

**DOCUMENT DETAILS**

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<b>Document Name:</b>	<b>HE Bursary Policy</b>			
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Applicability	Students		Staff	X
	Governors		Other	
Summary	The purpose of this policy is to set out the college's HE bursary information.			

**DOCUMENT CONSULTATION & APPROVAL**

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<b>Consultation person / body</b>	<b>Date passed</b>

<b>Approval body</b>	<b>Date approved</b>
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**IMPACT ASSESSMENT**

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A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No
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**POLICY CHANGES**

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<b>Key updates</b>	<b>Impact</b>	<b>Section reference</b>



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## 1. INTRODUCTION

This policy applies to higher education students who are studying on full-time courses at Nottingham College. Its purpose is to ensure that students and staff are aware of the bursary schemes and how they are administered.

Nottingham College's access and participation plan (APP) has been approved by the Office for Students (OfS) and includes three schemes in academic year 2023-24 as follows:

- Special support bursary
- Care leaver bursary
- Student carer bursary

The aim of this policy is to ensure that:

- Procedures are explicit and can be applied fairly and consistently.
- Information and guidance provided for students and staff is accurate.
- The decision-making process and outcomes are transparent, rigorous and fair.
- Outcomes are monitored and reviewed on an annual basis.

### 1. SPECIAL SUPPORT BURSARY

This offers up to £1,000 per year, depending on household income, to full-time HE students at Nottingham College in academic year 2023-24.

To be eligible, students must be paying the full tuition fee; be receiving their maximum maintenance entitlement; and have an assessed annual household income of £40,000 or less. Students must also meet the following criteria:

- Have been offered a place to study on a full-time HE course at Nottingham College.
- Be assessed as a 'home' student.
- Provide evidence of their student finance assessment, showing the maintenance loan amount.
- Not be in receipt of a nursery or scholarship from any other source (such as the NHS).

The amount of bursary is determined by the level of assessed household income and allocated as below:

Annual household income (based on student finance assessment)	Amount of maintenance loan (as awarded by student finance) (There are 2 categories: 'living at home' or 'living away from home')		Special support bursary amount
	Living at home	Living away from home	
up to £25,000	£8,400	£9,978	£1,000
between £25,001 and £30,000	£7,694	£9,265	£750
between £30,001 and £35,000	£6,988	£8,552	£500
between £35,001 and £40,000	£6,282	£7,839	£300



Bursaries are paid on condition of ongoing satisfactory academic progress, academic conduct and attendance. This is checked with the course leader prior to each payment date. It is expected that attendance should not fall below 85% unless there are exceptional circumstances. The course leader must be fully aware of these circumstances in order to decide if payment of the bursary is appropriate.

## 2. CARE LEAVER BURSARY

Care leavers are eligible for a further £2,000 bursary in each year of study.

The relevant box on the application form should be ticked and evidence is required in the form of a letter on headed paper from a leaving care worker, social worker, personal adviser, pathways adviser, local authority or other professional person such as a head teacher.

To qualify, students must be:

- Studying a full-time HE course.
- A UK student under the age of 25 at the start of the course.

### Definition of a care leaver:

Following advice from the national care leavers' organisation Become, a care leaver is defined as:

*"A young person who has been looked after for more than 13 weeks since they were 14, including some time at age 16 or 17."*

## 3. STUDENT CARER BURSARY

The student carer bursary provides for a **further £1,000 bursary in each year** study. This helps to support those members of our HE student community who are carers.

### Definition of a carer:

Anyone who cares, unpaid, for a family member who, due to illness, disability, a mental health problem or addiction, cannot cope without their support. The relevant box on the application form should be ticked and **ONE** piece of evidence from the following list provided:

- A supporting letter / email from an appropriate professional, for example your GP, other medical professional or manager of a carers' centre / young carers' project (or similar support organisation).
- A document proving that you are, or have been, in receipt of carers' allowance.
- A supporting letter / email from your previous school or college confirming status as a carer.

## 4. SUBMISSION OF APPLICATIONS

The application form is sent out to all first year and BA students in their welcome pack. Additional supplies are made available to all students at the point of enrolment and to course leaders.



**Completed applications must be returned to the HE office at The Adams Building no later than 4.00 pm on Friday 3 November 2023 to be considered (or, if a student enrolls after this date, within 10 working days of their enrolment).**

If forms are sent by post, students should ensure that the correct postage is paid. If the college is charged for any underpayment, these will be deducted from the first bursary payment.

Applications can be handed in at the HE office at The Adams Building. The college does not recommend submitting an application by any other method.

**Any applications received outside of these deadlines will be disallowed.**

## **5. COMMUNICATIONS**

An email confirming eligibility for the bursary will be sent within 28 days of receiving an application. Further communications will normally be by email.

## **6. METHOD AND DATES OF PAYMENT**

Bursary payments will be made by BACS transfer into the student's designated bank account in three equal instalments on or after:

**Friday 1 December 2023**

**Friday 1 March 2024**

**Friday 3 May 2024**

Students should ensure that the bank account details provided on the application form are correct. Any changes to bank account details must be notified to the HE Office so that finance records can be amended.

## **7. APPEALS**

Eligibility criteria for each bursary scheme are outlined in sections 1 to 3 above.

Students eligible to receive the college bursary, but have had it withheld because they are not up to date with work or are below the required attendance level, may be able to appeal if they feel there are special circumstances which justify lodging an appeal.

Appeals and supporting evidence should be addressed in the first instance to the head of higher education at The Adams Building. An appeals panel will investigate the matter and respond within 10 working days of receiving the appeal. The decision of the appeals panel must be considered as final.

## **8. CONFIDENTIALITY AND DATA PROTECTION**

The data captured on this form is required in order to:

- Locate a student record on our database.
- Assess eligibility for bursary support.
- Process payments.
- Create accurate funding returns which we are obliged to send to the government or funding bodies operating on its behalf.



College stores the information for funding, audit and inspection purposes. The information is shared with the government and agencies operating on their behalf in order to deliver and fund higher education. This information is required for us to carry out our function as a public educational provider.

If there are any concerns or questions about how the college uses personal data, please contact the data protection office by e-mail: [dataprotectionofficer@nottinghamcollege.ac.uk](mailto:dataprotectionofficer@nottinghamcollege.ac.uk)