



HE Incentive Scheme Terms and Conditions 2023-2024

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Title	HE Incentive Scheme Terms and Conditions
Document Owner	Vice Principal HE
Owning Area	HE
Terms Effective From	1st August 2023 – 28th June 2024

Contents		Page
1.	Introduction	4
2.	Scheme Details	4
3.	Eligibility Criteria	4
4.	Applications	5
5.	Personal Data	5
6.	Incentive Collection	6
7.	Case Review	6
8.	Appeals	6
9.	Terms and Conditions Review	7
10.	Alternative Incentive Scheme	7

New College Durham

**Higher Education NCD University
Centre Study Fund Terms and
Conditions**

We will consider any request for this document to be made available in an alternative format.

We review our documents regularly to update them and to ensure that they are accessible and fair to all. All terms and conditions are subject to Equality Impact Assessment which consider whether the Policy has, or is likely to have, a different impact on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or human rights.

We are always keen to hear from anyone who wants to contribute and we welcome suggestions for improving the accessibility or fairness of this document.

To make suggestions or to seek further information please contact: Julie Coverley
julie.coverley@newdur.ac.uk

1. Introduction

- 1.1 These terms and conditions are written to allow Higher Education Students to assess their eligibility for the Colleges University Centre Study Fund.

2. Scheme Details

- 2.1 As part of the College's commitment to Learning and Teaching excellence, the College is rolling out the fund for Academic Year 2023/24 for all eligible students to provide enhanced learning and teaching at New College Durham. The fund is to help students on full-time higher education programmes buy study materials to help with their studies.
- 2.2 As part of the Scheme, full-time eligible students will receive £500 cash to purchase items which support their higher education study.
- 2.3 Students that complete year 1 of their studies will not be required to reimburse the cash payment.
- 2.4 Students that leave or are withdrawn during the year will no longer be eligible to receive any further cash payments.
- 2.5 The £500 cash will be paid at three census points subject to meeting the minimum college expectation of 85% attendance:
- 50% paid (£250) on 6th November.
 - 25% paid (£125) on 8th January.
 - 25% paid (£125) on 15th April.

3. Eligibility Criteria

- 3.1 A student must be a new entrant to NCD and enrolling onto the **1st year of a full time** Higher Education Programme for Academic Year 2023/24 delivered at New College Durham, Durham Campus.
- 3.2 Applicants for the scheme must be enrolled on one of the following full-time courses at undergraduate level in the academic year 2023/24 with a start date of September 2023:

Full-Time Undergraduates

- First degree, such as BA, BSc or Bed
- Foundation Degree*
- Professional Graduate Certificate of Education

- BA(Hons) Top Up Award (one-year full time programme)

- 3.3 Students must have tuition fee arrangements in place in accordance with the College's Fees Policy 2023/24. No incentives will be issued if fees are in arrears.
- 3.4 Students must complete an application form and agree to the scheme's terms and conditions outlined within this document including meeting the 85% minimum attendance and be engaging with their programme.

4. Applications

- 4.1 Students can find instruction on how to apply for the scheme by visiting the College website.
- 4.2 Applications will only be considered for the period in which the application is received.
- 4.3 Applications for the scheme must be submitted in advance of the first census point.

5. Personal Data

- 5.1 All information and supporting documentation supplied by you with this agreement will be used for the sole purpose of providing the cash payments. This agreement and related information will be held and maintained in accordance with the provisions of Data Protection Legislation. The data will not be passed to any other third party without your consent, except when the College is required to do so by law.

6. Incentive Collection

- 6.1 Eligible students will receive their first cash payment after the first census point (6th November).
- 6.2 Prior to issuing any incentive, a check will be made to confirm that fee arrangements are in place and fees are up to date. No incentives will be paid if fee arrangements are not in place or if fees are in arrears.

7. Appeals

- 7.1 Applicants who have been refused following a case review have the right to make a final appeal. Appeals must be made in writing within 10 working days of receipt of the case review decision. The applicant should state, in their written communication:

- The grounds for the appeal, (these grounds will normally be an error in procedure or error in fact).
- Sufficient detail and any evidence to support the case review request.
- The outcome that they are seeking from the Appeals process.
- How they would wish to have their appeal considered either via correspondence or personally attending an appeal hearing.
- How they would wish to receive any correspondence, including the appeal outcome decision (e.g. email, letter etc.). In the absence of any preference, the College's default method of communication will be via letter.

7.2 Please address all appeals to HEIncentives@newdur.ac.uk

7.3 The appeals panel will arrange to meet within 10 working days of receipt of the appeal communication. The outcome as determined by the panel will be communicated within 5 working days of the hearing. **The decision of the panel will be final.**

7.4 The panel will consist of:

- Vice Principal HE (Chair)
- Students' Union President
- Associated Head of School

7.5 The applicant may be accompanied to the appeal by a representative.

8. Terms and Conditions Review

8.1 The College reserves the right to amend these terms and conditions, without prior notice considering experience, responding to changes to Government/funding body requirements and financial constraints.

8.2 The College will undertake an annual survey of students receiving the scheme benefits to help evaluate the value of the scheme. The results will assist the College to inform future incentives schemes.

Implementation Date	1 st August 2023
Termination Date	28 th June 2024