

College Funded Bursaries and Scholarships Policy 2022/23

Scope

This policy document applies to all **College** Funded Bursaries and Scholarships offered by Blackburn College for all Higher Education (HE), Further Education (FE) and commercial courses. It therefore includes HE courses covered by the Access and Participation Plan (APP) that are under the supervision of the Office for Students (OfS). This policy does not cover bursaries funded by the ESFA.

The document sets out the basis of all bursaries offered by the College, along with the associated terms and the application process. Where an appeal process is available, it is stated in each of the associated Bursary policies.

Purpose

The bursaries offered by Blackburn College are to provide support to students in line with our mission, vision and values. The over-arching purpose of the bursaries being to help students overcome financial barriers to the furthering of their education and training.

To this aim, the College may award bursaries in excess of the minimum provisions set out in this policy at its discretion and on whatever terms it wishes. This must be approved by a Senior Post-holder.

Where additional awards would benefit learners, such awards must be named, have fully specified benefits, eligibility criteria and terms & conditions and be detailed in the Schedule appended to this policy. This must be approved by a Senior Post-holder.

HE Bursaries

Bursaries available for students on a course that falls under the supervision of OfS are based upon the support set out in the Access with any changes to the Access and Participation Plan required by OfS, or requested by the College and approved by OfS, becoming part of this policy from the date of OfS approval.

Unless a changed agreement specifically provides to the contrary, the bursaries due to a student are those set out in the Access and Participation Plan in force at the time the student start(s) his/her course.

For clarity, the use of the term 'bursary' in this document shall be taken to mean any bursary, scholarship or other award made under this policy. The titles of such awards may include any appropriate terms without taking the award outside the scope of this policy.

Publication and Communication

The College will ensure that details of bursaries available, together with the principal terms and conditions that apply to them, are available to staff, students and potential students through;

- The College web-site before enrolment and, where practicable, before application.
- Through communication by the College Hub to students

The College will ensure that students are informed promptly after enrolment of the full details of any bursaries and/or scholarships for which they might be eligible.

Review

This policy and the bursaries offered under it will be reviewed annually alongside the College Tuition Fee Policy.

Revision of HE bursary amounts take place as necessary to comply with the terms of the College's Access and Participation Plan(s) and/or the requirements of OfS or other statutory bodies outside the annual review process.

General Terms and Conditions

Subject only to any restrictions imposed by OfS or other statutory body, any award made under this policy is subject to all/some the following general terms and conditions.

- Eligibility for any award shall cease immediately should a student withdraw from or transfer out of his/her course of study.
- Students transferring in (either from an ineligible course or other institution) to an eligible course will be entitled to the same bursaries as those students who enrolled on that course from the outset. This may be on a pro-rata basis dependent upon transfer date, details to be agreed annually by a Senior Post-holder.
- Eligibility for any award will cease if a student is no longer in 'good standing' with the College, (e.g. as a result of non-payment of fees, poor attendance, repeatedly missing submission deadlines, disciplinary action, etc.). In addition, for clarity, no bursary will be paid to a student unless payment has been received by the College for the respective proportion of their fee at the time the bursary instalment is paid. E.g. for a bursary paid in three instalments, in order for the first instalment to be paid 25% of fee must be paid, for the second instalment 50% and the final instalment 100%.
- The College will offset any debts, fines or other liabilities the student owes to it against any bursary payments due. Should a student be entitled to a bursary payment and have such an obligation to the college, only the difference will be paid.
- Payments will not ordinarily be made between scheduled payments dates unless approved by the Assistant Principal of Higher Education or Vice Principal - Finance and Corporate Services. Extraordinary corrections resulting from changes in entitlements will be made at the next payment date.
- Any appeals against decisions made in respect of bursary payments will be reviewed by a relevant member of the executive team (or Assistant Principal of Higher Education in respect of UCBC bursaries)

