

HE Bursary Policy

APPROVED BY ACADEMIC BOARD ON JANUARY 2026

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

CHANGE CONTROL

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Policy will be communicated via:	Website, VLE, Cecil	

Next review date:	September 2028
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1. POLICY STATEMENT

This policy applies to Leeds Conservatoire and University Centre Leeds higher education provision, which includes that offered within the FE colleges in the Luminate Education Group, namely Leeds City College, Harrogate College and Keighley College.

The Leeds Conservatoire and University Centre Leeds bursaries are money from the institution to assist full-time undergraduate students from lower income households with essential living and study costs, as means tested by Student Finance England (SFE), Student Finance Wales, Student Finance Northern Ireland or Student Awards Agency for Scotland.

In accordance with the [QAA Quality Code Sector Agreed Principle 10 – supporting students to achieve their potential](#), and the [OfS condition of registration A: Access and participation for students from all background](#), it is part of our strategy to ensure that no potential applicant is deterred from applying for a place on a course due to financial worries. a. Students may receive a bursary in addition to maintenance support paid through the Student Loans Company (SLC), and any benefits or scholarships payable. It does not have to be repaid.

2. POLICY AIMS

The purpose of this policy is to ensure that students are aware of the bursary and how it's administered.

The aim of the policy is to:

- Ensure that procedures are explicit and applied fairly and consistently;
- Ensure that information and guidance provided for students is accurate;
- Ensure that the decision-making process and outcomes are transparent and demonstrably rigorous and fair;
- Ensure that outcomes are monitored and reviewed on an annual basis.

3. BURSARY TERMS

3.1 Eligibility

Students do not need to apply directly to Leeds Conservatoire or University Centre Leeds. The Student Loans Company will assess all students' financial eligibility. To be eligible for the bursary, students must:

- Be eligible to pay Home fees. EU students who are eligible for the tuition fee loan only, and those paying International fees are not eligible;
 - those students who are determined by Student Finance England to be Migrant Workers, and are listed as domiciled in England will qualify, subject to meeting the other criteria;
- Be studying a fulltime, undergraduate course with Leeds Conservatoire or University Centre Leeds;
- Have applied for, and be in receipt of, income assessed maintenance support through Student Finance England, Student Finance Wales, Student Finance Northern Ireland or Student Awards Agency for Scotland;

- Have given consent to share their income information with Leeds Conservatoire or University Centre Leeds, as applicable, when applying for student finance. Any sponsors names must also give their consent, where applicable;
 - “Sponsor” means the person or people who supply evidence of their household income – usually the parents or partner of the student).
 - Single students over the age of 25, and those who are classed as independent will not have a sponsor. The assessment is based on their own income only.
- The student record on the Student Finance portal must normally have the status of “evidence verified.” This means that the awarding authority has received and verified all the required evidence from the student and their sponsors, to enable them to determine the residual household income for the relevant tax year. Where there has been a current year income assessment, the evidence cannot be verified until the end of the tax year, and the conservatoire may approve the bursary before the evidence is verified, in order that the student is not disadvantaged.
- Meet Leeds Conservatoire or University Centre Leeds’ requirements of positive engagement with the course, as outlined in the Academic Engagement Policy, and by ensuring attendance is confirmed with Student Finance. No bursary payments are to be released to students without confirmed attendance. If a student has not enrolled, confirmation of attendance is not possible, and therefore the bursary will not be issued.

In addition, the tuition fee instalment for the relevant period must have been received by Leeds Conservatoire or University Centre Leeds before each bursary instalment is paid.

The bursary has a termination date for each academic year. No bursaries will be approved for payment after 30th June, for that academic year.

