Terms and Conditions for the University of Law Career Changer Scholarship
(August 2021, September 2021, October 2021 and January 2022 Intakes)

These terms and conditions (these “Terms”) apply to the Career Changer Scholarship (“Scholarship”) made available to students of The University of Law Limited (No. 07933838) (the “University”) commencing their courses in August, September or October 2021 and in January 2022. These Terms cover the process of applying for and eligibility requirements for the Scholarship and your and the University’s respective obligations if your application for the Scholarship is successful.

You should pay particular attention to the provisions of paragraphs 1.5, 2.3, 3.4, 6.1, 7.1, 9.2, 9.4 and 9.5 of these Terms.

By completing and submitting an application for the Scholarship in the manner described in paragraph 3 (a “Scholarship Application”), you accept and agree to be bound by these Terms. In the event of conflict between these Terms and any Further Terms, the Further Terms shall prevail.

For the avoidance of doubt, you remain bound by these Terms and any Further Terms in addition to the financial and contractual obligations of the University’s terms and conditions applicable to your enrolment on a course with us which are available on the website at www.law.ac.uk (the “Student Terms and Conditions”). If you accept your place at the University prior to the outcome of your Scholarship Application, and your Scholarship Application is unsuccessful, you may still be liable for your course fees in accordance with the Student Terms and Conditions.

1. Scholarship Availability

1.1. The Scholarship being offered by the University seeks to assist individuals who have applied to take a course at the University in order to change their existing career in to law or business.

1.2. This Scholarship is available in respect of the following courses (“Eligible Courses”):

1.2.1. Postgraduate Business MSc courses as listed at https://www.law.ac.uk/study/postgraduate/business/ (excluding MBA Leadership);

1.2.2. all of our Postgraduate Law courses but excluding the:

1.2.2.1 SQE Law Essentials;
1.2.2.2 SQE1 Preparation Course;
1.2.2.3 SQE 1 Exam Preparation Course;
1.2.2.4 SQE 2 Preparation Course; and
1.2.2.5 SQE 2 Exam Preparation Course.

1.2.3. all of our Undergraduate business and law courses including the BSc Professional Policing and BA Criminology courses but excluding the LLB (Hons) Law in Legal Practice and Skills.

1.3. The Scholarship will be available for all modes of study (online or face to face) and for full or part-time study on an Eligible Course.

1.4. Students applying for other courses offered by the University which are not listed as Eligible Courses, will not be eligible for a Scholarship.

1.5. You may be awarded a full or partial Scholarship to cover all or part of your Annual Tuition Fees only (as that term is defined in your Student Terms and Conditions). You are responsible for ensuring you have adequate funds to pay the remainder of your Annual Tuition Fees if your application for the Scholarship is successful.

1.6. **This Scholarship is subject to availability:** there are a finite number of full and partial Scholarships available for the August 2021, September 2021, October 2021 and January 2022 intakes. For the August 2021, September 2021 and October 2021 intakes, 9 full Scholarships and 275 partial Scholarships will be available in total. For the January 2022 intake 3 full Scholarships and 75 partial Scholarships will be available. You do not need to select in your application whether you are applying for a full or partial Scholarship. Your Scholarship will be awarded based on the merit of your Scholarship Application in accordance with the provisions set out below.

1.7. **Scholarships may be awarded only to those successful applicants who have:**

   1.7.1. submitted their Scholarship Application correctly, including completion of the online application form ("Scholarship Application Form"), the link to which will be sent to applicants by email in accordance with the requirements in paragraph 3; and

   1.7.2. demonstrated in their Scholarship Application that they meet the Eligibility Criteria.

1.8. **You will not be eligible to receive both this Scholarship and any other award, bursary, discount or scholarship offered by the University** (each an “Award”). If you are successful in an application for both the Scholarship and any other Award, you will only receive from the University one of either the Scholarship or Award, whichever has the highest value.

