



The Department of the Natural and Built Environment Undergraduate Scholarships 2019/20.

The Department of the Natural and Built Environment (NBE) will be offering UK undergraduate students due to start at Sheffield Hallam in September 2019 the opportunity to apply for a scholarship to support living costs for the duration of your studies.

The scholarships are open to Full & Part Time UK domiciled students who are recognised as having Home Fee status by Student Finance England/Wales/NI. To be eligible for a scholarship you must meet the eligibility criteria outlined in this document, have a household income below £42,875 as assessed by Student Finance, and be due to start one of the undergraduate courses listed below in September 2019.

These scholarships have been made possible through generous donations to support students at Sheffield Hallam University. Scholarships are limited and the number of awards available will be confirmed in May 2019 when the scholarship opens for applications.

Barratt Scholarship and Europa Capital Scholarship 2019/20

Two of the scholarships available this year are made possible with the generous support of our corporate partners Barratt Developments Plc and Europa Capital. If you are eligible for the NBE Scholarship programme you will be given the opportunity to apply for both the Barratt Scholarship and the Europa Capital Scholarship as part of your application.

Eligible Course(s): BA Hon Human Geography
BSc Hon Architectural Technology
BSc Hon Architecture
BSc Hon Building Surveying
BSc Hon Construction Project Management
BSc Hon Environmental Science
BSc Hon Geography
BSc Hon Quantity Surveying
BSc Hon Real Estate

Scholarship award: £3,000 per year non-repayable maintenance grant paid in instalments for each year of study on a three year undergraduate course excluding any placement years and subject to the terms and conditions below.

How to apply: To be considered for an NBE Scholarship you must have accepted an offer to study one of the eligible NBE courses listed above through UCAS no later than **Monday 20th June 2019** with Sheffield Hallam University

*Denotes high cost courses

chosen as your **firm choice**. All individuals who fit these criteria will be contacted directly by email no later than Wednesday 31st July and with instruction on how to apply online.

You will have until **Sunday 15 September 2019** to submit an application, along with any required supporting evidence, and must enrol on your chosen course by Friday 27th September 2019.

If you think you should be eligible for an NBE Scholarship but have not been contacted by email by Monday 20th June 2019, contact scholarships@shu.ac.uk with the subject "NBE Scholarships" and we will get back to you as soon as possible.

Am I Eligible?

To be eligible for the 2019/20 NBE Scholarship you must meet the following criteria:

- you are applying to study for your first undergraduate degree due to start at Sheffield Hallam University in September 2019.
- you have already accepted an offer to study an eligible course and you have made Sheffield Hallam University your firm choice with UCAS by Monday 20th June 2019.
- you are recognised as having Home Fee status by Student Finance England/Wales/NI and are due to pay the full home tuition fee of £9,250.
- you have a **household income** of less than £42,876 evidenced by a means-tested assessment as part of your application for a student loan (further details below).
- you have already applied to Student Finance England/Wales/Northern Ireland, or the Student Awards Agency Scotland to allow enough time for your assessment to be completed before you start at the University.
- you must not be eligible for the Care Leavers bursary as through this you will automatically receive alternative financial support of a higher value than this scholarship.
[For more information on support for students leaving care visit our website here.](#)

Household Income

To determine if you are eligible for an NBE Scholarship the University will look at your [Household Income](#). Sheffield Hallam University do not carry out household income assessments. Your household income is determined by Student Finance and is calculated by looking at the total income of your household minus certain allowances for things such as other financially dependent children that may rely on you or your parents/guardians/sponsors.

