



UCD Cothrom na Féinne Scholarships Sanctuary Programme 2024-25 | Terms & Conditions

As UCD students, Sanctuary Programme Scholars are subject to the University's Student Code, Academic Regulations, and all relevant University policies and procedures. Please read these terms and conditions thoroughly prior to accepting your Scholarship. UCD Access & Lifelong Learning will be compliant with the University's data protection policies and procedures as laid down by the Data Protection Acts of 1988 – 2018 and the 2018 General Data Protection Regulations (GDPR).

Terms and Conditions outlined below:

1. This scholarship is funded by UCD and provides both full fee coverage and a maintenance payment to help cover some of the costs of the scholar's studies.
2. The Sanctuary Programme scholarship is intended for students who are not eligible for State fee/maintenance support.
3. Scholarship offers cannot be deferred. Students who defer their course offer will have to reapply for a scholarship in the year they plan on entering UCD.
4. The scholarship's maintenance payment rate is calculated based on students' distance from UCD as well as their status as either full-time or part-time students.
 - 4.1. Annual maintenance payment amounts:

| | Full-Time Student | Part-Time Student |
|--------------------------------|--------------------------|--------------------------|
| Non-Adjacent (>30km) | €6,000 | €3,000 |
| Adjacent (<30km) | €3,000 | €1,500 |

- 4.2. Open Learning students will receive a pro-rata maintenance payment, depending on the number of modules they are registered for.
- 4.3. Adjacency is calculated from the scholar's term address, as listed on their official UCD student record, and is based on a radius of 30km.
- 4.4. Should a scholar move within the 30km radius during their studies, their maintenance payment will change to the adjacent rate the following academic year and students must inform UCD of any change of address.
- 4.5. Should a scholar move outside of the 30km radius during their studies, it is the responsibility of the scholar to inform the Access & Lifelong Learning Centre. An adjacent to non-adjacent rate change can be facilitated during the same academic year.



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5. The scholarship is tenable for the duration of the programme of studies undertaken in UCD only. This scholarship will not cover fees for studies at any other institution, with the exception of any compulsory study abroad as part of the scholar's chosen UCD programme, if eligible.
6. Students who do not have residency or citizenship in Ireland will not be eligible to study or work outside of Ireland as part of any degree programme.
7. Normally a student can only hold one significant scholarship. In the event of a student qualifying for more than one scholarship, the scholarship of the greatest value will be awarded.
8. The Sanctuary Scholarship provides financial support until scholars are eligible to move to State support. Students who become eligible for State support after receiving this scholarship are required to apply for State support as soon as they are eligible, evidence of an application must be produced. State support can include, SUSI, the Student Support Scheme for people in the International Protection System (asylum seekers) or the Back to Education Allowance. Once a student is eligible for State support, they will no longer receive the UCD Sanctuary Programme scholarship. Students should inform Access and Lifelong Learning when they become eligible and or receive State support. Students will complete a yearly eligibility status check for State support.
9. Students must inform UCD Access & Lifelong Learning of any changes to their International Protection status which may affect their receipt of this scholarship.
10. Payment of the scholarship is subject to the scholars successfully progressing from year to year within their programme and attending two/three check in meetings in the academic year one at the beginning, one mid-way through the term and one at the end of the academic year.
11. The scholarship is automatically renewed for each year of the programme, once a student successfully progresses, attends the check in meetings, completes the eligibility checker for state support and is registered to the programme they applied to when first offered the scholarship.
12. If a student successfully progresses from University Access/Open Learning to an Open Learning to Undergraduate Programme their scholarship continues with them once they have completed their check in meetings.
13. If a student is progressing from Undergraduate to Graduate they must reapply for a scholarship.
14. Academic performance will be monitored and, if necessary, reasonable support provided.



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15. In the event of unforeseen circumstances or illness, the usual [UCD Extenuating Circumstances Policis](#) will apply.
16. UCD reserves the right to withdraw the scholarship should a student continually fail to complete the academic standards of their programme, or if they face disciplinary proceedings within UCD.
17. It is the responsibility of the Scholar as a student of the University to familiarise themselves with the University's Student Code, Academic Regulations, and any relevant University Policies, Procedures and Codes of Practice.
18. Sanctuary Programme Scholars are encouraged to act as role models within UCD and their local community and are expected to follow the guidelines of [the Student Charter](#).
19. Scholars may occasionally be asked to take part in feedback sessions and/or assist with publicity material to help promote the scholarship scheme.

Payment of Scholarships

20. The bursary component will be paid in two instalments each academic year; at the start of the Autumn Trimester (i.e. October) and the start of the Spring Trimester (i.e. February)
21. This payment will be made by electronic transfer to the bank account listed on the scholar's UCD student record. As such, it is necessary for scholars to have their own bank or Credit Union account in order to receive payments.
22. Fee payment will be transferred automatically to the Fees and Grants office by Access & Lifelong Learning on behalf of the scholar.
23. Fee coverage includes the tuition, student contribution and/or student centre levy components of students' fees only. Any additional fees incurred (e.g. module resits/remediation, supplementation of modules) will not be automatically covered.
24. Scholars who wish to request payment of additional fees incurred through module resits/remediation, supplementation of modules must submit an Additional Fee Payment application form available from the ALL Centre.
25. Students in receipt of a Social Welfare payment, with the exception of Direct Provision Allowance, or working will not be eligible to apply for additional fees funding.
 - 25.1. A full and final decision will be made by UCD Access & Lifelong Learning and will be reviewed on a case by case basis.



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I have read, understood, and agreed to the above terms and conditions and would like to accept my offer of a scholarship

- **Full Name (block capitals):** _____
- **Signature:** _____
- **Date:** _____