Schedule of Bursaries and Scholarships

Schedule of available bursaries:
1. Full Time UCBC Bonus [£500]
2. UCBC Student Success Fund
3. Further Education Scholarships
4. Full Time UCBC Bursary [£1,000] (starters 2012/13 to 2015/16)

Schedule 1 – Full Time UCBC Bursary [£500]

Name	Full Time UCBC Bonus [£500]
Eligibility	<ul style="list-style-type: none"> • All new full time HE students who started study after the 2016/17 academic years who are paying the £7,500 or £8,250 fee. • The student must be studying on the undergraduate programme full-time paying the £7,500 or £8,250 fee • Students who are fully-funded by their employer / sponsor are not eligible.
Application process	Eligibility is automatically determined using attendance and progress reports. Students will need to register for their bursary on https://blackburn.paymystudent.com/portal/
Benefit(s)	£500 for all eligible students.
Payment terms	£500 payable in 2 instalments, 50% in February and 50% June
Additional terms	<p>Payments will be subject to satisfactory attendance and satisfactory progress. Satisfactory attendance will be determined based on records of student attendance in registers using a centre-wide formula determined by Higher Education Management Team (HEM) and approved by the Vice Principal, Finance & Corporate Services at the commencement of the academic year.</p> <p>Eligibility for any award will cease if a student is no longer in 'good standing' with the College, (e.g. as a result of non-payment of fees, poor attendance, repeatedly missing submission deadlines, disciplinary action, etc.). In addition, for clarity, no bursary will be paid to a student unless payment has been received by the College for the respective proportion of their fee at the time the bursary instalment is paid. E.g. for a bursary paid in two instalments, in order for the first instalment to be paid 50% of fee must be paid and for the second instalment 100%.</p> <p>Students returning to repeat a full time year of study and paying the £7,500 or £8,250 tuition fee will be discussed with the Vice Principal, Finance & Corporate Services who will make the decision whether to award the bursary on a case by case basis.</p>
Approved by	Policy And Resources Committee
Approved until	Scholarship types, criteria and amounts to be reviewed annually. Part of the College Access and Participation Plan.
Applications Administered by	The Hub - Student Finance Team
CLT manager responsible for effectiveness and reporting	Assistant Principal, Student Support and Engagement

Schedule 2 – Access to Success Fund

Name	UCBC Access To Success Fund								
Purpose	The Access to Success Fund is aimed at making support available to widen participation, outreach and success for learners on Higher Education courses at University Centre of Blackburn College. Its over-arching purpose is to support students who had a sound financial plan in place before they started their studies but due to a low threshold of disposable income are unable to fund resources and/or opportunities that would enhance their student experience.								
Eligibility	<p>The support is subject to the following initial eligibility criteria;</p> <ul style="list-style-type: none"> - Be a full-time Undergraduate paying fees of £8,250 p.a. or above - Be in receipt of the full level of support available to them from Student Loan Company - Be in regular attendance on their course at a minimum of 90% - Be up-to-date with all financial payments to college <p>Followed by a means tested evaluation of income v expenditure.</p> <p>Funding allocations will be allocated using thresholds related to surplus and deficits.</p> <table border="1" data-bbox="395 875 1530 1048"> <thead> <tr> <th data-bbox="403 875 963 943">Income v Expenditure Outcome (Annual)</th> <th data-bbox="971 875 1522 943">Funding Available</th> </tr> </thead> <tbody> <tr> <td data-bbox="403 954 963 976">£0 to £500 Surplus</td> <td data-bbox="971 954 1522 976">£200</td> </tr> <tr> <td data-bbox="403 987 963 1010">£0 to £500 Deficit</td> <td data-bbox="971 987 1522 1010">£400</td> </tr> <tr> <td data-bbox="403 1021 963 1043">£501 + Deficit</td> <td data-bbox="971 1021 1522 1043">£500</td> </tr> </tbody> </table> <p>It should be noted that in reviewing applications priority will be given to students whom have not previously received support from this fund (this may have been in prior years of studies).</p> <p>The College reserves the right to stop accepting applications or reducing the individual amounts awarded at its discretion in line with the fees collected of £7,500 p.a. or above.</p> <p>Support is based upon need, and could be a cash amount, the purchasing of specialist equipment in relation to a learners specialist area or any other request that is consistent with the purpose of this fund.</p>	Income v Expenditure Outcome (Annual)	Funding Available	£0 to £500 Surplus	£200	£0 to £500 Deficit	£400	£501 + Deficit	£500
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Application process	<p>All eligible students will be required to complete an application form.</p> <p>The fund will open for applications on 1st November and close either on 31st May or when the fund is fully spent, whichever occurs sooner. The fund will therefore be allocated on a 'first come, first served' basis.</p> <p>An initial enquiry about the fund must be made to Student Finance, so that an initial assessment can take place to check the student meets the initial eligibility criteria set out above. Where this is met, an application form will be issued which will include the means tested eligibility tracker.</p> <p>Advice on completion/submission of the form will be offered by the Student Finance Team.</p>								
Benefit(s)	To be determined by the application process and the detail in each application, but capped at £500 per learner within the academic year. More than 1 application can be								

