

University of Leeds

# Alumni Bursary

Guide & FAQ 2014/15

For students starting in September 2015



UNIVERSITY OF LEEDS

## Contents

1. Introduction .....	3
2. Rationale.....	3
3. Frequently Asked Questions .....	5
3.1 About the Alumni Bursary and Applicant Eligibility .....	5
3.2 Processing the Alumni Bursary once Eligibility is Confirmed .....	8
3.3 Calculating the Alumni Bursary and Notifying Finance.....	10
4. Key Contacts .....	11
5. Overview of the Alumni Bursary Process .....	12
Appendix A Awards Applied for Eligible to Receive the Alumni Bursary .....	13
Appendix B List of Affiliated Colleges.....	14
Appendix C Accredited Colleges (originally affiliated).....	15
Appendix D Banner Screen Shot .....	16
Appendix E Email Templates .....	17
Acceptance.....	17
Rejection .....	17
Appendix F Bursary Confirmation Letter .....	18
Appendix G Individual Form 21 .....	19
Appendix H Multi-list Format Form 21.....	20
Appendix I Authorised Signatories for the F21 Form .....	21

## 1. Introduction

The introduction of a university-wide alumni tuition fee bursary was agreed at Faculty Management Group (FMG) on 6<sup>th</sup> 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 masters 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 encouraging 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 which are impacting postgraduate recruitment both in home and international markets.

Although experience both within the University of Leeds and amongst our peers is quite fragmented, there is a strategic question as to whether we are moving towards the development of "relationship pricing". This influences HEI's pricing strategies as we become more sophisticated in our management of price as a key part of the overall value proposition. Alumni scholarships are a relatively tactical and easy first step in a move towards relationship pricing, but at the heart of the proposal is an assumption that by recognising an applicant's alumni status we are likely to make them more predisposed to consider a second degree at the University of Leeds. It therefore has the potential to be a tactical opportunity either to increase revenues or protect revenue that otherwise would have been at risk, particularly as it relates to the dramatic downturn in home/EU masters level recruitment.

The position with regard to alumni bursaries at Leeds was inconsistent, both in terms of who is offering them and the nature and purpose of the bursary. In the majority of cases the marketing of these bursaries was relatively low key and it has not possible to promote the offering more broadly. As a result, we were limiting our ability to maximise value and benefit of these bursaries.

An assessment of the competitor situation reveals a mixed picture, although the majority of peer institutions offer some form of university-wide scheme. Newcastle and Birmingham have blanket bursaries whilst Nottingham and Sheffield alumni bursaries are aimed at non-UK fee paying students whilst Manchester only has an MBA loyalty bursary. Newcastle is the most generous offering a 20% bursary to all alumni.

In the light of more challenging postgraduate markets a bursary to recognise alumni status was approved within the context of a broader strategic intent to improve progression and the return of students to undertake higher level degrees.



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 masters 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. There are a limited number of exceptions to this which 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 which 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 masters 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. For further details regarding finance and the Alumni Bursary please see page 10.

**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](http://www.leeds.ac.uk/alumnibursary).

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

The University allows registration onto a research degree if an applicant has completed all the requirements for a Masters 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 that an applicant may have applied for which are NOT eligible to receive the Alumni Bursary?**

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

- BA, BSc, Masters, 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 (e.g. MSc Nanotechnology which is jointly awarded with the University of Sheffield)
- 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 does the bursary scheme start?**

The bursary is open to applicants who are commencing 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 1<sup>st</sup> 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 a Form 21 will need submitting for each year (as detailed in Appendix G).

