Increased recruitment to postgraduate programmes (both home/EU and international), current students progressing and former students returning;
- Lower cost of acquisition for these students, and with a greater relative benefit for one year master's programmes;
- An integral part of the alumni strategy is to develop long term relationships with former students through affinity building. This bursary provides further evidence of our long term commitment to our students and alumni. Whilst it is unrealistic to claim a direct benefit through incremental philanthropic support, the affinity benefit can only support our cultivation activity and the likelihood that our alumni will feel more predisposed to support the University;
- The bursary can be used to support marketing of undergraduate programmes, an additional benefit of coming to Leeds and evidence of our investment in our students.
- A single alumni bursary and a clear, strong and consistent message will have greater impact than the range of bursaries currently available. Introducing a new benefit available exclusively for alumni gives us a reason to 'market' these opportunities (and therefore postgraduate study at Leeds) in a way we haven't in the past – thereby raising awareness among potential 'returners' together with students progressing through the system.

3. Frequently asked questions

3.1 *About the Alumni Bursary and applicant eligibility*

1. What qualification must the applicant be aiming to study at the University of Leeds to be eligible for the Alumni Bursary?

Students must be registering for an award leading to a postgraduate or research qualification (with the exception of the PGCE). A full list of qualifications eligible for the bursary can be found in Appendix A.

2. What qualification must an applicant have been awarded from the University of Leeds to be eligible for the Alumni Bursary?

An applicant must have previously studied at the University of Leeds at an undergraduate or postgraduate level to qualify for the alumni bursary. This includes students on a recognised incoming study abroad programme. There are a limited number of exceptions to this that cannot be used towards eligibility for the bursary; these are listed in question 3 below.

3. Are there qualifications that an applicant has been awarded that CANNOT be used as eligibility for the Alumni Bursary scheme?

Yes, there are a number of qualifications/awards that are not eligible for the Alumni Bursary. These include:

- Language Centre Pre-sessional Programmes
- Programmes that do not lead to postgraduate certificates, diplomas or master's qualifications that are part of professional training or continued professional development (CPD)
- Occasional Study Programmes
- English Language Foundation Programmes

4. Are alumni of affiliated colleges eligible for the award?

Yes, they are eligible. It is the fact that the applicant has a relevant award from the University of Leeds, not where they studied for the award. See Appendix B and Appendix C for lists of affiliated and accredited colleges.

5. Are there any other eligibility criteria which apply to the Alumni Bursary?

Yes, applicants must be self-funding at least part of their study. Please note, applicants are still deemed to be self-funding if they have support from a friend or relative or if they are in receipt of other University of Leeds scholarships and awards or a Postgraduate Master's Loan from the UK government. For further details regarding finance and the Alumni Bursary please see page 9.

6. Where can I find more information about the Alumni Bursary?

Details of the bursary can be found at the following website: www.leeds.ac.uk/alumnibursary.

7. What if the student has not yet completed their master's at Leeds but is applying for a research degree?

The University allows registration on to a research degree if an applicant has completed all the requirements for a master's degree but has not yet been awarded. This is on the condition that the applicant supplies confirmation of the award at a specific date after commencing their research degree. Applicants in this situation are also eligible to be considered for the Alumni Bursary.

8. If an applicant's sponsor pays all their tuition fees are they eligible for the Alumni Bursary?

No, if an applicant's tuition fees are fully-funded by a sponsor, for example the applicant has their tuition fees paid in full by an employer, an industry or business sponsor, government, research council, charity or another third party organisation, they are not eligible for the Alumni Bursary. This applies regardless of whether the student pays the fees upfront and then claims the fees back from their sponsor or if the sponsor pays the fee directly to the University.

9. Are there programmes of study for which an applicant may have applied that are NOT eligible to receive the Alumni Bursary?

Yes, programmes for which applicants apply that are not eligible for the Alumni Bursary are:

- BA, BSc, master's, research degree or PhD when studied as an intercalating part of a Bachelor of Medicine and Surgery (MBChB) or Bachelor of Dentistry (BChD)
- Jointly awarded degrees
- Programmes that do not lead to a postgraduate certificate or diploma that are part of professional training (CPD)
- Postgraduate Certificate in Education (PGCE)

10. Are there any other restrictions on an applicant being eligible for the Alumni Bursary?

Yes. PhD candidates who are in their overtime (writing-up) period, taught students who are re-sitting examinations or student visitors registering and undertaking miscellaneous study are not eligible for the bursary.

