

## Undergraduate Tuition Fee Grants Terms and Conditions of Award

### Background and introduction

The following Terms and Conditions of Award cover the Undergraduate Tuition Fee Grants awarded by the Carnegie Education Fund ("CEF"). Carnegie Education Fund is the operating name of The Carnegie Trust for the Universities of Scotland (SC015600).

The Undergraduate Tuition Fee Grants ("UTFGs") support students ("Grantees") undertaking an undergraduate degree course at one of the following Scottish Higher Education Institutes ("host HEI"): the universities of Aberdeen, Abertay, Dundee, Edinburgh, Edinburgh Napier, Glasgow, Glasgow Caledonian, Heriot-Watt, Highlands & Islands, Queen Margaret, Robert Gordon, St Andrews, Stirling, Strathclyde and West of Scotland, the Glasgow School of Art, the Royal Conservatoire of Scotland and Scotland's Rural College (SRUC).

This document supersedes all previous iterations of the scheme Terms and Conditions of Award.

For all enquiries, please contact: [grants@carnegie-trust.org](mailto:grants@carnegie-trust.org)

### A. About the Grants

1. UTFGs are personal awards and consequently are not, under any circumstance, transferable to an alternate student/grantee.
2. UTFGs are also specific to the undergraduate course stated at application stage, as a key assessment criteria was the explanation given by the applicant for pursuing the stated course. CEF will only entertain requests to switch course post-award where a compelling case can be made.
3. UTFGs are not tenable simultaneously with any other tuition fee award intended for the same purpose, unless this is to cover costs NOT covered by this grant (e.g. to cover remainder of tuition fees). Also excepted from this are incidental discretionary or hardship funds or charitable grants awarded to a grantee for use toward their personal or family expenses.
4. Grantees may hold, indeed are actively encouraged to apply for, grants from their host HEI or any other funding body to supplement research or fieldwork activities undertaken as a component of their course.

## B. Tenure

5. A UTFG may only be held in conjunction with the undertaking of an undergraduate degree course at one of the Scottish Higher Education Institutions (host HEIs) listed above.
6. Where a grantee is pursuing a course offered in partnership with another institution/organisation, the grantee must remain enrolled at an eligible Scottish HEI for the duration of their UTFG even if part of the course takes place at the other institution, irrespective of where that partner institution is located.

## C. Start date and duration

7. UTFGs are awarded for study in the 2026/27 academic year only, where courses normally commence in Autumn 2026 and the grant begins at the date of award notification.
8. Grantees may study either part-time or full-time, or distance learning.
9. Where permitted by their institution, a grantee may switch study mode mid-course; however, CEF must be informed in writing (via email) prior to such a change.

## D. Award value

10. All UTFGs are solely for tuition fees up to a maximum value of £1,820, equivalent to the Scottish Home fee rate.
11. A UTFG is a training award and consequently should not be regarded as income for tax purposes. However, it is the responsibility of grantees to ensure they are aware of their tax liabilities and of any impact that stipend payments may have on benefits such as Universal Credit, Tax Credits, etc. **CEF is unable to provide advice on tax, National Insurance, pension or benefits issues.**

## E. Payment of tuition fees

12. If an award is made, each grantee will receive an email with a Confirmation of Award attached stating the grant amount awarded.
13. It is the grantee's responsibility to provide this Confirmation of Award to the HEI in question, prior to matriculation or as soon as possible thereafter.
14. No payment is made to the grantee directly. CEF will provide host HEIs with details of each UTFG awarded to grantees at their institution around October 2026. Each HEI will subsequently invoice the Trust for the relevant students' fees, and/or notify CEF if any students have not enrolled; in this circumstance, CEF may contact the grantee and/or cancel the grant.

## F. Reporting

15. Each grantee is required to provide CEF with a brief feedback report at the

end of the academic year. Reports are requested at the end of May and take the form of an online questionnaire.

16. Failure to submit a feedback report by the deadline stated in the reminder email(s) may affect any request for funding in future academic years.
17. To help CEF evaluate the long-term impact of the scheme, grantees may also be asked for annual updates for a period of up to 5 years after completion of the course.

#### **G. Publicity & Acknowledgement of Funding**

18. As a charity, publicising the impact of CEF grants is really important. CEF looks to share impact stories with a range of stakeholders and the general public. Grantees may be asked to help with this; but no personal stories will be shared without a grantee's explicit consent.
19. It would be extremely helpful if grantees could provide photographs or video recordings that help illustrate what the grant has supported and how it has helped. These will not be shared without a grantee's explicit consent.
20. Grantees are encouraged to publicise and acknowledge that CEF has supported their studies, and commit to ensuring that they and their studies will not bring CEF into disrepute.

#### **H. Part-time working (including teaching & demonstrating)**

21. CEF recognises that many grantees wish/need to undertake employment alongside their studies. During term time CEF requires that such employment be kept to a reasonable level that will not adversely impact on course engagement or academic performance. Consequently, CEF expects grantees studying on a full-time basis to undertake no more than 16 hours of work in any given week during term time.

#### **I. Cancellation or termination**

22. Grantees are required to notify CEF as soon as possible of any circumstances, lasting longer than 3 weeks, that may negatively impact on their academic progress.
23. Grantees wishing to withdraw from their course of study must inform CEF in writing (via email) of their intention to withdraw as soon as possible.
24. Upon receiving confirmation of withdrawal, the UTFG will be cancelled.
25. A UTFG may be terminated by CEF under the following conditions:
  - CEF is informed by the host HEI that a grantee has failed to enrol on their course by the required date.
  - A grantee fails to adequately engage with their studies and/or does not demonstrate satisfactory academic progress.
26. CEF will only consider the termination of a UTFG as a last resort. When a grantee is experiencing difficulties, every effort must be made by the host

HEI to work with the grantee to facilitate the successful completion of their studies.

27. In the event of the cancellation/termination of a UTFG, CEF will:
  - Seek a refund/credit note from the HEI if a grantee does not begin their course after CEF has already paid over the grant;
  - Seek where possible a proportional refund/credit note from the HEI, if a grantee begins their course but subsequently withdraws from it after CEF has already paid over the grant.

#### **J. Legislation and Liability**

28. The grant is awarded based on the information supplied at application and during our assessment before the grant is offered. If any of this information is subsequently found to be misleading, inaccurate or false, then CEF reserves the right to amend, cancel or seek to recoup the grant.
29. CEF will not, under any circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.

May 2026.