The amount of bursary that a student may be eligible for is determined by their household income and is banded as below. Figures are indicative and may change in line with national figures

Household income – as set by the Student Finance Financial Entitlement Assessment guidance and determined by the Student Finance income assessment	Total amount of bursary payable
£0 to £25,000	Leeds Conservatoire £800 University Centre Leeds £500
£25,001 to £42,875	Leeds Conservatoire £400 University Centre Leeds £250
£42,876 or above	£0

3.2 How is the bursary paid

The bursary payments are administered by the Student Loans Company, on behalf of Leeds Conservatoire and University Centre Leeds. The bursary will be paid into the same bank account that the students maintenance support is paid to. It is not possible to have it paid into a different account, unless the student wishes to change their account for student finance as well. To change bank account details with Student Finance, students will need to contact them on 0300 100 0607. Students would need to change their bank details a minimum of 10 working days before the bursary is payable.

The bursary will be paid in 2 instalments as follows:

Late November	50%
Early March	50%

Specific dates of payment each year will be published on the student VLE.

3.3 Notification

Students receive the following notifications regarding the bursary:

- Students are initially notified by letter (from the Student Loans Company) if they are eligible to receive the bursary. Please note this only confirms their eligibility, not whether they have been awarded the bursary.
- Eligible students will be notified by a letter, which is generated automatically and sent by the Student finance awarding authority, once we approve the bursary, which will be around late August or early September. The letter will be sent to the address given in the student finance application, for correspondence.
- An email will be sent if there are changes or a cancellation of the bursary.
- All this correspondence can be found on the student's online Student Finance account by viewing the tab called "letters and emails"

3.4 Other important information

Repeating a full year	Students will be entitled to the bursary as normal, subject to the standard criteria
Repeating partial credits	Students undertaking less than 120 credits pay pro-rata tuition fees, and therefore the bursary will be pro-rated accordingly.
Withdrawal	Any instalments due after the date of withdrawal will not be paid.
Suspension	Any instalments due during periods of suspension will not be paid.
Late assessment of household income	Students whose household income assessment is finalised after the start of the academic year can still receive the bursary, providing the household income figure is available and the evidence verified before the termination date. No bursaries will be approved for payment after this date, regardless of the reason for the delay. If you have requested a "current year income assessment" based on estimated income, from Student Finance, be aware that your sponsors will be required to provide updated financial evidence at the end of the tax year in April, so please ensure that they do this without delay.
Changes in household income assessment	If the income figure changes and you become eligible for a different amount, or no bursary at all, within the academic year, we will adjust the bursary amount accordingly, but we do not expect you to pay back instalments you have already received. Students are re-assessed each year so the bursary is adjusted accordingly, for each year of study.
Changes to the bursary system	Leeds Conservatoire may decide to change the amounts, frequency of payments, or the eligibility criteria from one year to another, subject to the agreement of the Office for Students. Changes will normally apply to new students only and students who are continuing on the same course will remain on the same bursary programme. However, students who repeat years and

	are studying with a new cohort, may at our discretion, be included in a new bursary cohort. If this happens, we will notify you.
Surveys	We may ask bursary recipients for feedback about how the bursary has helped you and what you have used it for, as part of our evaluation. Please help us to maintain our bursary provision by responding to such requests.

4. APPEALS

Aligning with the QAA Quality Code 2024 Sector Agreed Principle 12 – Operating concerns, complaints and appeals processes, students can raise concerns relating to household income directly with Student Finance. To raise any other concerns relating to bursary payments or non-payments, students should refer to the [Complaints Policy](#) and [Complaints Process](#).
<https://ucleeds.ac.uk/fees-finance/bursary/>

5. KEY CONTACTS

For questions related to HE bursaries, please contact the Student Funding Team at studentfunding@leedsconservatoire.ac.uk or studentfunding@ucleeds.ac.uk

6. REVIEW

Leeds Conservatoire and University Centre Leeds reserve the right to review the policy at any time. University Centre Leeds will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes. This aligns with the QAA Quality Code 2024 Sector Agreed Principle 12 – Operating concerns, complaints and appeals processes.

Owner: Registry

Introduced: July 2017

Last review: September 2025

Next Review: September 2029

The Provider reserves the right to review the policy at any time. This policy is reviewed regularly to ensure it remains effective and inclusive.

Change Summary		
Version	Date	Summary of Changes
7	October 2025	Consolidation of LC Ts&Cs with UCLeeds policy to have one covering both institutions.