11. When did the bursary scheme start?

The bursary is open to applicants who commenced their studies from September 2013 onwards. Please note the Alumni Bursary cannot be awarded retrospectively to previous academic years.

12. How much is the Alumni Bursary worth?

The University of Leeds will pay 10% (and in some Schools this increases to 20% for applicants who achieved a 1st Class) of the self-funded portion (the net figure of all other financial awards) of an applicant's tuition fees. Please note this will be subject to review for each new academic cycle.

13. What is the self-funded portion of an applicant's tuition fee?

It is the net figure remaining when all other financial awards and third party sponsorship have been deducted from the tuition fee.

14. Will the Alumni Bursary apply for future academic cycles?

The Alumni Bursary will be subject to annual review and can be revised or removed at the University's discretion for subsequent academic cycles.

15. Will applicants who are studying on the same course for more than one year have to re-apply for the bursary?

No, if the course is for more than one year applicants will not have to reapply for the bursary each year. Central finance will automatically update their records to take this information into account and the 10% will be applied to the fees paid each year. Please note, however, that an FA1 form will need submitting for each year (as detailed in section 3.3).

16. Can an applicant be eligible for the Alumni Bursary twice e.g. if they register for a master's followed by a research degree?

Yes, applicants can receive the Alumni Bursary twice. For each new programme of study for which the applicant applies they will need to reapply for the bursary, as different staff will be responsible for processing the admissions for the courses and the onus is on the applicant to provide this information.

17. What if the student leaves part way through their studies, will the bursary be repayable?

It has been agreed that the Alumni Bursary will not require repaying if the student leaves part way through their studies; it will be assessed pro-rata, to coincide with the procedure for calculating outstanding tuition fees. However, the student can be advised to check this with Student Services when arranging their withdrawal from the course.

18. Why are applicants sponsored by a third party not eligible to receive the bursary?

This bursary is aimed at recognising the relationship we have with individual alumni and supporting self-financing students to undertake further study at Leeds.

3.2 Processing the Alumni Bursary once eligibility is confirmed

19. How do eligible applicants claim the Alumni Bursary?

If an applicant thinks they are eligible, they are advised to contact the relevant School admissions staff for the programme for which they have applied. The admissions contact will need to verify that the applicant has graduated with a full undergraduate or postgraduate degree and that they are self-funding their tuition fees (within the definition stated in question 5).

20. How do I check that the applicant has a University of Leeds degree?

Banner holds applicant data for the past decade. The information to check an applicant's academic status from the University of Leeds can be found in the Banner form SWIGENQ; a screenshot of the data held in this form is detailed in Appendix D.

21. How do I check that an applicant has a University of Leeds degree if there is no previous Banner record for them?

The easiest way is to ask the applicant to provide you with their original degree certificate or transcript that confirms their award. If they have lost this they can request another copy, for a fee, from the University's online store, which can be found at:

<http://store.leeds.ac.uk/browse/product.asp?catid=34&modid=1&compid=1>

22. What if the applicant graduated from an affiliated college?

Graduates who studied at an affiliated college should provide their degree certificate or transcript as noted in question 21. If they do not have one of these documents they should approach their awarding institution's Registry department and ask for a letter on headed paper stating the qualification, year awarded and result. Please note that in all instances where evidence is required the onus is on the applicant to provide the information and not on you to find it for them.

23. Although the onus is on the applicant to provide this information, is there a way for us to verify if an applicant has attended a course at an affiliated or accredited college?

Yes, the staff at the Student Services Centre are able to verify a collegiate or pre-2000 award. The counter staff are responsible for providing transcripts and verifying degrees from when the University opened. It will not be possible for the counter staff to provide copies of transcripts, as this can be a very labour-intensive task, but they are able to verify degree awards. If you wish to do so please contact studentrecords@adm.leeds.ac.uk with the following information:

- Full name at graduation (or name and date of birth if unsure)
- Year of award
- Degree awarded
- Name of college (if applicable)

24. Does the applicant have terms and conditions to agree to in order to receive the Alumni Bursary?

Yes, the terms and conditions can be found at: www.leeds.ac.uk/alumnibursary.

25. How does the applicant agree to the terms and conditions under which the bursary is offered?

Admissions staff in the School are responsible for sending the terms and conditions to the applicant. An email template has been created to which the applicant has to respond stating that they have read and understood the terms and conditions (see Appendix E). This email should then be stored in the applicant's file by the School for future reference.