In order to be able to assess your household income both you and your family/sponsors **MUST** share your household income with Student Finance. This is known as a [means-tested assessment](#). In addition to being assessed by Student Finance, **ALL** parties (students, parents, guardians and any other sponsors) **MUST** have consented to share their income information with the University as part of the application process. **These arrangements must be in place on or before the deadline for the scholarship in order for your application to be considered. We will not accept applications where this is not in place.**

To ensure we can consider your application for an NBE Scholarship based on household income we would advise students to have done the following:

- ensure you have applied to Student Finance no later than July 2019 for a [means-tested assessment](#) so they can verify your individual household income;
- ensure that all supporting documentation is supplied to Student Finance as per their guidelines
- indicate to Student Finance that your university is Sheffield Hallam University;
- give your consent to Student Finance to share your finance assessment information with the University for bursary purposes.
- Ask your parents, sponsors or guardians to also consent to share their finance assessments information with the University for bursary purposes.
- ensure that your finance assessment application has been completed and approved by Student Finance by the first week of semester 1.

Students funded by The Student Awards Agency for Scotland (SAAS).

If you are a student who is funded by The Student Awards Agency for Scotland (SAAS) you must submit your finance award letter for assessment after submitting your application. The University will assess your income using the evidence provided.

Non eligibility

Students in the following categories are NOT eligible for the scholarship:

- postgraduate students;
- part-time students who are studying less than 25% intensity of the equivalent full-time course;
- students whose fees are paid in whole or part through sponsorship (for example by their employer);
- students with Overseas Fee Status;
- students who are classified by Student Finance as being ordinarily resident in the EU;
- students who defer their place with Sheffield Hallam University.

How are applications assessed?

Your application will be verified once you have enrolled at the University against the eligibility criteria outlined above. If you meet all of the eligibility criteria, your application will then be assessed based on your individual personal circumstances:

Our priority groups for support are:

- Low level of residual household income
- Female students on courses where they are under represented
- Black and minority ethnic students on courses where they are under represented
- Students who are the first in their family to go to University
- Students with caring responsibilities (*evidence required*)
- Students under 25 who are estranged from their parents (*evidence required*)
- Students with dependent children (*evidence required*)
- Disabled students
- Transgender students (*evidence required*)
- Students coming to University from areas of the UK with low participation in Higher Education. This is measured through the Higher Education Funding Council POLAR classifications. [Visit the HEFCE website for more information.](#)

- Students on a high cost course

The table below outlines how you will be assessed for each priority group and where additional evidence will be required. The examples of additional evidenced are illustrative and should not be read as exhaustive. For any questions around evidence requirements please contact scholarships@shu.ac.uk.

As part of the application there will be an opportunity for you to write a personal statement. Anything written will not be assessed on academic writing style or content but is an opportunity for you to elaborate on your personal circumstances, or any other extenuating circumstances that have not been covered elsewhere. Applications are assessed based on a scoring criteria in the first instance but all statements will be read and any applications falling outside of this criteria could still be considered depending on the additional information you have included.

Please note if you would like to be considered for the Barratt's Scholarship or the Europa Capital Scholarship the details of your application may be shared with representatives as part of the selection process. All applicants will be given the opportunity to opt out of consideration for these scholarships during the application process if they do not want their details to be shared.

Criteria	Evidence
Level of residual household income	Must have applied for Student Finance. Additional evidence is required if you are a student who is funded by The Student Awards Agency for Scotland (SAAS). If you are funded by SAAS then you must provide evidence. The following examples are accepted: Earnings (P60, P45 or wage slips) or evidence of benefits (working tax credits, Job Seekers Allowance, Housing Benefit, Income Support, Universal Credit or Incapacity Benefits/ESA) for the previous tax year.
Female students on courses with consistently low participation	No evidence required. The University checks this information internally.
Black and minority ethnic students on courses with consistently low participation	No evidence required. The University checks this information internally.
Students who are the first in their family to go to University	No evidence required. The University checks this information internally.
Students with caring responsibilities - <i>someone providing unpaid support to a friend or family member due to an illness, disability, mental health or addiction problem</i>	Letter confirming caring status from a relevant organisation or third party e.g. a carers organisation, social services, teacher or college tutor, support worker, doctor, healthcare professional or other relevant support organisation or network.
Estranged students - someone who is irreconcilably estranged from their parents and aged 25 or under at the time of enrolment.	Letter from Student Finance England confirming independent status on the grounds of estrangement or Letter confirming estrangement from a relevant organisation or third party e.g. social services, teacher or college tutor, support worker, doctor, healthcare professional or other relevant support

