

# Guidance Notes: Get There Scholarship 2018/19

## Introduction

For eligible students in their 1<sup>st</sup> year of study with us, based at the University of Sunderland in London, the Get There Scholarship awards the student with a purse of £400 which the student can use via appointments to top-up their Oyster card.

If you have a term-time address which is within London, you can apply for a Student Oyster card which will allow us to apply a travel card to your Oyster card rather than use the scholarship for top-ups. This would allow free unlimited travel between the zones of your choice.

If you have a term-time address which is outside of London, you won't be able to apply for a Student Oyster card, but you can still have the scholarship applied as a top-up or we can award the scholarship directly to you to purchase train tickets.

## Who's eligible

### 1. You must be a 'Home' or 'EU' student

The Government classes all students as 'Home', 'European Union (EU)' or 'International'. This status determines which tuition fees you pay, and which scholarships you are eligible for.

If you are eligible, you will receive an email from the Student Admin team providing you with a web link to apply for the Get There Scholarship. If you are classed as 'International' then you are not eligible for this Scholarship.

### 2. You must apply for a relevant course

You must have recently enrolled on one of the following full-time undergraduate or extended degree courses in academic year 2018/9. Postgraduate courses are invalid not legible for this scholarship.

<b>University of Sunderland in London</b>	
<b>Programme</b>	<b>UCAS Code</b>
BA (Hons) Business Management (Top Up)	NNC2
BA (Hons) Accounting and Finance	NN41
BSc (Hons) Events Management	N820
BSc (Hons) International Tourism and Hospitality Management (Top Up)	NN82
BA (Hons) Business and Management	NN2C
BA (Hons) Banking and Finance (Top-up)	NN31
BSc (Hons) Health and Social Care (Top-up)	L511
BSc (Hons) Nursing (Top Up)	B700
BA (Hons) Accounting and Financial Management (Top Up)	NN43
BSc (Hons) International Tourism and Hospitality Management	NN28
BA (Hons) Business and Management Extended	N1N2
BSc (Hons) International Tourism and Hospitality Management Extended	N8N3
BSc (Hons) Events Management Extended	N8N2

## How to apply

Shortly after a student enrolls as a University of Sunderland in London student, they will be emailed instructions detailing how to apply for the 'Get There Scholarship' via an online application form. Once complete the student will receive further instructions after the application deadline.

## Receiving the scholarship

If you have applied for the Get There Scholarship and are eligible you will be invited to the 'Get There Scholarship' module on Canvas. Once added you can access the appointment system to book an appointment where your scholarship will be applied to your Oyster Card.

Funding will not be granted outside of the appointments unless the student is informed otherwise.

To receive the scholarship your attendance must be at an acceptable level otherwise any appointments will be cancelled until an improvement is made.

## Get There Scholarship - Frequently Asked Questions

### **How do I book an appointment?**

All appointments can be booked by clicking on the 'GTS Scholarship Appointment Booking' tab on the home page.

### **How many appointments can I have?**

You can have only one live appointment. If you make another appointment it will take priority and delete your previous one.

It is advisable however to make your new appointment as soon as you've completed your last one.

### **How do I cancel my appointment?**

You can cancel your appointment by following the 'Cancel/Reschedule' link on your confirmation e-mail.

Can I change travel card zones next appointment?

Yes you can choose different zones at your next appointment. Please come to the appointment knowing which zones you need.

### **What if I come late for my appointment?**

If you come no more later than 5 minutes, please wait outside until you're called by the officer. If

you come later than 5 minutes, please wait until the end of the day, when all other appointments have been seen. However, we cannot guarantee that you will be seen on that day as it is the officer's decision to see you. Otherwise, you will have to make another booking for your appointment. Therefore, we recommend you to come in time for your appointment to avoid any disappointment.

**I missed my appointment, what can I do?**

You will be able to make another appointment, but until this time the university will not be able to issue your Travelcard.

**My friends don't have GTS scholarship in their Canvas account, can I let them use mine?**

Any student on the scholarship should be able to access GTS scholarship on their Canvas account, if they haven't it is because they're not part of the scheme. Please do not let anyone use your account, any students acquiring help should contact Student Administration.

**What happens when my scholarship runs out/travel card exceeds scholarship amount?**

Once the student has used the £400 scholarship no further purchases can be made. The scholarship is only available once and won't be offered in the following years of study.

Please make sure you have sent your email receipt to [studentadmin-london@sunderland.ac.uk](mailto:studentadmin-london@sunderland.ac.uk).

**If you do not send it within 48 hours of your appointment you will be removed from the scholarship**