26. How do we let the applicant know that they have been successful in their application for the bursary following their acceptance of the terms and conditions?

You will need to complete and sign the Alumni Bursary confirmation letter on University of Leeds headed paper (the template for which can be found in Appendix F). The fee deduction should be inserted into the appropriate section before scanning and sending it to the applicant. Please note that overseas applicants who require a Tier 4 General (student) visa will need the original letter sending to them by post as well.

27. Can we create our own Alumni Bursary confirmation letter?

No, the template detailed in Appendix F must be used. The content of this letter has been reviewed by the University's PBS Compliance Officer to ensure that it fulfils all the necessary requirements for applicants who will need proof of their discounted tuition fees when applying for a Tier 4 General Student Visa. For consistency, it has been decided that this same letter should also be used for home and EU rated applicants.

28. Will the 10% Alumni Bursary deduction appear on the applicant's offer letter as well?

For technical and procedural reasons it will not. It is not common practice for fee reductions to appear on offer letters, particularly as the exact deduction will depend on the portion of tuition fees being self-funded. However, we recognise that a letter confirming the bursary payment is required, which is why the template letter, which can be found in Appendix F, has been created.

29. Will the processing of the Alumni Bursary be the same for both research and taught applicants?

Yes, the process has been designed to be the same for both cohorts.

3.3 Calculating the Alumni Bursary and notifying Student Fees

30. Who is responsible for calculating the bursary scheme discount?

The Alumni Bursary discount should be calculated by the School to which the applicant has applied. The staff taking responsibility for this may vary between Schools; in all cases, however, support will be provided by Faculty Finance Offices.

31. How is the bursary deduction calculated?

If an applicant is fully self-funded the Alumni Bursary will be 10% of the total fee. For example:

An applicant paying a fee of £19,500 will receive an alumni fee bursary of £1,950.

If an applicant is receiving partial tuition fee funding from a sponsor or a scholarship, the Alumni Bursary will be 10% of the self-funded portion of the fee. For example:

An applicant paying a fee of £24,000 who has a £5,000 employee scholarship will have £19,000 self-funded fees remaining; therefore they will receive an alumni fee bursary of £1,900.

32. How can the University check if an applicant has received sponsorship from a third party?

It is up to the applicant to tell us if they are getting sponsorship from a third party. If they are receiving full sponsorship, they are NOT eligible for the 10% discount. If they are receiving partial sponsorship they are eligible for a 10% discount on the self-funded portion of their fees.

There will be no facility for Student Fees to check whether students are sponsored upon receipt of a bursary form, but they can run a retrospective report to check for sponsored students who have been awarded the Alumni Bursary and the discount can be withdrawn.

This is also enforced under the applicant's agreement to the terms and conditions (which can be found at www.leeds.ac.uk/alumnibursary) that stipulate that if an applicant is receiving third party sponsorship this portion of their tuition fee is not eligible for the Alumni Bursary deduction.

33. How do we notify Student Fees if an applicant is entitled to the Alumni Bursary?

An [FA1 form](#) should be completed and sent to Student Fees. All FA1 forms must be authorised by an [authorised signatory](#) and emailed to fa1@leeds.ac.uk. For complete guidance, see the [Tuition Fee Scholarships and Awards](#) page on the SES website.

34. Is there a specific GL code the Alumni Bursary should be recorded against?

Yes, the GL code is 56041.

35. If an applicant's course covers more than one academic year are two FA1 forms required?

Yes, an FA1 form is required for each academic year, so although the applicant doesn't have to apply for the bursary twice, Student Fees still need notifying for the subsequent academic years the applicant is registered for the course.

36. If the applicant is a 'no-show' is the money used as part of their tuition fee deduction refunded to the School?

Yes, following the usual process when an applicant is identified as a 'no-show' the funds will return to the respective account.