	<p>made during the year, but the combined applications cannot exceed the £500 cap per learner.</p> <p><u>Support Available</u></p> <table border="1"> <thead> <tr> <th>Reason Support is Required</th> <th>Maximum Support Available</th> </tr> </thead> <tbody> <tr> <td>Books and Stationary</td> <td>£200</td> </tr> <tr> <td>IT Equipment</td> <td>£300</td> </tr> <tr> <td>Course Materials</td> <td>£300</td> </tr> <tr> <td>Trips to support learning</td> <td>£300</td> </tr> <tr> <td>General support to meet other financial costs</td> <td>£500</td> </tr> </tbody> </table>	Reason Support is Required	Maximum Support Available	Books and Stationary	£200	IT Equipment	£300	Course Materials	£300	Trips to support learning	£300	General support to meet other financial costs	£500
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Payment dates	On successful assessment of application form.												
Requirements	<p>The student must have satisfactory engagement with their studies, defined as:</p> <ul style="list-style-type: none"> • Positive engagement with teaching, learning and assessment; • have submitted all work due, defined as: <ul style="list-style-type: none"> - attendance at all examinations - engagement with course work and tutorial - submission of all assessments due - making progress in line with a predicted 'pass' grade <p>For these purposes, the due date for an assessment will be taken to be the later of:</p> <ul style="list-style-type: none"> - the original due date set for the assessment - the due date after any extension agreed in writing by the relevant programme leader. - any revised due date set by the Mitigating Circumstances Committee - be in good standing, defined as: <ul style="list-style-type: none"> - not have withdrawn from the course - transferred to a non-qualifying course - not be excluded from the course or the college for financial, disciplinary or other reasons - having paid all monies owed to the college in accordance with any agreed payment plan. 												
Additional terms	<ul style="list-style-type: none"> - Continuation and submission expectations 												
Approved by	Policy And Resources Committee												
Approved until	August - 2022												
Applications Administered by	The Hub - Student Finance Team												
CLT manager responsible for effectiveness and reporting	Assistant Principal, Student Support and Engagement												

