

### **ARU London Travel Bursary Terms and Conditions 2016/17**

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

- To have joined ARUL from September 2016 onwards
- Achieved a minimum of 90% attendance across all modules
- Submitted all assessments on time

The eligibility of students will be assessed at the end of Semester 1 and Semester 2. If you qualify to receive the Travel Bursary for Semester 1, the required attendance and assessment criteria would have to be maintained during Semester 2 to qualify for the second payment at the end of Semester 2.

#### **Payment:**

- For qualifying students, the payment will be £250 at the end of Semester 1 and £250 at the end of Semester 2
- 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 payment. You will be solely responsible for ensuring the accuracy of these details. ARUL will not be liable for any loss as a result 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. If you are unable to attend university for any reason then this will count as an absence, regardless of the circumstance.*

#### **Attendance Monitoring**

- You can keep track of your attendance online through the VLE and this is updated on a daily basis.
- Please note that if you touch in later than 10:30am (if you have a lecture in the morning) and 14.30pm (if you have a lecture in the afternoon), you will be marked as absent.
- If you believe you are having a technological issue with your attendance card, please e-mail [attendance@lca.anglia.ac.uk](mailto:attendance@lca.anglia.ac.uk) for assistance.

ARUL reserves the right to withdraw the bursary at any time if deemed necessary. If a student is found using any attendance card other than their own, they will disqualify themselves and any other parties involved from receiving any future bursaries and will be subject to disciplinary proceedings.