

## **Bursaries and Scholarships Policy 2020/21**

### **Scope**

This policy document applies to all Bursaries and Scholarships offered by Blackburn College for all Higher Education (HE), Further Education (FE), International and commercial courses. It therefore includes HE courses covered by the Access Agreement that are under the supervision of the Office for Students (OfS).

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 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 Agreement 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 Agreement(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 Executive Dean 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 Executive Dean of Higher Education in respect of UCBC bursaries)

**College contact:**

Head of Finance

Ext 2252

**Schedule of Bursaries and Scholarships**

Schedule of available bursaries:
1. Full Time UCBC Bursary [£1,000] (starters 2012/13 to 2015/16)
2. Full Time UCBC Bonus [£500] (starters from 2016/17)
3. UCBC Student Success Fund (starters after 2016/17)
4. International Academic Excellence Student Scholarship
5. General International Student Scholarship
6. Further Education Scholarships (starters from 2016/17)

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

Name	<b>£1,000 Full Time UCBC Bonus [£1,000]</b>
Eligibility	<ul style="list-style-type: none"> <li>• All new 2015 full time HE students who are paying the £7,500 fee or continuing students from 2014 and prior paying £7,000. They must be domiciled within the EU</li> <li>• The student must be studying on the undergraduate programme full-time paying the £7,500 or £7,000 fee</li> <li>• Students who are fully-funded by their employer / sponsor are not eligible.</li> </ul>
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 Agreement.
Applications Administered by	The Hub – Student Finance Team
CLT manager responsible for effectiveness and reporting	Assistant Principal, Student Support and Engagement

**Schedule 2 – Full Time UCBC Bursary [£500] (starters from 2016/17)**

Name	<b>Full Time UCBC Bonus [£500]</b>
Eligibility	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The student must be studying on the undergraduate programme full-time paying the £7,500 or £8,250 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	£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 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. 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 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 Agreement.
Applications Administered by	The Hub - Student Finance Team
CLT manager responsible for effectiveness and reporting	Assistant Principal, Student Support and Engagement

**Schedule 3 – Access to Success Fund**

Name	<b>UCBC Access To Success Fund</b>								
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"> <li>- Be a full-time Undergraduate paying fees of £7,500 p.a. or above</li> <li>- Be in receipt of the full level of support available to them from Student Loan Company</li> <li>- Be in regular attendance on their course at a minimum of 90%</li> <li>- Be up-to-date with all financial payments to college</li> </ul> <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="395 981 1525 1155"> <thead> <tr> <th data-bbox="403 981 967 1048">Income v Expenditure Outcome (Annual)</th> <th data-bbox="975 981 1517 1048">Funding Available</th> </tr> </thead> <tbody> <tr> <td data-bbox="403 1048 967 1081">£0 to £500 Surplus</td> <td data-bbox="975 1048 1517 1081">£200</td> </tr> <tr> <td data-bbox="403 1081 967 1115">£0 to £500 Deficit</td> <td data-bbox="975 1081 1517 1115">£400</td> </tr> <tr> <td data-bbox="403 1115 967 1149">£501 + Deficit</td> <td data-bbox="975 1115 1517 1149">£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
Income v Expenditure Outcome (Annual)	Funding Available								
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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)	<p>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 made during the year, but the combined applications cannot exceed the £500 cap per learner.</p> <p><b><u>Support Available</u></b></p> <table border="1" data-bbox="395 454 1528 698"> <thead> <tr> <th data-bbox="402 454 976 488">Reason Support is Required</th> <th data-bbox="983 454 1522 488">Maximum Support Available</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 495 976 524">Books and Stationary</td> <td data-bbox="983 495 1522 524">£200</td> </tr> <tr> <td data-bbox="402 530 976 560">IT Equipment</td> <td data-bbox="983 530 1522 560">£300</td> </tr> <tr> <td data-bbox="402 566 976 595">Course Materials</td> <td data-bbox="983 566 1522 595">£300</td> </tr> <tr> <td data-bbox="402 602 976 631">Trips to support learning</td> <td data-bbox="983 602 1522 631">£300</td> </tr> <tr> <td data-bbox="402 638 976 698">General support to meet other financial costs</td> <td data-bbox="983 638 1522 698">£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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Trips to support learning	£300												
General support to meet other financial costs	£500												
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"> <li>• Positive engagement with teaching, learning and assessment;</li> <li>• have submitted all work due, defined as: <ul style="list-style-type: none"> <li>- attendance at all examinations</li> <li>- engagement with course work and tutorial</li> <li>- submission of all assessments due</li> <li>- making progress in line with a predicted 'pass' grade</li> </ul> </li> </ul> <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"> <li>- the original due date set for the assessment</li> <li>- the due date after any extension agreed in writing by the relevant programme leader.</li> <li>- any revised due date set by the Mitigating Circumstances Committee</li> <li>- be in good standing, defined as: <ul style="list-style-type: none"> <li>- not have withdrawn from the course</li> <li>- transferred to a non-qualifying course</li> <li>- not be excluded from the course or the college for financial, disciplinary or other reasons</li> <li>- having paid all monies owed to the college in accordance with any agreed payment plan.</li> </ul> </li> </ul>												
Additional terms	<ul style="list-style-type: none"> <li>- Continuation and submission expectations</li> </ul>												
Approved by	Policy And Resources Committee												
Approved until	August - 2021												
Applications Administered by	The Hub - Student Finance Team												
CLT manager responsible for effectiveness and reporting	Assistant Principal, Student Support and Engagement												

