

Students considering, or who have decided to take a leave-of-absence, or withdraw entirely from their programme of study may no longer be entitled to a full years worth of bursary. The Financial Support Team will refer to the table below when calculating the new rate of bursary payable (and therefore any refund due if there has been an overpayment) and will apply the policy strictly, in order to ensure that all students are treated fairly and consistently. This table has been developed in accordance with the University's General Regulations on fees.

Week of withdrawal or start date of leave-of-absence (granted by Faculty Board)		Dates in 2009-2010 academic year	The total amount of bursary you are entitled to receive
Intro Week - Week 5	AUT SEM	21 Sept 2009 – 1 Nov 2009	10%
Week 6 - Week 9		02 Nov 2009 – 29 Nov 2009	25%
Week 10 - Week 15		30 Nov 2009 – 07 Feb 2010	50%
Week 1 - Week 7	SPR	08 Feb 2010 – 28 Mar 2010	75%
Week 8 →	SEM	29 March 2010 →	100%

Where the student has been overpaid, the University's debt collection procedure will be activated (see below).

Leave of Absence for Academic, Personal, Medical or Financial Reasons

If a student is granted a leave of absence for more than one academic year, no bursary will be paid during the additional period of absence. When a student is taking a leave of absence for academic, personal, medical or financial reasons they will receive as a minimum standard the amount outlined in the table above.

In cases where a student has not yet received any bursary (for example if they have not provided bank details) they should be contacted and told that they are eligible for the relevant percentage.

In cases where a student had been overpaid their relevant percentage of bursary then the student should receive notification of this change of bursary value and be given the choice to:

Repay the overpayment immediately.

Repay in instalments.

Contact The Finance Department immediately to discuss repayment options (Email paymentstostudents@sheffield.ac.uk or telephone 0114 22 21584)

Query the amount to be repaid providing evidence.

In the event of student disagreeing with the reassessment due to change of status to LOA the FHAP will consider the circumstances before a decision about bursary repayment or if the bursary should continue to be paid during their time away from their course.