



Swansea University

Academic Enrichment Payment Terms and Conditions 2024-25

This document outlines the full terms and conditions of the Academic Enrichment Payment, and you should read these before you complete and submit an application for this award.

Eligibility

Applicants must be currently enrolled students at Swansea University and must hold the status of one of the following:

- o Asylum Seeker
- o Refugee
- o Those with UK Limited/Discretionary Leave to Remain*
- o Those under Humanitarian Protection*

*as a result of an asylum claim

Applicants must send evidence of their immigration status along with their application, to prove eligibility for this award.

Please note, this award is not a substitute for the Hardship Fund or the International Student Support Fund and is solely to enrich the academic experience of recipients. This payment cannot be used to subsidise tuition fees, accommodation or living costs.

Application

By applying for the award, you are acknowledging awareness of an agreement with the following conditions:

- The maximum amount that can be awarded as an Academic Enrichment Payment is £250.
- Each student is permitted one award per academic year. Any subsequent payments in future years will be discretionary; priority will be given to students receiving this award for the first time.
- Applications must be submitted up to 8 weeks before the end date of your course.
- All applicants must be enrolled to receive this award.
- Applicants must not have outstanding tuition fees to receive this award.
- Applicants must not be suspended or on a deferral year of study.

You should complete the relevant Academic Enrichment Payment Application Form which is made available on our website: [Academic Enrichment Payment](#)

- You will be notified by email if your application does not meet the eligibility criteria.
- Incomplete applications will not be considered.

Individual Responsibility

The University cannot be responsible for any errors or omissions in the information supplied and on which eligibility decisions are based. The University's decision on the interpretation of eligibility criteria is final and there is no right of appeal.

Applicants have 10 working days to return any additional information needed to process an application requested by the Participation@CampusLife team.

You must comply with all requests for additional information to establish your eligibility on the time frames specified and you must submit any evidence requested by deadlines. If these deadlines are not adhered to, then applicants understand their application may be rejected.

Selection

- Selection will be based on your supporting statement submitted in your application form and other contextual information, *such as additional evidence regarding the purpose of payment*, provided in your application.
- The provision of this award is made subjectively, and all applications will be reviewed by the Participation@CampusLife team.
- You cannot be considered for an award if you have not submitted a completed application, along with any relevant supporting evidence, within the application deadline. All awards are discretionary and limited in number, so even if you meet the criteria, you are not guaranteed to be successful.

Payment

- The Participation@CampusLife team will elect method of payment, e.g. vouchers, travel credit. In the unusual circumstance that cash is paid, receipts will be required.
- The Participation@CampusLife and Finance departments will not be held responsible for a change in bank details or any bank charges a student may incur because of this change.
- If a student is successful in obtaining this award, payment will be processed by the Money@CampusLife team and can take up to 10 working days to complete.

Disciplinary Action and Fraudulent Applications

- If any applicants give false information, or fail to disclose all relevant information, this may lead to rejection of an application and renders the student liable to disciplinary action by the University.
- Any fraudulent misrepresentation may result in further investigation, possibly involving the police.

Complaints

- There is no right of appeal and the University's decision is final in relation to your eligibility

for an award. You may make a complaint if you believe that you have not been considered for an award because of a procedural error, or you believe that there has been some other procedural problem with our allocating and awarding system.

- Complaints should be made in accordance with the university's process. Please find details on this here: [Complaints and Appeals Policy for Applicants](#)

Use of Data

- All application forms and supporting documents will be held by the office for a minimum of 6 years in line with data protection legislation.
- For more information on Swansea University's use of student data, see here: [Student Privacy Notice](#)