



## Chamberlain Award Terms and Conditions

### Eligibility

Your eligibility for a Chamberlain Award is determined on the basis of the information you supply as part of your application for Student Finance to the Student Loans Company (SLC) and is subject to annual and in-year reassessment prior to any payment being made. As such, you must continue to be means tested by the SLC for each year of your programme.

In order to remain eligible for an Award, you must continue to meet the Chamberlain Award eligibility criteria for your year of entry to the University as published on our website:

- a. [For students who commenced their studies in 2014 to 2019](#)
- b. [For students who commenced their studies in 2020](#)

The Award will remain valid if you transfer to another course or programme of study at the University, provided that your new programme of study does not breach any of the eligibility criteria for the Chamberlain Award (as set out on our website) and that you have progressed onto the next year of study. Any instalments already made will count towards the total Chamberlain Award for the academic year.

In order to continue to receive the Chamberlain Award you must academically progress onto the next year of study of your course. If you are required to repeat the academic year, you will not normally be eligible to receive a further Award in respect of the repeated year and payments will only be reinstated once you progress onto the next year of study, provided that you continue to meet the eligibility criteria for an Award.

If you believe that you are having to repeat a year due to exceptional circumstances then you can make an appeal to continue to receive the Chamberlain Award, subject to your continuing to meet the eligibility criteria for the Award. You will need to demonstrate the impact of the exceptional circumstances on your studies. Exceptional circumstances could include, but are not limited to, a registered disability, long-term medical condition, bereavement or maternity. The University makes no guarantees that such extensions to Chamberlain Award entitlement will be granted and all grounds for appeal will be assessed at the absolute discretion of the University. To make an appeal, please email: [fga@contacts.bham.ac.uk](mailto:fga@contacts.bham.ac.uk)

### Payment

Awards will be paid in two equal instalments in the January and May of each academic year. Payment of the Chamberlain Award will be made directly into the bank account you have nominated for your Maintenance Loan, unless you have opted to divert your cash award to tuition fees or University-owned accommodation fees (to request to do which you need to contact Funding, Graduation and Awards using the email address below). If you opt to divert your cash award, you will receive a cancellation letter via your Student Finance portal. This is a cancellation of the cash bursary payment only.



The University will notify the Student Fees department that you have opted to divert your award. If you have opted to divert your cash award to tuition fees, it is your responsibility to ensure that you reduce your tuition fee loan by the appropriate amount.

Payment of the Award is administered by the SLC and the University shall not be liable for any delay or error in relation to the payment of the Award or the non-payment of the same.

The University reserves the right to withhold payment of all or part of the Award in the event that you fail to pay any of the tuition fees or accommodation charges due for the academic year (or failed to make arrangements for such payment acceptable to the University).

### **Termination**

In any of the circumstances set out below the Chamberlain Award will be withdrawn and you will receive no (or no further) payments from the University:

1. If you permanently leave the University due to illness (whether or not following a Leave of Absence under the University's [Code of Practice on Leave of Absence procedures](#))
2. If you leave the University voluntarily for reasons other than illness
3. If you are required to withdraw from the University due to disciplinary or fitness to practise proceedings
4. If you fail to complete satisfactorily the requirements of your programme of study.

The University reserves the right to demand the repayment of any instalment or instalments (or part thereof) of the Chamberlain Award paid to you in circumstance 3, set out above.

### **Leave of Absence**

In the event that you take, or are required to take, a Leave of Absence during the academic year any Chamberlain Award payments still due will be suspended until you return from your Leave of Absence and re-register as a normally registered student with the University.

Upon re-registering you will be paid the balance of any instalments due from the academic year when the Leave of Absence was taken.

If you fail to return to the University after a Leave of Absence then the Chamberlain Award will be terminated and you will receive no (or no further) payments from the University, as outlined above.

### **Issues and complaints**

Any dispute or complaint arising in connection with the Chamberlain Award should in the first instance be addressed in writing to the Head of Funding, Graduation and Awards through the email address below.