2. **Eligibility for a Scholarship**

2.1. To be considered for the Scholarship you must meet the following eligibility criteria (the “Eligibility Criteria”):
2.1.1. be an individual who meets the University’s admissions criteria (which may be updated from time to time) for an Eligible Course as set out on the University’s website;

2.1.2. have received an offer of, or accepted your place on, one of the University’s Eligible Courses;

2.1.3. be able to meet all other living and other costs incurred during your course (including amongst other costs: accommodation, subsistence, additional courses materials and books);

2.1.4. meet the specific eligibility criteria relevant to your Eligible Course as described in paragraph 2.2 of these Terms (“Course Specific Criteria”);

2.1.5. be able to evidence to the satisfaction of the University through your Scholarship Application Form (more details on the Scholarship Application Form are set out in paragraph 3.2 and details of the University’s selection and marking criteria are in paragraph 4) that:

   2.1.5.1. you have relevant transferrable skills for your new career path; and

   2.1.5.2. your motivation for applying for an Eligible Course is a result of an intended career change;

2.1.6. not to be ineligible to receive the Scholarship under the provisions set out in paragraph 2.3.

2.2. The Course Specific Criteria referred to in paragraph 2.1.4 of these Terms are:
<table>
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<tr>
<th>Eligible Course</th>
<th>Course Specific Criteria</th>
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| Business MSc Courses (excluding MBA Leadership)                    | 1. You must have a minimum of 1 year’s professional experience in business or industry which must be gained in a sector or in a role which is different to the subject matter of the Business MSc Course for which you apply.  
2. You must have received an offer for a Business MSc Course for the September 2021, October 2021 or January 2022 intakes to study within the United Kingdom or online. |
| Postgraduate Law Courses                                          | 1. You must have a minimum of 1 year’s professional experience in business or industry which is not in the legal sector.  
2. You must have received an offer for a place on a postgraduate law course for the August 2021, September 2021, October 2021 intakes or January 2022 intake to study within the United Kingdom or online. |
| Undergraduate business and law courses including the BSc Professional Policing and BA Criminology courses but excluding the LLB (Hons) Law in Legal Practice and Skills. | 1. You must have a minimum of 3 year’s full time work experience.  
2. You must have received an offer for a place on an undergraduate course for the September 2021, October 2021 intakes or January 2022 intake to study within the United Kingdom or online. |

2.3. Even if you meet the Eligibility Criteria, you will cease to be eligible for Scholarship if at any time you:

2.3.1. secure or subsequently obtain, full financial sponsorship for your course from an employer or other sponsoring organisation;

2.3.2. are or become an employee of the University or a family member of an employee or an agent of the University or any of its associated, affiliated or subsidiary companies and, as a result, are able to access the benefits of a discounted course fee for any University of Law course; or

2.3.3. submit a Scholarship Application which is misrepresentative or fraudulent.

3. Application process

3.1. You must first register your interest in the Scholarship with the University by emailing us at career.changers@law.ac.uk.
3.2. Once you have registered your interest with the University, we will send you an email setting out instructions on how to formally apply for the Scholarship which you **must** comply with. These instructions include a requirement for you to successfully submit the Scholarship Application Form, the link to which will be sent to you via email. You are
required to cover the following points in Questions 8 and 9 of the Scholarship Application Form.

Your responses should address your motivation to change careers. Please also demonstrate the transferable skills that you will bring to your new career.

The following points should be covered:

Question 8: Demonstrate that you have relevant transferrable skills for your new career path
This might include evidence of:
- team work;
- communication skills;
- negotiation;
- meeting deadlines;
- problem solving.

Question 9: Motivation for a career change into Business or Law
This might include a discussion of:
- your interest in the Business or Legal sector;
- why you have decided to change career at this point in time.

3.3. Your Scholarship Application must be your own work and not contain any content or material which, in the University’s reasonable opinion:

3.3.1. has been previously published or created by or in collaboration with any other individual;

3.3.2. is defamatory, libellous, racist, homophobic, derogatory, pornographic, obscene, sexist, illegal, or otherwise inappropriate,
(each being “Forbidden Content”). Failure to comply with this paragraph 3.3 will result in immediate disqualification of your Scholarship Application.

3.4. If your Scholarship Application contains false or misleading information or any Forbidden Content, you will forfeit any right to receive this Scholarship or any other Award from the University. If it becomes apparent after you have enrolled on an Eligible Course that your Scholarship Application contained false or misleading information or any Forbidden Content, you may also be subject to further action in accordance with the University’s policies which are available at www.law.ac.uk/policies including: withdrawal from your course; we may seek to recover from you the value of any Scholarship (or part of Scholarship) already applied as a deduction from your fees; and/or you could face criminal prosecution.