**Schedule 4 –International Academic Excellence Student Scholarship**

Name	<b>International Academic Excellence Student Scholarship</b>
Eligibility	All international students on full-time courses who are paying the full international student fee, subject to the requirements and additional terms associated with this scholarship.
Application process	Completion of application form which will be reviewed by the International Scholarship Selection Panel.
Benefit(s)	50% of the full time fee. There is one new award per academic year and the award will be in effect for the duration of the full time course.
Payment dates	The bursary is a course fee waiver awarded prior to enrolment.
Requirements	<p>To be considered for the International Academic Excellence Scholarship the student must be paying overseas tuition fees and must be a self-financing student (i.e. course fees paid directly by the student, or a family member, and must be directly responsible for paying the fees).</p> <p>If the student already receives a scholarship from an organisation (for example, from an employer or a national government, or from a charitable organisation, Non-Governmental Organisation, British Commonwealth), the student will not be eligible for the International Scholarship.</p> <p>If the student meets the International Scholarship criteria they can receive an award of 50% for the normal duration of their course. To remain eligible for international bursaries in Year 2 and 3 of the course, the student must:</p> <ul style="list-style-type: none"> <li>• have satisfactory attendance;</li> <li>• have submitted all work due; and</li> <li>• be in good standing.</li> </ul> <p>The final decision for continued eligibility will lie with the International Scholarship Selection Panel.</p>
Additional terms	<p>The criteria for the award of the academic excellence scholarship are;</p> <ul style="list-style-type: none"> <li>– Outstanding English marks as identified by IELTS (above 6.0);</li> <li>– Outstanding High School achievements based on academic achievement, community service or other extra-curricular achievements (above 75% GPA);</li> <li>– Nomination from sibling/ partnership college or education institution</li> <li>– There is a maximum 1 new scholarship awarded in any one year.</li> </ul> <p>International Scholarships are subject to students making satisfactory academic progress and can be withdrawn. Students must also keep up to date with all tuition fee payments and instalments to the College, otherwise the International Scholarship may also be withdrawn.</p> <p>The International Scholarship is not available to students for any year which is spent on a full-time, paid, work placement which forms part of any course at Blackburn College.</p> <p>There are a small number of courses for which scholarships are not offered. These are currently:</p> <ul style="list-style-type: none"> <li>– English Language Pre-Sessional</li> <li>– English Language Intensive</li> <li>– All English Language short courses</li> </ul>
Approved by	Policy And Resources Committee



Approved until	Bursary amounts to be updated annually. Payment and qualifying dates to be reviewed annually.
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**Schedule 5 – General International Student Scholarship**

Name	<b>General International Student Scholarship</b>
Eligibility	International students on full-time courses who are paying the full international student fee (selected markets only - to be confirmed by a Senior Post-holder annually in line with the International strategy).
Application process	Completion of application form which will be reviewed by the International Scholarship Selection Panel.
Benefit(s)	10% of the full time annual fee. Maximum of 10 scholarships awarded per year and the award will be in effect for the duration of the full time course.
Payment dates	The bursary is a course fee waiver awarded prior to enrolment.
Requirements	<p>To be considered for the General International Scholarship the student must be paying full time overseas tuition fees and must be a self-financing student (i.e. course fees paid directly by the student, or a family member, and must be directly responsible for paying the fees).</p> <p>If the student already receives a scholarship from an organisation (for example, from an employer or a national government, or from a charitable organisation, Non-Governmental Organisation, British Commonwealth), the student will not be eligible for the International Scholarship.</p> <p>To remain eligible for international bursaries in Year 2 and 3 of the course, the student must:</p> <ul style="list-style-type: none"> <li>– have satisfactory attendance;</li> <li>– have submitted all work due; and</li> <li>– be in good standing.</li> </ul> <p>The final decision for continued eligibility will lie with the International Scholarship Selection Panel.</p>
Additional terms	<p>The criteria for the award of a general scholarship to be reviewed by the International Scholarship Selection Panel will include (NB this list is not exhaustive);</p> <ul style="list-style-type: none"> <li>– Good English marks as identified by IELTS;</li> <li>– Outstanding High School achievements based on academic achievement, community service or other extra-curricular achievements;</li> <li>– An excellent portfolio for an Art &amp; Design course of study;</li> <li>– Nomination from sibling / partnership college or education institution.</li> </ul> <p>International Scholarships are subject to students making satisfactory academic progress and can be withdrawn. Students must also keep up to date with all tuition fee payments and instalments to the College, otherwise the International Scholarship may also be withdrawn.</p> <p>The International Scholarship is not available to students for any year which is spent on a full-time, paid, work placement which forms part of any course at Blackburn College.</p> <p>There are a small number of courses for which this scholarship is not offered. These are currently:</p> <ul style="list-style-type: none"> <li>– English Language Pre-Sessional</li> <li>– English Language Intensive</li> <li>– All English Language short courses</li> </ul>
Approved by	Policy And Resources Committee

Approved until	Bursary amounts to be updated annually. Payment and qualifying dates to be reviewed annually.
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### Schedule 6 – Further Education Scholarships (from 2016/17 entry)

Name	<b>Further Education Scholarships (from 2016/17 entry)</b>
Eligibility	All new Further Education 16-18 year old students. Scholarships are available in the following curriculum areas; <ul style="list-style-type: none"> <li>– Academic Scholarship x 9</li> <li>– Healthcare Scholarship x 3</li> <li>– Creative Arts Excellence Scholarship x 3</li> <li>– Sport Excellence Scholarship x 3</li> <li>– STEM Scholarship x 3</li> <li>– Digital Learning Scholarship x 3</li> </ul>
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"> <li>– Why you want to come to Blackburn College.</li> <li>– Why you are applying for a scholarship.</li> <li>– What your personal aspirations are for the future.</li> <li>– How the scholarship will help you.</li> </ul> <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 <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)	£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	Payments will be subject to attendance, submission of work, achievement of target grades and continued evidence of further development of skills in

	<p>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