

## TERMS AND CONDITIONS

### St. Mary's College Bursaries and Awards

#### Award recipients can expect:

- The payment of your award/bursary
- Support with any queries relating to your award/bursary

As an award/ bursary recipient, you are expected to abide by the following Terms and Conditions. Failure to abide by these expectations may result in your Award/Bursary being revoked with immediate effect.

#### **Scholarship Requirements**

#### Scholars will be required to:

1. Act as an ambassador for Durham University and St Mary's Scholarships in any external interviews, events or publications associated with your scholarship, adhering to University codes of conduct, practice and policy, acting in a professional and positive manner.
2. Maintain regular contact with the donor of your scholarship via the University, typically via St Mary's College and/or the Development and Alumni Relations Office. You will be notified when contact with your donor is required, and the format that contact should take, for example, a short report, or participation in a call or meeting
3. Provide a short letter of introduction on commencement of the scholarship and short reports in the final term of each academic year, indicating the part that the Scholarship is playing in your experience as a student of St Mary's College at Durham University
4. Understand that these reports will be shared with the Donor funding this Scholarship award
5. Understand that these reports may be published in full or in part in College or University publications in print and/or online and may be used for advertising and other promotional purposes, but only after consultation with the Scholar
6. Take part (wherever possible) in events or publicity relating to your Scholarship of which you are notified by the University, for example, as may be arranged by the Development and Alumni Relations Office or St Mary's College; and
7. Understand that the University reserves the right to suspend or withdraw your scholarship in the event that you breach or fail to adhere to any University regulation, code of practice, academic engagement or policy at any time during the course of your studies.

Your first report must be received before the end of the first term of the academic year, your second report must be received before the end of the third term of the academic year (you will be sent a reminder and submission details prior to the end of the first and third terms).

Should you fail to adhere to any University regulations, code of practice or policy at any time during your course of studies the College reserves the right to suspend or withdraw your scholarship.

Withdrawal or Suspension of Studies and Repeat Years:

## **Withdrawal**

Scholars who withdraw from their scholarship commitments or from the University may have all future scholarship payments cancelled.

If you withdraw, at any point during the teaching term, scholarship payments which have already been made may be reclaimed on a pro rata basis. Under exceptional circumstances, this decision can be reviewed by St Mary's College and approval may be given for the student to retain any overpayments.

## **Suspension of Studies**

Scholars who suspend their scholarship commitments or academic studies will have all future scholarship payments cancelled.

If you suspend, at any point during the teaching term, scholarship payments which have already been made may be reclaimed on a pro rata basis. Under exceptional circumstances, this decision can be reviewed by St Mary's College and approval may be given for the student to retain any overpayments. The remaining yearly balance will be payable on resumption of academic and scholarship commitments. Mitigating circumstances for the re-instatement of the scholarship may be put forward for consideration by St Mary's College.

## **Data Protection Statement**

Any personal data provided by Recipients in relation to their Scholarship will be used by the University to process and administer your Scholarship award. The data will be held by the Development and Alumni Relations Office and will be managed in accordance with the provisions of the General Data Protection Regulations.

Information relating to Recipients may be retained by the University for up to 10 years. Recipients acknowledge that names, photographs, annual reports and comments relating to their Scholarship may be published by the University even after the Recipient is no longer enrolled at the University.

In accepting this Scholarship, you acknowledge and agree to the information which you provide as described above being held and processed by the University for the purposes specified herein.

For further information on the University's Privacy Notice [click here](#).