



University of  
St Andrews

## Awards General Terms and Conditions

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| <b>Key terms</b>                  | Student administration/Academic financial support/Scholarships   |
| <b>Purpose</b>                    | The following terms and conditions apply to all University of St Andrews scholarships, prizes, bursaries and awards (collectively "Awards"). |

| <b>Version number</b> | <b>Purpose / changes</b>   | <b>Document status</b> | <b>Author of changes, role and School or unit</b> | <b>Date</b> |
|-----------------------|--|------------------------|---|-------------|
| 1.4                   | Update to the policy for entry in 2025. Terms from the "Scholarships Policy" for each academic year have been introduced to this policy to create a single policy for students to refer to for guidance on funding | Published              | Rosalind Darvill, Registry Officer, Scholarships  | 01/08/2025  |

## **Introduction**

St Andrews is committed to attracting the very best students, regardless of financial circumstances.

St Andrews offers a range of scholarships and bursaries designed to assist with:

- Helping students support themselves during their time at university and
- Reward academic excellence.

## **General principles**

Scholarship applicants must have an offer of a place for a course at the time of the scholarship or bursary application deadline or the selection panel meeting to be considered for a scholarship award. Scholarship applicants must also meet the conditions of the scholarship, complete the application in full, provide all requested evidence, and submit the application by the deadline date to be considered. Late requests or applications for Scholarships and bursaries after the published deadline will not be considered.

The University does not defer scholarship and bursary awards. Where an applicant awarded any University of St Andrews scholarship or bursary defers their place to the following academic year, the applicant will need to reapply to relevant scholarships and bursaries. Please note that while the University may choose to defer a student's place under certain circumstances, students themselves cannot request a deferral.

Payments will be offset against invoices or paid out in instalments to encourage budgeting and sound money management. Payment plans for scholarships that are paid out to the recipient are pre-set at the beginning of the academic cycle or as per agreement with the funder, when not funded by the university, and are not negotiable.

The following general terms and conditions apply to all University of St Andrews scholarships, prizes, bursaries, and awards (collectively "Awards").

## **Award-specific terms and conditions**

Please note that, in addition to these general terms and conditions, individual Awards may have additional terms and conditions; if so, these specific terms and conditions will be clearly stated within the Award information and highlighted to the Award applicant as part of the application process and within the award offer letter.

## **Financial needs-based awards**

Additional specific criteria and conditions are attached to financial needs-based awards as follows:

- Criteria for all awards will be clearly identified and published in the University's Scholarships and Funding catalogue, and primarily based on evidence of financial need.
- Applicants will be evaluated using a points-based system covering both gross household income and relevant contextual information. Financial assistance - Study at St Andrews - University of St Andrews ([st-andrews.ac.uk](https://st-andrews.ac.uk)).

- Applicants applying to financial needs-based awards will normally only be awarded one needs-based award of the highest possible value.
- Applicants for financial needs-based awards will be required to provide evidence of their financial circumstances before any decision is made.
- Students on specific financial needs-based awards may be required to provide evidence of their financial circumstances on an annual basis, which may be collected via SLC or SAAS or provided personally by the students.
- There will be an annual, published table of gross household income bands for all students being awarded needs-based scholarships.
- Full details of the award value, duration, payment method, any requirements or other specific terms and conditions will be detailed in the letter of award.

### **Collection and use of personal data**

As outlined in the University's privacy notices, the institution will collect and process your personal data to manage Award applications and funds where an Award is made. This could include passing personal data to Award sponsors or their equivalent only to manage and monitor an Award as required by the funding conditions.

### **Display of Award Details on HEAR Documentation**

Merit-based Awards will be displayed automatically on the HEAR documentation published for the recipient of the award.

Income-based Awards will be displayed on HEAR documentation; however, applicants may choose to opt out of this information being displayed. The student will be asked about their preference during the Award application process. Should the student wish to change their preference following the application process, this can be requested by emailing the Scholarships and Funding Team ([ser-fund@st-andrews.ac.uk](mailto:ser-fund@st-andrews.ac.uk)).

### **To be awarded, a student must:**

- Ensure that the information provided in the application process is accurate, honest and provided in good faith.
- Declare any other scholarships or funding that have been secured in relation to the programme of study (excluding student loans).
- Meet all conditions attached to their academic offer, plus any other conditions attached to the Award.
- Matriculate/register on their academic programme by the official start date. Awards cannot be deferred to a later date without a prior written agreement.
- Provide any necessary documentary evidence in the format required upon application or upon request by the scholarships team by the specified scholarship deadlines. Where documentation is not provided within the specified deadline, the application will be rejected.
- Accept the terms and conditions of the individual Award and complete any actions required to secure the award as specified in the award offer letter. If the terms and conditions are not accepted, or required actions are not completed by the specified deadlines, it will be assumed that the student has not accepted the award, and the award offer will be rescinded.

