

# Brunel Alumni Family Discount

## Terms and Conditions 2019/20

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### 1. Award details

- Value:** A discount of 10% off the tuition fees for every year of the course for any applicant who has a direct family connection to alumni of the University. The bursary will only be paid once for each eligible level of study, subject to normal progression criteria having been met. Family is defined as spouse, parent, child or sibling.
- How many:** All those that meet the eligibility criteria.
- Application process:** The applicant fills in the application form <https://www.brunel.ac.uk/alumni/Brunel-Alumni/Brunel-Alumni-Family-Bursary-Application>, providing evidence of their connection with a member of the Brunel Alumni Community. The Alumni Relations Office will verify the alumni's connection with the University and confirm to Student Finance who will apply the discount of 10%

### 2. Eligibility

- 2.1 The Family Bursary will be awarded to largely self-funding full time or part time students on undergraduate or postgraduate degree courses, including distance learning courses delivered by Brunel University London, where proof of a family connection to an alumni of the University and a completed application form have been provided.
- 2.2 Proof of eligibility is required and must be provided to the Alumni Relations Office by the applicant claiming the discount.
- 2.3 Family is defined as:
- **Spouse** - husbands or wives, or co-habiting partners of alumni
  - **Children** – son, daughter, stepchild, adopted child of alumni
  - **Siblings** - brothers or sisters, or adopted brothers or sisters of alumni
  - **Parent** – parents of alumni, including adoptive parents
- 2.4 Bursary will be awarded to those who meet the eligibility criteria at the time of application and have supplied evidence of the required connection.
- Applications from non-Postgraduate Research (PGR) students will not be considered after the registration deadline of 23 August 2019 for September to December starts and 13 December 2019 for January to August starts.

- PGR students must submit a completed application form at least three weeks prior to the start of their studies at Brunel University London.

2.5 To provide evidence that you are a spouse, sibling, parent or child of a member of our alumni community, you will be asked to supply their full name, course, year of graduation, contact details, and student number. You will also be required to provide evidence of marriage, co-habitation, birth certificate or adoption certificate, and these can be emailed along with the application.

2.6 Evidence accepted will be as follows:

Spouse	Marriage certificate Evidence of co-habitation: Recent bank statement from a joint bank account. If this not available a shared current utility bill.*
Children	Birth certificate naming the alumni as parent. Birth certificate naming the spouse or co-habiting partner of the alumni as parent. Adoption certificate naming the alumni as parent
Sibling	Birth or adoption certificates of both siblings showing at least one parent in common
Parent	Birth certificate of alumni Adoption certificate naming the alumni as child of the applicant

\*The University reserves the right to judge whether the bank statement or utility bill are sufficiently recent at its own discretion. No correspondence on this point will be entered into

2.7 Applications for the Family Bursary should be submitted no later than the registration deadlines in 2.4 above and should be made prior to entering the first year of study only; applications made in subsequent years will not be considered.

2.8 Previous study by the Family Alumni not meeting the eligibility requirement:

To qualify as an Alumni under this scheme the spouse or sibling will need to have graduated from a degree course at Brunel (including PGCE), so previous study on courses not carrying formal degree status would not count towards eligibility under this scheme.

### 3. Allocation:

3.1 Eligibility criteria are reviewed annually.

3.2 Fee discounts will only apply to students who have enrolled at the University on their chosen course and will apply each year subject to progression.

3.3 Eligibility verification is decided by the Alumni Relations Office and all decisions are final. The University will not accept any appeals in respect of the decisions made.

3.4 This bursary will be automatic upon satisfactory evidence of a spouse, parent, child, or sibling being Brunel alumni.

3.5 Evidence must be submitted along with the application form.

3.6 The bursary discount will be applied each year as follows, to all students meeting the eligibility criteria: in August for courses starting in September to January, and in December for courses starting in January to August.

#### **4. Application of fee discount**

4.1 Students awarded the bursary will have a discount of 10% applied to their annual tuition fee for every year of their course.

4.2 Fee discounts will only be made providing the student is enrolled at the University on a degree programme or PGCE where a tuition fee is payable to Brunel University London at the time of the payment.

4.3 The reduction is applied only to the tuition fees. Further information about tuition fee discounts can be found in the [Student Financial Policy](#).

4.4 International students must have sufficient funds to cover the full fees for the course in their bank accounts as the discount will not be shown on their Confirmation of Acceptance for Studies (CAS). The discount will be applied following enrolment.

4.5 The reduction will be applied to the fees in the following sequence:

- Any Scholarships awarded (if applicable)
- 15% Graduate discount (if applicable)
- 10% Alumni Family bursary
- 2% Prompt payment discount (if applicable)

#### **5. Withdrawal of a bursary**

5.1 Misleading information: The University reserves the right to withdraw a bursary from anyone who is found to have misled the University about any aspect of their eligibility and to seek repayment of any monies already paid by appropriate means.

5.2 Mode of Attendance Change: If a student changes to a different mode of study, their eligibility for a bursary will not be affected.

5.3 Students who change course and restart from the beginning at Brunel University London will be reassessed for their bursary and will be advised of the outcome.

5.4 Suspension of Study/Temporary Exclusion: Should a student be suspended for any reason, bursary payments would be suspended and will resume should studies recommence

5.5 Abeyance/Temporary Withdrawal/Withdrawal from Study/Permanent Exclusion: Should a student receive a fee discount and subsequently withdraw from the course or go into abeyance, the tuition fee will be reduced in line with the [Student Financial Policy](#). The fee discount will be applied to the reduced tuition fee.

5.6 Amendment of Fee Discount: Fee reductions applied at the start of an academic year will not be amended once the fee has been processed. Any tuition fee liability remaining after fee reductions are applied will therefore be calculated in accordance with the [Student Financial Policy](#).

## **6. Variation**

6.1 The University reserves the right to vary or withdraw the discount at its sole discretion.

## **7. General Data Protection Regulation (GDPR)**

7.1 The alumni must agree to submission of their details to Brunel University London as part of the application process. By submitting your details the applicant is also consenting to the use of their data by the University.

7.2 Data collected will be used as set out in the University's Data Protection and Privacy Policies. Copies of these can be viewed online here:

<http://www.brunel.ac.uk/about/administration/information-access/data-protection>

Any queries relating to these terms and conditions should be addressed to the Alumni Office at [alumni@brunel.ac.uk](mailto:alumni@brunel.ac.uk)