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

Yes, applicants can receive the Alumni Bursary twice. For each new programme of study the applicant applies for 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 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 which 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, above. 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 Service 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](mailto: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](http://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 which the applicant has to respond to 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 in to the appropriate section before scanning and sending it to the applicant. Please note 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 applicant's 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 applicants 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 Finance

## 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 standard International Arts fee of £12,900 will receive an alumni fee bursary of £1,290.*

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

*An applicant paying a standard International Science fee of £16,200, who has a £4,000 employee scholarship, will have £12,200 self-funded fees remaining; therefore they will receive an alumni fee bursary of £1,220.*

## 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 checking whether students are sponsored upon receipt of a Form 21, but Student Finance 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](http://www.leeds.ac.uk/alumnibursary)) that stipulate if an applicant is receiving third party sponsorship that this portion of their tuition fee is not eligible for the Alumni Bursary deduction.

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

An individual or multi-list Form 21 (see Appendix G and Appendix H ) should be completed and sent to Student Finance. This follows the existing 'Form 21' process; however the Alumni Bursary should be recorded with a different GL code (56041) which can then be used for reporting purposes. All Form 21s must be authorised by Faculty Finance Manager (FFM) or nominated representative (please see the list of signatories detailed in Appendix I for confirmation).

## 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 Form 21s required?**

Yes, a Form 21 is required for each academic year, so although the applicant doesn't have to apply for the bursary twice, Student Finance 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 it is not already detailed in this FAQ please contact:

- Taught Postgraduate Admissions: [tp\\_enquiry@leeds.ac.uk](mailto:tp_enquiry@leeds.ac.uk)
- Research Postgraduate Admissions: [rp\\_applications@leeds.ac.uk](mailto: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](mailto:k.innis@adm.leeds.ac.uk)

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

- Student Finance: [fees@leeds.ac.uk](mailto:fees@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* Alumni 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 alumni are 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 alumni with either a verification or 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 Finance following the normal Form 21 procedure which is signed off by the appropriate FFM.

For further details regarding this process please see the Frequently Asked Questions section starting on page 5.

## 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 Psychoanalytic Observational Studies (MPsychObs)
- 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)

### Masters 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 List of 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 Screen Shot

Oracle Fusion Middleware Forms Services: Open > SWIGENQ [Q]

File Edit Options Block Item Record Query Tools Help

General Enquiry Form: SWIGENQ 8.0 (PROD)

ID: [REDACTED] Term: 201112

Personal Emergency **Academic Details** Module Enrolment Academic History

### Current Academic Details

College: AR Arts Years Registered: 3

Programme: BA-ENGL English Lang & Lit Start Date: 23-SEP-2009 Expected End Date: 01-JUL-2012

Class: 03 Third Year

Attendance Type: FULLTIME Registration Status: RE End of Term Desc: Completed Programme

Rate Code: UFA UG/FT/Arts Leaving Reason: Successful comp Date of Leaving: 29-Jun-2012

Personal Tutor: Simon R. Swift

#### Suspension Dates

Suspension Reason: [ ]

From Date: [ ]

To Date: [ ]

#### Graduation History

Degree: BA Bachelor of Arts

Term: 201112 Status: AW Awarded

Date: 01-JUL-2012 Class: Class I Seq: 1

## Appendix E Email Templates

### *Acceptance*

Dear [Applicant's name],

I am 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 taking off scholarships and other bursaries received.

Please read our [terms and conditions](#) and confirm via return e-mail that you have read these terms and conditions and that, based on the criteria outlined, you are eligible to receive the alumni tuition fee bursary.

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, 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 hardcopy 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:

UKBA 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)<sup>1</sup><sup>2</sup> 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.

## Appendix G Individual Form 21

### FORM 21

### INDIVIDUAL STUDENT FEE AWARD

This form is to be completed for Tuition fees only and contain no element of payment for work performed by the recipient for or on behalf of the University of Leeds. For maintenance awards please use a 'FORM 22'

**ALL** sections of this form are to be completed. If there are any blank sections the form will be returned to the School/Faculty. This form **MUST** be completed at the commencement of each academic session for both new and continuing awards.