4. Key contacts

For queries regarding the processing of the Alumni Bursary, if not already detailed in this FAQ, please contact:

- Taught Admissions: tp_enquiry@leeds.ac.uk
- Research Postgraduate Admissions: rp_applications@leeds.ac.uk

For queries regarding the terms and conditions of the Alumni Bursary, please contact:

- Karen Innis: k.innis@adm.leeds.ac.uk

For queries regarding finance and the Alumni Bursary, please contact:

- Student Fees: pgfees@leeds.ac.uk

5. Overview of the Alumni Bursary process

A summary of the step-by-step procedure for identifying and processing the Alumni Bursary is detailed below:

- Step 1* Alumnus emails admissions contact identifying themselves as a former student and confirming funding status.
- Step 2* The admissions contact verifies the applicant's alumni status on Banner and ensures the award applied for is eligible for the bursary. If the alumnus is not recorded in Banner, further confirmation of their qualification should be sought, depending on the applicant's individual circumstances as stated in questions 19 to 22.
- Step 3* Admissions staff contact the alumnus with either a verification or a rejection email, as detailed in Appendix E, which if applicable will include the terms and conditions of the Alumni Bursary to which the applicant has to agree.
- Step 4* Once the applicant has replied and confirmed they agree to the terms and conditions of the bursary, a confirmation letter, using the template in Appendix F, should be emailed to the applicant. The original copy of the letter should be sent to overseas applicants, who are subject to Tier 4 visa controls, as it will be needed to prove their fee deduction.
- Step 5* The appropriate member of staff in the School should calculate the bursary deduction and notify Student Fees following the normal FA1 form procedure, which is signed off by an authorised signatory.

For further details regarding this process please see the Frequently asked questions section starting on page 4.



Appendix A Awards applied for eligible to receive the Alumni Bursary

Postgraduate Awards:

- Postgraduate Certificate (PGCert) but **not** the PGCE
- Postgraduate Diploma (PGDip)
- Graduate Diplomas
- LLB Law Graduate Programme

The Degree of Master

- Master of Arts (MA)
- Master of Laws (LLM)
- Master of Education (MEd)
- Master of Science (MSc)
- Master of Dental Science (MDentSci)
- Master of Public Health (MPH)
- Master of Medical Science (MMedSc)
- Master of Music (MMus)
- Master of Business Administration (MBA)
- Master of Science (Engineering) (MSc (Eng))
- Master of Psychotherapy (MPsychother)
- Master of Research (MRes)
- Master of Health Science (MHSc)
- Master of Child Forensic Studies (MCFS)
- Master of Midwifery (MMid)
- Master of Business Studies (MBS)
- Master of Fine Art (MFA)
- Master in Teaching and Learning (MTL)

Doctorates

- Doctor of Medicine (MD)
- Doctor of Philosophy (PhD)

Professional Doctorates:

- Doctor of Education (EdD)
- Doctor of Clinical Psychology (DClinPsychol)
- Doctor of Business and Management (DBM)
- Doctor of Clinical Dentistry (DClinDent)
- Doctor of Health and Social Care (DHSC)
- Doctor of Paediatric Dentistry

• *The Integrated Degrees of Doctor of Philosophy and Master (MA,PhD; LLM,PhD or MSc,PhD)*

- Master of Philosophy (MPhil)

Master's Degrees by Research:

- Master of Arts (MA (by research))
- Master of Education (MEd (by research))
- Master of Science (MSc (by research))
- Master of Science (Engineering) (MSc (Eng) (by research))