	organisation or network
Students with dependent children	A current year HMRC Child Tax Credits Letter or equivalent Universal Credit letter from HMRC. Please note we do NOT accept birth certificates as evidence for this priority group.
Transgender students	Letter from a relevant organisation or third party e.g. a carers organisation, social services, teacher or college tutor, support worker, doctor, healthcare professional or other relevant support organisation or network.
Disabled students	No evidence required. The University checks this information internally.
Students coming to University from areas of the UK with low participation in Higher Education.	Postcode from home address only. This is then assessed based on POLAR classifications.
Students on a high cost course	No evidence required. The University checks this information internally.

What happens if I am successful?

- You will be notified of the outcome of your application by **Friday 25th October 2019**.
- You will be asked to accept your scholarship by agreeing to the terms and conditions sent to you when the scholarship is offered.
- Payments will be made directly into your bank account in instalments throughout the year, to be confirmed at point of award. You will be required to provide bank account details to enable the bank transfers. You are responsible for ensuring that the provided bank details are correct.
- You will continue to receive payments for the duration of your studies at the University for up to 3 years. This will exclude any placement or sandwich years.
- If you change your course, suspend your studies or withdraw from your studies, you will no longer be eligible to receive further scholarship payments. In such case, you will be entitled to retain the part of the scholarship already paid to you.
- The scholarship is subject to your satisfactory academic progress. It may be withdrawn or withheld if you are required to repeat an academic year.
- If you accept the NBE Scholarship, you will no longer be eligible for some wider financial support from the University. You will no longer be eligible to apply for the Student Success Scholarship managed by Sheffield Hallam University.
- As a new scholarship student of the University, you will be expected to keep up with your studies and report back to the Development & Alumni Relations Office on your progress throughout your undergraduate degree.
- You may also be asked to act in an ambassadorial capacity, to produce student case studies, and to attend scholarship/recruitment events for Sheffield Hallam University as required. This is optional and we will always ask you for your consent to use your personal data for any marketing or fundraising purposes in line with the [Student Privacy Notice which can be viewed in full on our website](#).

For further enquiries about this scholarship, please contact scholarships@shu.ac.uk with the subject "NBE Scholarships" and we will get back to you as soon as possible.

Updated May 2019

Appeals and general policy terms

If you are unsuccessful in applying for a financial award at the University, you have the right to appeal if you have valid grounds to do so.

The following are considered valid grounds for appeal:

- There has been an error or irregularity in the assessment process
- The decision was not in accordance with the published eligibility criteria for the scholarship or bursary
- The decision-makers have taken insufficient account of the evidence that was presented by you as part of your scholarship application by the deadlines provided. This does not include any evidence that is presented late or not available by the deadline for applications, including the necessary evidence of residual household income from Student Finance which must be made available to the university by the start of semester one in order to assess your application.

Please note that the following are **not** considered valid grounds for appeal:

- Disagreeing with the eligibility criteria relied upon by the decision-maker for the attribution of the scholarship
- Not being aware of or not applying in time for a scholarship
- A later change of circumstances
- Disagreeing with the awarded amount
- Your Student Finance assessment not being made available to the university by the first week of semester one.

Appeals should be sent in writing, covering the grounds on which you are appealing and with supporting documentation, by emailing scholarships@shu.ac.uk or by post to:

Development & Alumni Relations Office
Floor 4, Oneleven Building
City Campus
Sheffield Hallam University
S1 1WB

All appeals will be considered by the Scholarship panel which includes representatives from the Department of the Natural and Built Environment, Central Student Support Services and the Development & Alumni Relations Office.

Deadlines for appeals

For the NBE Scholarships all appeals must be made within 10 working days of the date of the email sent to you by the University that informs you of the outcome of your application.

Our expectations

- All students should be honest and transparent in any applications they make for financial support
- All students should engage in a positive manner with support teams, in line with the University's standards of acceptable behaviour
- A student who wishes to appeal a decision should present a clear and concise appeal statement, covering clearly all the grounds on which they wish to appeal