3.5. By making a Scholarship Application, you:
3.5.1. confirm that the information (including, without limitation, information provided for the purposes of widening participation) is entirely true and correct; and

3.5.2. agree to provide such further information as and when requested by the University, in relation to any audit or investigation or when clarification on the information contained in a Scholarship Application is sought.

4. Marking, Selection and Notification Process

4.1. In assessing your Scholarship Application, the University will:

4.1.1. check that your Scholarship Application meets all of the Eligibility Criteria; and

4.1.2. score your responses to Questions 8 and 9 of the Scholarship Application Form in accordance with the marking criteria set out in the Annex to these Terms.

4.2. The University will try to notify you of the outcome of your Scholarship Application by the expected decision date set out in the table below submitted in accordance with paragraph 3.

<table>
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<tr>
<th>Intake Period</th>
<th>Scholarship Application Deadline</th>
<th>Expected decision date</th>
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<tbody>
<tr>
<td>August 2021, September 2021, October 2021</td>
<td>1 June 2021</td>
<td>1 July 2021</td>
</tr>
<tr>
<td>January 2022</td>
<td>1 October 2021</td>
<td>1 December 2021</td>
</tr>
</tbody>
</table>

4.3. In assessing the merits of your Scholarship Application, the University will first check that your Scholarship Application meets the Eligibility Criteria and if it does, the University will then:

4.3.1. review your responses to Questions 8 and 9 of your Scholarship Application Form; and

4.3.2. put your Scholarship Application before a panel assembled by the University for final consideration of its merits compared to the applications and written assessments received from other applicants. The panel will determine, subject to availability, which applicants will receive a full Scholarship and which applicants will receive a partial Scholarship.

4.4. All Scholarships are awarded at the sole discretion of the University and the University’s decision shall be final.

5. Payment of your Scholarship
5.1. If your Scholarship Application is successful, you will have your Scholarship funds credited directly to your University account. The total Scholarship funds available to you will be applied as follows:

5.1.1. **for undergraduate Eligible Courses:** in equal instalments across the duration of your Eligible Course to reduce each payment of your Annual Tuition Fee (as that term is defined in your Student Terms and Conditions); or

5.1.2. **for postgraduate Eligible Courses:** in one lump sum to reduce your Annual Tuition Fee (as that term is defined in your Student Terms and Conditions) at the point at which it is confirmed that your Scholarship Application is successful.

6. What happens if you are awarded a Scholarship but decide to: defer, transfer or intermit your place on a course?

6.1. If your Scholarship Application is successful and you subsequently decide to defer or intermit your place on your course, your Scholarship may be deferred for a maximum of 12 months. After 12 months, you will forfeit your Scholarship and you will be liable for the relevant proportion of the Annual Tuition Fee for your course in accordance with the applicable Student Terms and Conditions and the Fee Schedule (as described in your Student Terms and Conditions).

6.2. If your Scholarship Application is successful and you subsequently decide to transfer to an alternative course, you may still be eligible for your Scholarship provided that:

6.2.1. the course you wish to transfer to, is also an Eligible Course (see further paragraph 1.2 above); and

6.2.2. you meet the Course Specific Criteria (see further paragraph 2.2 above); and

6.2.3. you otherwise continue to meet all Eligibility Criteria.

6.3. Please also refer to your Student Terms and Conditions for further terms applying to deferral, transfers and intermission.

7. What happens if you are awarded a Scholarship but decide to: cancel or withdraw from your place on a course?

7.1. If you have been given a Scholarship but you then decide to cancel or withdraw from your place on a course and:

7.1.1. it is before the “No Fee Liability Date” (as defined in your Student Terms and Conditions): you will forfeit your Scholarship and you will not have to pay the fees for the course you have cancelled or withdrawn from; or
7.1.2. it is after the “No Fee Liability Date” (as defined in your Student Terms and Conditions): you will forfeit your Scholarship and you will still be responsible for paying the full fee liability for the course which you have cancelled or withdrawn from in accordance with the Student Terms and Conditions.

7.2. Please also refer to your Student Terms and Conditions for further terms applying to cancellations or withdrawing from your course.

