

# THE BOURNEMOUTH & POOLE COLLEGE HIGHER EDUCATION (HE) BURSARY SCHEME

Issue May 2017

**Applicable to Students commencing their first year studies in the 2017-18 Academic Year**

## 1. Scope and Purpose

1.1 These policy and procedures are for The Bournemouth and Poole College staff and students.

1.2 These policy and procedures must be followed when making The Bournemouth and Poole College HE Bursary awards and are also for use when considering potential student appeals.

## 2. Key responsibilities

2.1 Overall responsibility for maintenance and operation of The Bournemouth and Poole College Bursaries lies with the Vice Principal – Finance and Commercial Development.

2.2 The key responsibility of Student Services is to assess applications, make awards as per the Policy and Procedure and advise students of the decision. Payment will then be authorised via the Student Loans Company portal.

2.3 The Bournemouth and Poole College is committed to a fair and transparent policy in respect of the award and administration of its bursaries.

2.4 The Bournemouth and Poole College reviews its Bursary Scheme annually. Bursaries are liable to change year-on-year but are set at least one year in advance. The HE Administrative Team and Student Services teams can provide information about the bursary scheme for the current and following academic year.

2.5 The Bournemouth and Poole College will be offering up to a maximum 10 Bursaries in 2017-18 for new students. All Care Leavers are guaranteed a bursary, with the remaining awards offered as The Bournemouth and Poole College Maintenance Bursaries. If the number of The Bournemouth and Poole College Maintenance Bursary applications exceeds the number of awards available, then successful applicants will be chosen by order of application to the limit of 10 Full Time Equivalent applications.

## 3 Links to other Bournemouth and Poole College Documents

3.1 In the event of a student wishing to appeal, they should be directed to the Student Finance Manager in the first instance. If the appeal is not resolved satisfactorily, they should be directed to the Student Complaints Procedure.

## 4. Available Bursaries for 2017-18 entrants

### 4.1 Bursary 1

<b>Bursary title:</b>	The Bournemouth and Poole College Maintenance Bursary	
<b>Mode of attendance:</b>	Full time	
<b>Fee Category:</b>	Home UK only	
<b>Level of study:</b>	HNC, HND or Foundation Degree (Level 4 only – Top-up students are excluded)	
<b>Criteria:</b>	Family income must be less than £25,000 as per Student Finance England data 16.06.2017. Applicants must have a UCAS status of either U/F or C/F for a Bournemouth and Poole College course at time of Bursary application Applicants or the applicant's family must be responsible for their own fees and living expenses	
<b>Value of award:</b>	£2,000 for Year 1 only.	
<b>Exclusions:</b>	Students funded by Scottish, Welsh and Northern Irish Governments Students from outside England (eg EU or International) Students who have previously studied in HE (including Top-Up students)	
<b>Payment:</b>		<b>Year 1</b>
	Cash payment into bank account	£2000
	<b>Total</b>	<b>£2,000</b>
	Cash payments are usually paid in 3 equal instalments in October, January and April by BACS into student account. Changes to these instalment dates may be made with the agreement of the Student Finance Manager.	

### 4.2 Bursary 2

<b>Bursary title:</b>	The Bournemouth and Poole College Care Leavers Bursary	
<b>Mode of attendance:</b>	Full time	
<b>Fee Category:</b>	Home UK only	
<b>Level of study:</b>	HNC, HND or Foundation Degree (Level 4 only – Top-up students are excluded)	
<b>Criteria:</b>	Applicants must have been in full-time care for a period of three months or more in the last five years. Family income must be less than £25,000 as per Student Finance England data 16.06.2017. Applicants must have a UCAS status of either U/F or C/F for a Bournemouth and Poole College course at time of Bursary application	

Applicants or the applicant's family must be responsible for their own fees and living expenses

**Value of award:** £2,000 for Year 1  
£2,000 for Year 2

**Exclusions:** Students funded by Scottish, Welsh and Northern Irish Governments  
Students from outside England (eg EU or International)  
Students who have previously studied in HE (including Top-Up students)

<b>Payment:</b>		<b>Year 1</b>	<b>Year 2</b>
	Cash payment into bank account	£2,000	£2,000
	<b>Total</b>	<b>£2,000</b>	<b>£2,000</b>

Cash payments are paid in 3 equal instalments in October, January and April by BACS into student account. Changes to these instalment dates may be made with the agreement of the Student Finance Manager.

## 5. Administration Process for 2017-18 HE Bursaries administered by The Bournemouth and Poole College

### 5.1 Eligibility

5.1.1 In order to be eligible for a non-repayable bursary, students must fulfil the following criteria:

- a) Be actively participating in a Bournemouth and Poole College HNC, HND or Foundation Degree programme on a full time basis
- b) Be paying the 2017-18 tuition fee of £6,000
- c) Be in receipt of the full student Maintenance Grant
- d) Be registered as a UK student
- e) Meet the appropriate income criteria as set by The Bournemouth and Poole College and recorded on 16.06.2017. This income information is calculated by Student Finance England and passed on to The Bournemouth and Poole College.

### 5.2 Application

5.2.1 Eligible students are required to complete the appropriate application form and indicate their 'consent to share'. Information about applying together with all application forms is available on the Directgov website at: [http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Applyingforthefirsttime/DG\\_171523](http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Applyingforthefirsttime/DG_171523)

If a student does not 'consent to share' The Bournemouth and Poole College is unable to make an assessment of the student's financial situation and therefore it is not possible to award a Bursary.

5.2.2 The deadline for applications will be advertised on The Bournemouth and Poole College website and also on the Bursary application form.

5.2.3 If by the deadline a number of Bursaries remain, The Bournemouth and Poole College reserves the right to either extend the deadline date or keep some awards aside for 'clearing' applicants.

## 5.3 Payment

5.3.1 Bursaries will be paid in 3 equal instalments throughout the year and for each year of full-time study in which a student is actively participating and remains eligible for the Bursary.

5.3.2 Where bursary eligibility changes (for example, due to non-attendance at college) The Bournemouth and Poole College will recover any payment by either:

- reducing any subsequent bursary payments to recover the overpaid amount (this will normally occur where a student is continuing with their studies)
- requesting the overpayment be repaid in full. Failure to repay the amount due may result in commencement of litigation

## 6. Outstanding fees and other monies owing to The Bournemouth and Poole College

6.1 Where a student has fees or other monies owing to The Bournemouth and Poole College relating to their studies, The Bournemouth and Poole College will withhold the bursary payment until such time as the outstanding amount has been paid. Please see The Bournemouth and Poole College's Fees Policy for further information about non-payment of fees.

## 7. Withdrawals

7.1 Students must be fully enrolled at the time that the Bursary payment is due. No payment will be made to students who have interrupted or suspended their studies. Students who withdraw prior to the payment date will not be entitled to a pro rata payment.

## 8. Appeals

8.1 Unsuccessful applicants wishing to appeal should write to the Student Services Manager within 10 working days of the date of notification of the outcome of their application stating clearly the grounds for appeal. The decision of the Student Services Manager is final and there will be no further right of appeal.

8.2 Appeals will only be considered where there is evidence that a procedural irregularity has occurred in processing the application. Appeals against the content of the published Bournemouth and Poole College Bursary policy itself cannot be accepted.