**To receive and continue to receive payments, a student must:**

- Matriculate, and remain matriculated, during each academic session, at the University of St Andrews.
- Remain based in the UK and comply with the University's Location of Studies Policy (unless the Award is for a digital programme). Any location changes must be discussed with the Scholarships Team prior to implementation and may result in the termination of the Award.
- Meet and continue to meet the required eligibility criteria for the Award. In cases where it is identified that a student may no longer meet the eligibility criteria, the Scholarships Team will review this and a decision will be taken as to whether the award should be terminated.
- Provide and maintain up-to-date bank details for maintenance payments if the Award includes maintenance.
- Progress academically on their course in line with the requirements of the relevant University regulations and progression requirements associated with their programme. If the student fails to do this, the Award may be withdrawn.
- Not hold any outstanding debt to the University from previous academic years.

**It is the Award recipient's responsibility to:**

- Inform the [Scholarships Team](#) immediately of any academic changes in circumstances, including leave of absence, withdrawal or changes of circumstance relating to the conditions stipulated in the Award letter. Failure to do so or delay in doing so may lead to the requirement to repay part or all of any Award already received. Changes in circumstances that mean a student no longer meets the eligibility criteria for an Award will be reviewed by the Scholarships Team and may result in the termination of the Award.
- Inform the [Scholarships Team](#) and follow the [Parental leave for Postgraduate research students](#) policy if guidance on parental leave is required.
- Inform the [Scholarships Team](#) immediately of any change in their personal circumstances such as changes in financial status, which may result in them no longer being eligible for the Award.
- Inform the [Scholarships Team](#) immediately if they are awarded any other external Awards or external funding after the award has been issued. A written agreement between the University of St Andrews and the relevant external body may be required and the Scholarships Team will advise on this where needed.
- Be aware of and adhere to the University of St Andrews [Terms and Conditions](#) of Study and any relevant terms and conditions applied by external funders where these apply to the Award issued. The Scholarships Team can provide guidance where any conflict may occur.

**An Award may be withdrawn for any of the following reasons:**

- Where a student has breached the terms of their tuition fee payment agreement or Award.
- Where the student has an outstanding debt to the University.
- Where a student becomes subject to disciplinary processes under the University's [Student Conduct Policy](#) and/or [Good Academic Practice Policy](#).
- If the University becomes aware of any additional information not provided at the time of application, or any incorrect or false information provided at the time of application, which affects eligibility, the Award may be withdrawn, and there may be a requirement to repay any Award already received.
- If a student receiving an Award ceases to be fully matriculated/registered.
- When scholarship eligibility has been affected by a change of programme e.g. if a student decides to switch from one academic subject to another during the course of their degree programme and the Award does not apply to the new programme. Similarly, other changes of circumstances (e.g. placements, fieldwork and leaves of absence) may affect eligibility. The student should seek advice from the Scholarships Team before a change in circumstances.
- If a student does not meet the University conditions on satisfactory attendance, engagement or academic progress, resulting in a change to their student status. In this case, Awards may be terminated, and there may be a requirement to repay any Award already received.
- If, after reasonable steps have been taken, the student has failed to provide their correct bank details within the timescales stipulated, the student's eligibility for the Award is rescinded.

**Limitation of Liability**

- Nothing in these terms and conditions shall limit or exclude the University's or the Award applicant's liability for:
  - death or personal injury caused by its negligence, or the negligence of its personnel, agents or subcontractors;
  - fraud or fraudulent misrepresentation;
  - any other liability which cannot be limited or excluded by applicable law.

Subject to the above cases, neither the University nor the Award applicant shall have any liability to the other party, whether in contract, delict (including negligence), breach of statutory duty, or otherwise, for any indirect or consequential loss arising under or in connection with these terms and conditions, including (but not limited to) any loss arising from the withdrawal of an Award.

There is an annual cut-off date for unpaid/unclaimed Awards for the preceding academic year — this is currently set at 30 October. After this date, student eligibility for the Award will be rescinded.

### Further Information

Information on Tuition Fees may be found at: <http://www.st-andrews.ac.uk/students/money/fees/>.

Guidance from HMRC on scholarship income may be found at: <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim06225>.

| Version number | Purpose / changes   | Document status | Author of changes, role and school / unit          | Date       |
|----------------|---|-----------------|--|------------|
| 1.0            | Policy placed into the Governance Zone template.<br>Updated 11/06/2021  | Published       | Angela Johnston,<br>Registry Officer,<br>Registry  | 11/06/2021 |
| 1.1            | Update to the policy for entry in 2021  | Published       | Angela Johnston,<br>Registry Officer,<br>Registry  | 03/08/2021 |
| 1.2            | Update to the policy for entry in 2022  | Published       | Angela Johnston,<br>Registry Officer,<br>Registry  | 28/09/2022 |
| 1.3            | Update to the policy for entry in 2024  | Published       | Rosalind Darvill,<br>Registry Officer,<br>Registry | 01/08/2024 |
| 1.4            | Update to the policy for entry in 2025. Terms from the "Scholarships Policy" for each academic year have been introduced to this policy to create a single policy for students to refer to for guidance on funding. | Published       | Rose Darvill,<br>Scholarships Officer, Registry    | 13/08/2025 |