**UON London Travel****Bursary**

**Terms and Conditions September 2023/24**

**To be eligible for the Travel Bursary, undergraduate students must meet the following conditions:**

* **Studying an Undergraduate degree**
* **Achieved a minimum of 90% attendance across all modules**

‘Attendance’ refers to being an active participant in lectures. Students who record their attendance on the system, but do not contribute to the class or failed to enable zoom video, are not considered to be in attendance.

* **Submitted all assessments (if an Assessment Offence is proven, this assessment will be considered as a non-submission)**

The eligibility of students will be assessed twice; at the end of their first trimester of study for that year, and again at the end of their second trimester.

If you qualify to receive the Travel Bursary for your first trimester, the required attendance and assessment criteria would have to be maintained during the second trimester to qualify for the second payment at the end of your second trimester.

**Payment:**

* For qualifying students, the payment will be £250 after the assessment results are confirmed for first trimester, and £250 after results are confirmed for the second trimester.
* You will be notified by e-mail as to what date you can expect payment to be made.
* Should you qualify for Travel Bursary, you will be able to enter your bank details in a secure repository on VLE which will be used by Finance to make the payment. You will be solely responsible for ensuring the accuracy of these details. UONL will not be liable for any loss because of incorrect payment details.

This bursary is designed to cover transport costs and as a result, it is linked directly to your use of transport to attend university.

**Attendance Monitoring**

* It is student’s responsibility to record their attendance following the correct attendance procedure. If students have queries about the attendance procedure, they should refer to the posters displayed around the university, or speak to the Learning Resource Centre.
* You can keep track of your attendance online through the VLE. This is updated daily.
* Please note that in class or zoom attendance must be recorded between 9.55am and 10.30am (if you have a lecture in the morning) and between 1.55pm and 2.30pm (if you have a lecture in the afternoon). If you record your attendance outside of these times, you will be marked as absent.
* If you believe you are having a technical issue registering your in-class attendance via the VLE, please make an attendance enquiry through VLE for assistance: ‘My Forms’ -> ‘Attendance Enquiry Form’.

**Withdrawal from the Travel Bursary:**

**UONL reserves the right to withdraw the bursary at any time if deemed necessary.**

If a student is found to have recorded their attendance without being physically or virtually present in class, their attendance will be removed. If this occurs on multiple occasions, the student will **disqualify themselves from that trimester’s bursary**.

Similarly, if any student is found to be recording attendance for someone else who is not physically present, they will also face consequences. This may include being disqualified from that trimester’s bursary, dependent on the number of occasions the behaviour has occurred.

If a student has an outstanding balance with the university, their Travel Bursary will be held until they have cleared the outstanding balance.