**This form must be signed by an authorised signatory**

Return completed form to **Fees, Student Services Centre, Marjorie & Arnold Ziff Building.**

SCHOOL/FACULTY DETAILS			
School/Faculty		Date	
School/Faculty Contact			
Contact's Email address		Ext.	

STUDENT DETAILS										
Title (please tick the relevant box)	Mr		Mrs		Miss		Ms		Other	
Family Name										
First Name(s)										
Student ID										
Scheme of Study										

AWARD DETAILS – FEES ONLY			
Name of Award/Bursary			
Date award commences		Date Award ceases	
What academic year does the award cover, eg 2014/15			

ACCOUNT DETAILS			
£ Amount	Account to Charge	Major Source of funding	GL Code Use 56041 for Alumni Bursary Use 56040 for all other awards

AUTHORISATION			
	Print Name	Sign Name	Date
<b>Completed by</b>			
<b>Authorised by</b>			

Revised December 2014

## Appendix H Multi-list Format Form 21

You can download the spreadsheet from [http://www.leeds.ac.uk/studentservicescentre/financial\\_admin/administrators.htm](http://www.leeds.ac.uk/studentservicescentre/financial_admin/administrators.htm)

### FORM 21 SPREADSHEET - TUITION FEE AWARD

Please return to Fees. Please email fees@leeds.ac.uk

Surname	First_Name	SID	Amount of award £	Date award commences	Date award ceases	Academic year award covers. (ie 2012/13)	Account to charge	Major Source of Funding	GL Code: Use 56041 for Alumni Bursary; Use 56040 for all other awards
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Completed  
 by:  
 Department/School:  
 Revised December 2014

Date:

Extension number

## Appendix I Authorised Signatories for the F21 Form

Faculty	FFM	Authorised Signatories	Ext	Notes
ARTS	Susan Page (Sick so Andrea Hofmair Acting FFM)	<b>Susan Page</b>	33652	Faculty Wide Authorization
		Alison Hunt (nee Sturdy)	33894	
		Andrea Hofmair	37937	
		Frank Finlay	37295	
BIOLOGICAL SCIENCES	Kay Higgins	<b>Kay Higgins</b>	33048	FFM
		Caroline Carfrae	38429	GESM
		Jennifer Hamlin	31417	FESM
		Margaret Oldfield	35648	Finance
		Amy Scott	32844	Finance
		Gillian Harrison	33122	Faculty research & Innovation manager
		Clare Skinner	30596	Faculty Research Manager
BUSINESS (LUBS)	Karen Hall	<b>Karen Hall</b>	31905	FFM
		Paul Marchant	38654	
		Sarah Shaw	37016	
		Susan Bain	34186	
		Louise Courtney	34657	
		Angela Tattam	36862	
		Peter Moizer	34499	Faculty Wide Authorization (Dean)
		EDUCATION, SOCIAL SCIENCES & LAW (ESSL)	Julie Reeves	<b>Julie Reeves</b>
Jeremy Higham	37428			Dean
Hamish McCardie	38593			Faculty of ESSL Office
Jenny Lyon	31283			FESM
Sue Long	34671			Law
Alison Moore	34604			
Sue Pearson	33227			
Ian Cram	35043			
Alastair Mills	31881			
Joan Loughrey	37158			
Emma Wincup	37453			
Norma Martin Clement	35021			
Emma Cave	35044			
Rachel Taylor	35010			
Sally Howarth	38745			Politics and International Studies
Kevin Theakston	34391			Sociology & Social Policy
Mark Priestley (Hos)	34417			
Suzanne Hallam	34455			
Debbie Westmoreland	34408			
ENGINEERING	Jay MacIntyre Acting FFM			Pat Dixon
		Jay MacIntyre	32096	
		Gavin Robertson	32158	SPEME
		Nicola Dickinson	32787	
		Rachel La Bella	37680	RG Accounts Only
ENVIRONMENT	TBC	<b>TBC FFM</b>	31630	All Faculty (FFM)
		Colleen Palmer	36698	
		David Hunt	31639	
		Andrew Dougill	36782	