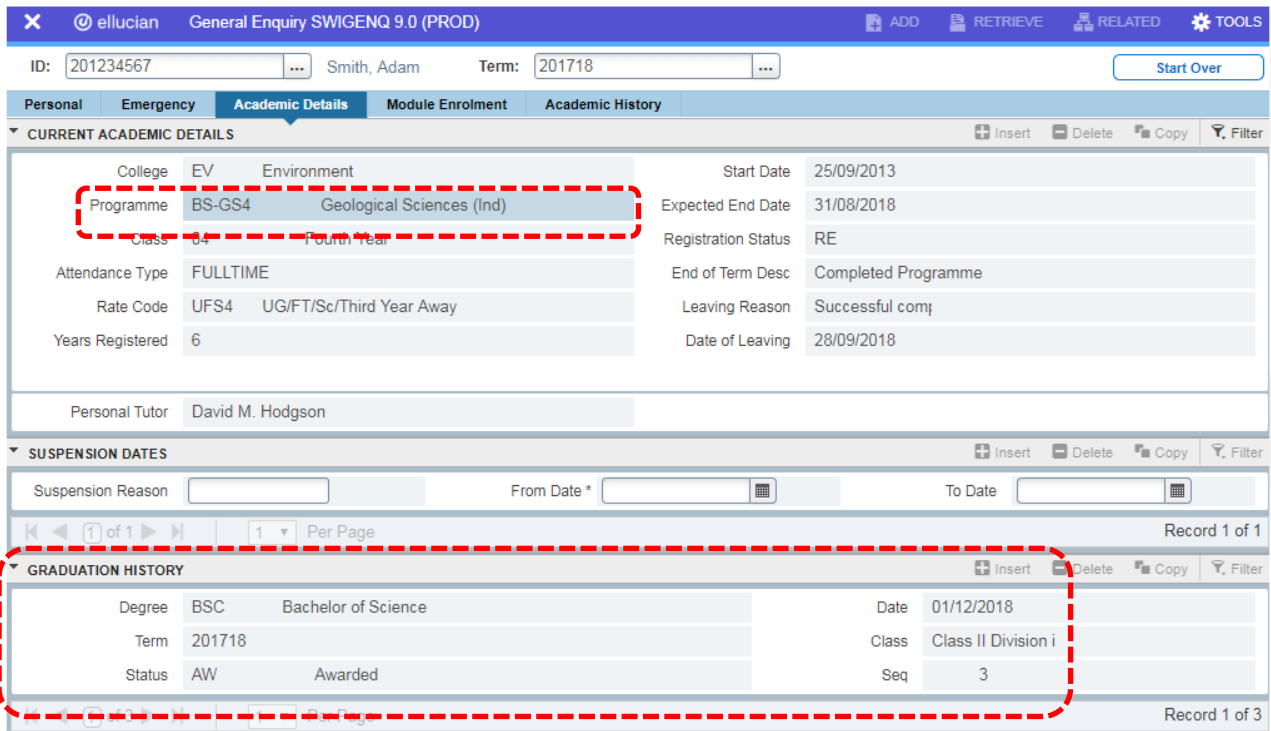
Appendix B Affiliated colleges

- Askham Bryan first enrolment 1992 - 2009
- Barnsley College 1993 - 2005
- Bingley Training College 1947-1964/5
- Bingley College of Education 1965-76
- Bingley College 1976-1977
- Bingley College merged with Ilkley College in 1977
- City of Leeds College 1949 - 1952
- City of Leeds Training College 1952-1965
- City of Leeds College of Education 1965-1968
- City of Leeds College of Music 1990 - 1995
- City of Leeds and Carnegie College 1968 -1977 (then Leeds Polytechnic)
- Carnegie College of Physical Education 1948-1968
- Doncaster College 1989 - 2004
- Ilkley College of Housecraft 1952-1965
- Ilkley College of Education 1965 - 1977
- Ilkley College 1977 -1978
- James Graham College 1971-1976 (later Leeds Poly)
- Huddersfield Training College 1951-1965
- Huddersfield College of Education (Technical) 1966-1974
- Huddersfield Polytechnic 1974 - 1988
- Leeds College of Art and Design 1995 - 30 June 2009
- Leeds College of Art 1st July 2009 - 2010
- Leeds College of Health 1991 - 1997
- Leeds College of Music 1996 - 2008
- Leeds Polytechnic Dept of Education in Home Economics 1970-1971
- Leeds Polytechnic Dept of Educational Studies 1971 - Jan 1977
- Leeds Polytechnic School of Education 1976 - 1986
- Margaret McMillan College (1st completion of course 1953) - 1972
- North Yorkshire College of Health 1990 - 1999
- Northern School of Contemporary Dance 1991 - 2007
- Oastler College of Education (1st completion of course 1966) - 1970
- Oxford Centre for Mission Studies 1997 - 2003
- School of Healthcare Studies 1993 -1997
- Singapore Aviation Academy 1995 - 1997
- University Centre Barnsley 2005 - 2006
- West Yorkshire College of Health Studies 1990 - 1998
- Yorkshire Training College of Housecraft 1949 up to and including 1965 later Leeds Poly
- Yorkshire College of Education and Home Economics 1966-Jan 1970

Appendix C Accredited colleges (originally affiliated)

