

## Bursaries and Scholarships Policy 2024/25

### 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 Agreement 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 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 potential students through;

- The College website before enrolment and, where practicable, before application.
- Through communication by 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 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 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.

**College contact:**  
 Head of Finance  
 Ext 2252

**Schedule of Bursaries and Scholarships**

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

**Schedule 1 – Full Time UCBC Bursary [£500] (starters from 2016/17)**

Name	<b>Full Time UCBC Achievement and Engagement Bursary [£500]</b>
Eligibility	<ul style="list-style-type: none"> <li>All new full time undergraduate HE students who paying the £8,750 fee.</li> <li>Students who are fully-funded by their employer / sponsor are not eligible.</li> </ul>
Application process	Eligibility is automatically determined using attendance and progress reports. Students will need to register for their bursary on <a href="https://blackburn.paymystudent.com/portal/">https://blackburn.paymystudent.com/portal/</a>
Benefit(s)	£500 for all eligible students.
Payment terms	<p>£500 payable in 2 instalments, £200 in January and £300 in July.</p> <p><i>Students will be notified to their student email account prior to payment if their application for bursary has been successful.</i></p> <p><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></p> <p><i>Payment 2 – Students will need to provide bank details for payment to be made to their account.</i></p>
Additional terms	<p>Payments will be subject to satisfactory engagement in studies and successful module completion at boards in January and July for each respective payment.</p> <p>Award decisions will not be carried forward past the board dates, so in cases where students are granted extension or resubmission deadlines, the original completion date will stand and achievement will be considered unsuccessful in terms of bursary payment.</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 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 £8,750 or tuition fee will be discussed with the Vice Principal – Finance &amp; 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 Student Finance Team
CLT manager responsible for effectiveness and reporting	Director of Student Support and Experience

## Schedule 2 – Further Education Scholarships

Name	<b>Further Education Scholarships</b>
Eligibility	<p>All Further Education 16-18 year old students. Scholarships are available in the following areas;</p> <ul style="list-style-type: none"> <li>– High Achievers Scholarship x 9</li> <li>– The Amelia Ashworth Creative Scholarship x 1</li> <li>– Vocational Excellence Scholarship x 2 per FE School</li> <li>– Sporting Excellence Scholarship x 1</li> </ul>
Application process	<p>High Achievers Scholarships are for new students who achieve the minimum GCSE grades (3 x 8 <u>and</u> 3 x 9).</p> <p>The Amelia Ashworth Creative Scholarship is a scholarship worth upto £1000 and is available for one creative arts student, who can demonstrate an outstanding portfolio and a desire to invest their time and talents in developing a charitable project, therefore continuing Millie’s legacy. Millie Ashworth studied on the Film and Media course between 2017 and 2019 and was a wonderful and humble, but most of all, courageous person. As a student Millie produced excellent work and would bravely take on roles that she was naturally gifted in, and this ultimately opened the door to university study. Millie overcame so much in her time at Blackburn College and this Scholarship is to help others do the same.</p> <p>Vocational Excellence Scholarships are for students who can demonstrate excellence in their chosen vocational area.</p> <p>The Sporting Excellence Scholarship is for students who participate in sport at regional, national or international levels.</p> <p>All applicants must complete an application form and provide answers to the following:</p> <ul style="list-style-type: none"> <li>– Why you came to Blackburn College.</li> <li>– What scholarship you are applying for and why you deserve it.</li> <li>– What your career aspirations are for the future.</li> <li>– How the scholarship will help you.</li> </ul> <p>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.</p> <p>Application forms are available digitally from <a href="mailto:studentfinance@blackburn.ac.uk">studentfinance@blackburn.ac.uk</a> or on the financial support pages of the college website.</p>
Benefit(s)	<p>Students on a one year course will be awarded a maximum of £500. Students on two year courses will be awarded £500 per year.</p>
Payment terms	Payable in three instalments
Requirements	<p>Students must be aged 16-18 and enrolled onto a full-time college course.</p> <p>Academic Scholarship applicants must have at least three GCSEs at Grade 8 and three at Grade 9.</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, 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.</p> <p>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.</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