Schedule 3 – Further Education Scholarships

Name	Further Education Scholarships (from 2016/17 entry)
Eligibility	<p>All new Further Education 16-18 year old students. Scholarships are available in the following curriculum areas;</p> <ul style="list-style-type: none"> – Academic Scholarship x 9 – Healthcare Scholarship x 3 – Creative Arts Excellence Scholarship x 3 – Sport Excellence Scholarship x 3 – STEM Scholarship x 3 – Digital Learning Scholarship x 3
Application process	<p>Academic Scholarships are for students who achieve the minimum publicised GCSE grades (3 x 8 <u>and</u> 3 x 7) and who following submission of an application form, pass a Scholarship Interview with a Senior Post Holder from the Academic Curriculum Team.</p> <p>For all other Scholarships - Completion of an application form and submission of the most recent school report.</p> <p>The applicant must complete the application form, covering the following headings;</p> <ul style="list-style-type: none"> – Why you want to come to Blackburn College. – Why you are applying for a scholarship. – What your personal aspirations are for the future. – How the scholarship will help you. <p>Applications will be shortlisted and these applicants will be required to attend an interview. (This process will take place after enrolment.) As part of the interview process, Digital Learning applicants will be assessed on effective and creative use of technology.</p> <p>Application forms are available from studentfinance@blackburn.ac.uk or on the financial support pages of the college website.</p>
Benefit(s)	£500 per year for a maximum of 2 years
Payment terms	Payable in three instalments
Requirements	<p>Students must be aged 16-18 and enrolled onto a full-time college course in one of the subject areas above.</p> <p>Academic Scholarship applicants must have at least three GCSEs at Grade 8 and three at Grade 7.</p> <p>Other Scholarship applicants must be able to provide a recent school report detailing attitude to work and achievement.</p>
Additional terms	<p>Payments will be subject to attendance, submission of work, achievement of target grades and continued evidence of further development of skills in sport/music or art (dependent upon scholarship type). If students leave against the advice of the College, they will be expected to repay the amount awarded.</p> <p>All FE scholarship students will be expected to act as ambassadors to the College and, for example, support open events and school visits.</p>
Approved by	Policy And Resources Committee
Approved until	Scholarship types, criteria and amounts to be reviewed annually.

Applications Administered by	The Hub - Student Finance Team
CLT manager responsible for effectiveness and reporting	Assistant Principals

Schedule 4 – Full Time UCBC Bursary [£1,000] (starters 2012/13 to 2015/16)

NB – due to the passage of time - it is highly unlikely that any students will qualify for this bursary.

Name	£1,000 Full Time UCBC Bonus [£1,000]
Eligibility	<ul style="list-style-type: none"> All full time HE students, who started their current course of study in 2015 or before, who are paying the £7,000 or £7,500 fee. They must be domiciled within the EU The student must be studying on the undergraduate programme full-time paying the £7,500 or £7,000 fee Students who are fully-funded by their employer / sponsor are not eligible.
Application process	Eligibility is automatically determined, there will be no application process
Benefit(s)	£1,000 for all eligible students.
Payment terms	Payable in three instalments - 25% December , 25% February, 50% June.
Additional terms	<p>Payments will be subject to satisfactory attendance and satisfactory progress. Satisfactory attendance will be determined based on records of student attendance in registers using a centre-wide formula determined by Higher Education Management Team (HEM) and approved by the Executive Dean of HE at the commencement of the academic year.</p> <p>Eligibility for any award will cease if a student is no longer in 'good standing' with the College, (e.g. as a result of non-payment of fees, poor attendance, repeatedly missing submission deadlines, disciplinary action, etc.). In addition, for clarity, no bursary will be paid to a student unless payment has been received by the College for the respective proportion of their fee at the time the bursary instalment is paid. Eg. for a bursary paid in three instalments, in order for the first instalment to be paid 25% of fee must be paid, for the second instalment 50% and the final instalment 100%.</p> <p>Students returning to repeat a full time year of study and paying the £7,500 or £7,000 tuition fee will be reviewed by a Senior Post-holder who will make the decision whether to award the bursary on a case by case basis.</p>
Approved by	Policy And Resources Committee
Approved until	Scholarship types, criteria and amounts to be reviewed annually. Part of the College Access and Participation Plan (APP).
Applications Administered by	The Hub – Student Finance Team
CLT manager responsible for effectiveness and reporting	Assistant Principal, Student Support and Engagement