8. **Use of your personal data & publicity**

8.1. Your Scholarship Application will be subject to the University’s Data Protection and Privacy Policy and Data Retention Policy set out on its website at [https://www.law.ac.uk/policies/](https://www.law.ac.uk/policies/). By submitting a Scholarship Application, you are giving the University permission to use your personal details for purposes including:

8.1.1. processing your Scholarship Application and in any decision to award a Scholarship; and

8.1.2. using your name in the University’s publicity, including putting your name on the University’s website and on a list of successful applicants which may be provided to other applicants.

8.2. You will retain copyright in your Scholarship Application. However, by submitting your Scholarship Application, you grant the University a worldwide royalty-free perpetual licence to edit, publish and use your Scholarship Application in any and all media (including print and online) for publicity and news purposes.

8.3. If your Scholarship Application is successful, you agree to participate in such reasonable further promotional activity as required by the University (including but not limited to interviews with the University).

9. **General**

9.1. These Terms (including any non-contractual obligations arising out of or in connection with these terms) are governed by English law and are subject to the jurisdiction of the English courts.

9.2. The University may be responsible to you for foreseeable loss and damage caused by the University. If we fail to comply with these Terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking these Terms or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with us during the application process.
9.3. We do not exclude or limit in any way our liability to you where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; for fraud or fraudulent misrepresentation.

9.4. You must notify the University immediately of any change in your circumstances which may affect your eligibility to receive a Scholarship. If you fail to do so, the University will be entitled to recover or adjust (as appropriate) any associated Scholarship or benefit. The University shall also be entitled to recover or adjust any Scholarship given in error.

9.5. The University reserves the right, with reasonable cause, to exclude applicants from a course and/or withhold Scholarships for violating any of these Terms and/or any other applicable University policies or terms and conditions including (without limitation), the Student Terms and Conditions. The University policies are available on the University’s website at https://www.law.ac.uk/policies/.

9.6. The University reserves the right to amend these Terms at any time. Any amendments will be published on the University’s website and notification given to you of any such changes that affect you.

9.7. Even if the University delays in enforcing these Terms, the University can still enforce them later. If the University does not insist immediately that you do anything you are required to do under these Terms, or if the University delays in taking steps against you if you break these Terms, it will not mean that you do not have to do those things or prevent the University from taking steps against you at a later date.

9.8. The University is The University of Law Limited (with company number 7933838) whose registered office address is 2 Bunhill Row, London EC1Y 8HQ.
**Annex – Marking Criteria for Questions 8 and 9 of the Scholarship Application Form**

**QUESTION 8: Demonstration of transferrable skills – Max 20 points**

Answers will be assessed by the following factors: (i) if a transferrable skill is identified, (ii) if evidence from work experience/study is given as support, and (iii) if evidence provided uses techniques such as STAR (Situation, Task, Action, Result). Answers will be weighted to give a higher score to answers that meet all factors in a clear and logical manner.

0-4 – Poor – Lists some transferable skills but does not provide any examples.

5-9 – Satisfactory – Mentions 1 or 2 transferable skills and short non descriptive examples.

10-14 – Good - Mentions at least 3 transferable skills and gives clear detailed evidence from work experience / study for at least one skill.

15+ - Excellent – Mentions at least 3 transferable skills in detail along with examples to support these skills, using techniques such as STAR to convey message in an accurate and succinct way.

**QUESTION 9: Motivation for career switch into Business or Law – Max 20 points**

The answer given will be scored against the below marking criteria. Answers that provide examples of personal experience and clear reasoning and analysis behind the decision to change careers will be scored higher than answers that demonstrate little or no evidence.

0-4 – Poor – Little or no real evidence provided to indicate motivation for career change. There is no coherent structure and little reference and critical reflection to the applicant’s personal experience. For the most part confused and poorly expressed.

5-9 – Satisfactory – Draws on the applicant’s personal experience. The applicant makes attempts at self-reflection and to apply their experience to the motivation for their career change, but does not demonstrate clear reasoning.

10-14 – Good – Critical reflection that draws on the applicant's personal experience, and integrates showing some limited knowledge of the relevant wider literature. The reflection and analysis is coherent and logical, showing breadth of knowledge and a degree of independent thought towards their change in career. Well written and structured with only a few errors in grammar or style.

15+ – Excellent – Critical reflection that draws on the applicant’s personal experience, and, where relevant, integrates it with knowledge of the wider literature. The reflection displays evidence of independence of thought and critical thinking, and goes beyond description of experience to an analysis of how the experience develops the applicant’s motivations behind their career change. Well written, with a sense of style.