

Higher Education Bursary Policy

APPROVED BY HE ACADEMIC BOARD AND SELT ON July 2023

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

CHANGE CONTROL

Version:	6	
Approval route		
Approval committee (ELT, SELT, Board)	Date approved	Version
HE Academic Board	July 2023	6
SELT	July 2023	6
Name of author:	HE Registry	
Name of responsible committee:	HE Registry	
Related policies: (list)	Care Leavers Policy Estranged Student Support Policy	
Equality impact assessment completed	Date:	July 2023
	Assessment type <input type="checkbox"/> Full <input type="checkbox"/> Part <input checked="" type="checkbox"/> Not required	
Environmental Impact Assessment Completed	Date:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not required	
Policy will be communicated via:	UCL Website, Sharepoint	
Next review date:	September 2025	

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1. POLICY STATEMENT

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;

2. POLICY AIMS/OBJECTIVES

This policy applies to higher education students who are studying on full-time awards at University Centre Leeds.

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

University Centre Leeds provides bursaries to those students who have been assessed by Student Finance England (SFE) as being eligible for means tested support towards their maintenance costs. The bursary is only provided to students on full time courses.

Eligibility for a bursary is dependent on a student's household income however bursaries are then only awarded to students who meet the Universities' requirements of engagement and being up-to date with work. The bursaries do not apply to EU students who are eligible for the tuition fee loan only, or international students.

3. BURSARY POLICY

Policy	Bursary Policy	Quality Code Ref				
Bursary Rates	<p>The amount of bursary that a student may be eligible for is determined by their household income, and is banded as below, dependant on the students' year of entry to the programme. For details on the bandings please consult the website. Figures are indicative and may change in line with national figures</p> <table border="1" data-bbox="454 1814 1117 2004"> <thead> <tr> <th data-bbox="454 1814 785 1928">SFE Assessed Household income</th> <th data-bbox="785 1814 1117 1928">LCC Bursary</th> </tr> </thead> <tbody> <tr> <td data-bbox="454 1928 785 2004">£0-25,000</td> <td data-bbox="785 1928 1117 2004">Higher</td> </tr> </tbody> </table>	SFE Assessed Household income	LCC Bursary	£0-25,000	Higher	
SFE Assessed Household income	LCC Bursary					
£0-25,000	Higher					

Policy	Bursary Policy		Quality Code Ref
	£25,001-£42,600	Lower	
	More than £42,600	None	
Assessments	<p>The Student Loans Company will assess all students' financial eligibility. Students do not need to apply directly to University Centre Leeds but do need to:</p> <ul style="list-style-type: none"> • Apply to SFE for means testing and student support each academic year. • Give consent for the SLC to share their household income information each academic year <p>Without this assessment, Bursary will not be awarded.</p>		
Bursary Panel	<p>The Bursary Panel meets to discuss individuals who meet the criteria of being up to date with work. The Bursary Panel meets on two separate occasions throughout the year. These meetings coincide with bursary payments being made.</p> <p>Students whose assessments have not been completed by SFE prior to a Bursary Panel will be considered at the next Bursary Panel.</p> <p>The panel has the final say on bursary payments being made. The panel considers the following before making their decision:</p> <ul style="list-style-type: none"> • Students are engaged in the programme and are up-to-date with work for the specified time period 		
Notification	<p>Students receive the following notifications regarding the bursary:</p> <ul style="list-style-type: none"> • Students are initially notified by letter (from the Student Loans Company) if they are eligible to receive the bursary. Please 		

Policy	Bursary Policy	Quality Code Ref
	<p>note this only confirms their eligibility, not whether they have been awarded the bursary.</p> <ul style="list-style-type: none"> Following on from the bursary panel, students are contacted if they are not going to receive an instalment of the bursary with the reason why. 	
Staff Development and Training	All staff associated with the support, guidance and administration of bursaries will be given appropriate training and development and meet the requirements of the awarding body and where appropriate, the Quality Assurance Agency Code of practice.	
Equality and Diversity Statement	This policy will be implemented in accordance with the Luminate Policy on Valuing Diversity and with consideration of the QAA Quality Code	
Monitoring and Review	University Centre Leeds will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes	Concerns, Complaints and Appeals Common Practice 1
Regulatory requirements of awarding and professional bodies	University Centre Leeds requires that all staff are aware of and operate under the specific regulatory requirements of its awarding bodies and, where appropriate, professional bodies. University Centre	

Policy	Bursary Policy	Quality Code Ref
	Leeds has developed appropriate internal policies and procedures that cover major requirements.	
Appeals	<p>Students can appeal the decision made by the bursary panel if they can provide evidence of mitigating circumstances.</p> <p>Students should be aware that appeals are usually only successful if they have evidence attached to it; e.g. doctor's note or medical certificate.</p> <p>Appeals need to be made within 10 working days of students receiving notification that their bursary payment has been withheld.</p> <p>Appeals need to be made following the Bursary Appeals. This can be found on the UCL website Bursary - University Centre Leeds (uclleeds.ac.uk)</p>	<p>Concerns, Complaints and Appeals</p> <p>Core Practice 1</p>
Associated Documentation	<ul style="list-style-type: none"> • UCL General Appeals Policy • UCL General Appeals Process • Student Guide to Appeals and Complaints 	

4. REVIEW

To be reviewed by HE Registry by September 2025.