

HE Bursaries and FE Scholarships Policy 2025-2027

Scope

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

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 Agreement with any changes to the Access Agreement 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 applicants, as early as possible through:

- The College website;
- The prospectus;
- Communications from Student Services 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 may 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 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 their 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 two instalments (term 2 and 3), in order for the first instalment to be paid 50% of fee must be paid, 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 Vice Principal - Finance and Corporate Services, or in their absence the Vice Principal – Curriculum and Quality. 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 the Vice Principal - Finance and Corporate Services, or in their absence the Vice Principal – Curriculum and Quality.

Schedule of College Funded Bursaries and Scholarships

Schedule of available bursaries:
1. Full Time Higher Education Achievement and Engagement Bursary [£500]
2. Further Education Scholarships

Schedule 1 – Full Time Higher Education Bursary [£500]

Name	Full Time Higher Education Achievement and Engagement Bursary [£500] HE
Eligibility	• All new full-time undergraduate HE students who are paying the £8,750 fee. • Returning full-time undergraduate students paying £8,750 / £8,250. • 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, £250 in February and £250 in June. <i>Students will be notified to their student email account prior to payment if their application for bursary has been successful.</i> <i>Payment 1 – Students can opt to have this paid into their bank account OR to have money added to their student card to spend at College food outlets.</i> <i>Payment 2 – Students will need to provide bank details for payment to be made to their account.</i>

Additional terms	Payments will be subject to students meeting a minimum of 90% attendance and satisfactory engagement in studies, with successful module completion at boards in January and July for each respective payment. Award decisions will not be carried forward past the board dates, so in cases where students are granted extensions or resubmission deadlines, the original completion date will stand, and achievement will be considered unsuccessful in terms of bursary payment. 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 the final instalment 100%. Students returning to repeat a full-time year of study and paying the £8,750 / £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. Students may appeal the bursary outcome by contacting the student finance team.
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 Student Finance Team
CLT manager responsible for effectiveness and reporting	Head of Student Services

Schedule 2 – Further Education Scholarships

Name	Further Education Scholarships
Eligibility	All Further Education 16-18 year old students. Scholarships are available in the following areas: – High Achievers Scholarship cross college – The Amelia Ashworth Creative Scholarship – Vocational Excellence Scholarship – Sporting Excellence Scholarship – Agnes Eccles Art Award
Application process	High Achievers Scholarships are for new students who achieve the minimum GCSE grades (3 x grade 7 <u>and</u> 3 x grade 8). The Amelia Ashworth Creative Scholarship is available for a creative arts student who can demonstrate an outstanding portfolio and a desire to invest their time and talents in developing a charitable project. Vocational Excellence Scholarships are for students who can demonstrate excellence in their chosen vocational area. The Sporting Excellence Scholarship is for a student that participates in sport at regional, national or international levels. All applicants must complete an application form and provide answers to the following: – Why you came to Blackburn College. – Which scholarship you are applying for and why you feel you are a worthy candidate – What your career aspirations are for the future. – How the scholarship will help you. The Agnes Eccles Art Award pays £500 each to an FE Art and a HE Art student. Applications will be shortlisted, and successful applicants invited to interview with the Vice Principal – Curriculum and Quality, which will take place during the first term. Application forms are available digitally from studentfinance@blackburn.ac.uk or on the financial support pages of the College website.
Benefit(s)	Students on a one year course will be awarded a maximum of £500. Students on two year courses will be awarded £500 per year.
Payment terms	Payable in three instalments
Requirements	Students must be aged 16-18 and enrolled onto a full-time College course. Academic Scholarship applicants must have at least three GCSEs at Grade 7 and three at Grade 8.

	Other Scholarship applicants must be able to provide a recent school report or character reference detailing attitude to work and achievement.
Additional terms	Payments will be subject to attendance, submission of work, and continued evidence of further development of skills. If students leave against the advice of the College, they will be expected to repay the amount awarded. All FE scholarship students will be expected to undertake ambassador duties, representing the College at a range of events including, open evenings, parents' evenings and school assemblies.
Approved by	Policy And Resources Committee
Approved until	Scholarship types, criteria and amounts to be reviewed annually.
Applications Administered by	Student Finance Team
CLT manager responsible for effectiveness and reporting	Head of Student Services