Faculty	FFM	Authorised Signatories	Ext	Notes
		Rob Mortimer	35251	
		David Bell	37995	
		Paul Kay	33328	
		Greg Marsden	35358	
		Eve Aulton	36730	
		Blessing James	38148	
		Ben Clark	36798	
		Steven Dobbie	36725	
		Andrea Jackson	36728	
		Anthony Whiteing	35359	
		Naomi Armstrong	36760	
MATHEMATICS & PHYSICAL SCIENCES (MAPS)	Kirsty Dillingham	<b>Kirsty Dillingham</b>	33101	Appointed FFM 01.10.08
		Steve Marsden	36425	chemistry only all forms
		Janet Jukes (née Asquith)	33977	
		Dwayne Heard	36735	Chemistry Only (HoS)
		Michaele Hardie	36458	Chemistry Only
		Prof. John Truss	35128	Mathematics
		Prof. Alastair Rucklidge	35161	Mathematics ( New HoS)
		Brent Murray	32962	Food Science Only
		Tom Hartquist		Physics & Astronomy only
		Julian Pittard	33805	Physics & Astronomy Only
		Steve Scott		Physics & Astronomy Only (HoS)
		Michael RA Morgan	32959	Food Science Only
		MEDICINE & HEALTH	Angela Byram*	<b>Angela Byram</b>
<b>Peter McWilliam</b>	34721			Faculty-Wide (Dean)
Anne-Marie Knaggs	36876			Faculty-Wide
Gareth Bancroft	31439			School of Healthcare
Joanne Horner	31440			School of Healthcare
Kate Wilson	31440			Leeds Dental Institute
Andrew Cooper	36006			Faculty wide
Anika Huggins	36629			School of Medicine [LIGHT and LIHS]
Yvonne Shonukan	38569			Faculty wide
Maria Ala-Aijala	33382			Faculty wide
David Sutcliffe				Deputy Faculty Finance Director
Sarah Clark	32701			
Matt Gibbons	36642			
Dionne Walker				LIGHT
Carolyn KEIRS	36601			LICAMM/LIME
Kate Wilson	35739			Institute of Psychological Sciences
Gareth Spooner	31626			Institute of Psychological Sciences
Jacqueline Hunt	36993			Institute of Psychological Sciences
David Hughes (LIMM)	x.65222			Leeds Institute of Molecular Medicine
PERFORMANCE, VISUAL ARTS & COMMUNICATIONS (PVAC)	Glyn Saul			<b>Glyn Saul</b>
		Karen Ries	37498	Faculty Accountant
POSTGRADUATE SCHOLARSHIPS OFFICE	Christina Robinson	Caroline Neave	34894	
		Shirley Yeadon	34973	
		Alice Franks	34007	<b>**Caroline Neave or Shirley</b>

Faculty	FFM	Authorised Signatories	Ext	Notes
				Yeadon must be CC'd into the email
		Erika Smith**	34973	**Caroline Neave or Shirley Yeadon must be CC'd into the email
INTERNATIONAL OFFICE	R Lee	<b>R Lee</b>		FFM
		Jacqui Brown	34085	
		Louise McCarthy	33972	
		John Uren	32294	FFM
ACCESS & COMMUNITY ENGAGEMENT (ACE)		Matt Dollery	38495	FFM
		Greg Miller	31058	
		Louise Banahene		
		Richard Kemp	37672	
		Jon Barber	37496	
TP ADMISSIONS		Lisa Summers	38430	Assistant Director, Student Admin
SPORTS CENTRE	Mike Ferraby	<b>Mike Ferraby</b>	37082	FFM
		Patrick Craig	37541	
STUDENT ADMIN		Abi Shearsmith		assistant director student admin
ISS & LIBRARY	Anjna Jassal	<b>Anjna Jassal</b>	38191	Finance Manager for ISS and Library

*Updated September 2014*

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