- Bretton Hall 1949-1951
- Bretton Hall Training College for Teachers of Music, Art and Drama 1951-1962
- Bretton Hall 1962-1964
- Bretton Hall College of Education 1964-1979
- Bretton Hall College of Higher Education 1979 - 1989
- Bretton Hall 1990 - 2001 (1991 became college of University)
- College of the Resurrection 1993 - 1999
- North Riding Training College first award 1950 - 1964
- North Riding College of Education 1965 - 1985
- North Riding College 1986 - 1995 then University College Scarborough 1995 -1996 (1990 became college of University)
- Trinity and All Saints' Colleges 1966 - 1980
- Trinity and All Saints' College 1980 - 31st July 2007
- Leeds Trinity and All Saints College 1st Aug 2007 - 23rd Aug 2009
- Leeds Trinity University College 24th Aug 2009 -
- Ripon College 1949 - 1951
- Ripon Training College 1951-1965
- The College, Ripon 1965-1975
- St John's College, York 1949 - 1975
- The College of Ripon and York St John 1st Aug 1975 - 30 Sept 2001 (1990 became college of University)
- York St John College 1st Oct 2001 - 31st Jan 2006
- York St John University College 1st Feb 2006 - 1st Oct 2006
- York St John University 2006 - 2010

Appendix D Banner screenshot: checking an applicant's academic status



The screenshot displays the Banner system interface for a student's academic record. The student's ID is 201234567, name is Adam Smith, and the term is 201718. The 'Academic Details' tab is active, showing current academic information. A red dashed box highlights the 'Programme' field, which is 'BS-GS4 Geological Sciences (Ind)'. Below this, the 'Graduation History' section is also highlighted with a red dashed box, showing a Bachelor of Science degree awarded on 01/12/2018.

CURRENT ACADEMIC DETAILS				
College	EV	Environment	Start Date	25/09/2013
Programme	BS-GS4	Geological Sciences (Ind)	Expected End Date	31/08/2018
Class	04	Fourth Year	Registration Status	RE
Attendance Type	FULLTIME		End of Term Desc	Completed Programme
Rate Code	UFS4	UG/FT/Sc/Third Year Away	Leaving Reason	Successful com
Years Registered	6		Date of Leaving	28/09/2018
Personal Tutor	David M. Hodgson			

GRADUATION HISTORY				
Degree	BSC	Bachelor of Science	Date	01/12/2018
Term	201718		Class	Class II Division I
Status	AW	Awarded	Seq	3

Appendix E Email templates

Acceptance

Dear [Applicant's name],

We are delighted to inform you that as an alumnus of the University you may be eligible for our alumni tuition fee bursary.

This is a 10% reduction on fees paid after deducting any scholarships or other bursaries received.

Please read the [terms and conditions](#) and confirm via return e-mail that:

- (1) **you have read and accepted these terms and conditions.**
- (2) **you are eligible to receive the alumni tuition fee bursary** based on the criteria outlined.

We also need to know if you are in receipt of any other bursaries or scholarships and the amount involved so that we can calculate your discount.

NB – if we do not receive a confirmation email from you the discount will not be applied. Discounts cannot be applied retrospectively and must be in place at the start of the academic year.

I look forward to hearing from you soon.

Kind regards,

[Your name]

Rejection

Dear [Applicant's name],

Thank you for your email asking to be considered for the alumni tuition fee bursary.

[Admissions staff should insert their own text explaining why the applicant is not eligible – this may be due to the course applied for, that the previous award/studies are not eligible or that they are fully funded by a third party sponsor organisation].

Kind regards,

[Your name]

Appendix F Bursary confirmation letter

Please note that the information below must be written on letter-headed paper. The letter can be scanned to UK/EU nationals but for overseas nationals subject to Tier 4 regulations a signed hard copy must be sent to the applicant, in addition to being scanned. Furthermore, for security and a prompt delivery we suggest that you courier the letter.

Date:

UKVI sponsorship licence number: H3GNC03A4

Student number:

Student name:

Student address:

Dear

**University of Leeds Alumni Tuition Fee Bursary, Academic Year (insert academic year)
(0.1 x £full fee for the year)**

Congratulations on your offer of a place to study at the University of Leeds. We are delighted to confirm that you have been awarded a 10% alumni tuition fee bursary. This means that **(0.1 x £full fee for the year)^{1,2}** will be paid for you when you register for your programme (or for each year of your programme if it is longer than one year).

This letter is your formal notification of your bursary, and as such can be used as financial evidence of the bursary for immigration and other formal/legal purposes. Please provide the original letter in support of any immigration application.

We look forward to welcoming you to the University of Leeds.

Yours,

School contact

Notes

1. If you are awarded any other scholarship or bursary this 10% bursary will be applied to any outstanding tuition fees.
2. Please note that the Alumni Tuition Fee Bursary scheme will be reviewed annually. This will apply to students commencing this session only.

Document end.