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**BOURNEMOUTH UNIVERSITY BURSARY POLICY AND PROCEDURES**

1. **Scope and Purpose**
	1. These policy and procedures are for BU staff and students.
	2. These policy and procedures must be followed when making BU Bursary awards and are also for use when considering any student appeals.
	3. These policy and procedures cover students from 2012-13, 2013-14, 2014-15, and 2015-16 years of entry.
2. **Key responsibilities**
	1. Overall responsibility for maintenance and operation of BU Bursaries lies with the Bursaries Implementation Group.
	2. The key responsibility of Student Financial Support within AskBU is to assess applications (including reallocations), make awards as per the Policy and Procedures, advise students of the decision and monitor the awards allocations.
	3. BU Finance and Performance have responsibility for checking the enrolment status of students, reallocating withdrawn students’ bursaries, and administering and issuing the pre-paid MasterCard by which the bursary will be paid.
	4. Academic Services are responsible for monitoring the overall levels of awards within the context of BU’s Fair Access Agreement and for reporting to the Fair Access Agreement Monitoring Group.
	5. Changes to student eligibility will normally be picked up through reports from the Student Record System. Additionally, bursary recipients are asked to inform AskBU of any changes in circumstance that may affect eligibility to the bursary. It is particularly important that bursary recipients inform AskBU if they are suspending or recommencing their studies to ensure continuity of any remaining bursary funds upon return, or if they are changing their programme of study.
	6. Bursaries are evaluated to ensure they are effectively meeting the needs of students. All bursary recipients will be invited to participate in feedback, evaluation and/or research to establish the impact and success of the bursary scheme. It is essential that bursary students respond to this consultation and evaluation.
3. **Links to other BU Information**
	1. In the event of a student wishing to appeal, they should be directed to the Student Financial Support Appeal Procedure document on the BU portal at <https://intranetsp.bournemouth.ac.uk/pandptest/11e-student-financial-support-appeal-procedure.docx>.
	2. The Fair Access Agreement sets out the value and distribution of BU’s financial support, link: [Fair Access Agreement](https://www.offa.org.uk/access-agreements/)
4. **General Principles**
	1. Bournemouth University is committed to a fair and transparent policy in respect of the award and administration of its bursaries.
	2. Bournemouth University reviews its Bursary Scheme annually. The Fair Access Agreement Management Group determines the financial support package available to BU students each academic year. Bursaries are liable to change year on year but are set at least one year in advance. BU makes information available to both current and future students through the appropriate channels.
5. **The Bursaries**
	1. Bournemouth University runs three bursary schemes:
* The BU Maintenance Bursary (this includes the National Scholarship Programme award where relevant)
* The BU Care Leavers Bursary

Students can only receive one of the above bursaries, not both.

* The BU Student Carers Bursary (a pilot scheme in 2015/16)

Students can receive the Student Carers bursary on top of the BU Maintenance Bursary.

* 1. The level of financial support a student receives under the BU Maintenance Bursary varies according to their year of entry. The details are set out by year of entry in the APPENDICIES.

* 1. BU participates in the National Scholarship Programme (NSP). Students who commenced between 2012-13 and 2014-15 may be supported through this programme under the banner of the BU Maintenance Bursary.
1. **Awarding Bursaries**
	1. To be eligible for a non-repayable Bournemouth University Bursary, students must fulfil the eligibility criteria relevant to the year they entered study. The eligibility information is set out in at Appendix 1 for the BU Care Leavers Bursary, Appendix 2 for the BU Maintenance Bursary and Appendix 3 for the Student Carers Bursary.
	2. The volumes of BU Maintenance Bursaries are limited and meeting the eligibility criteria does not guarantee an award will be issued.
	3. Students in the multi-year bursary schemes will continue to receive the award in subsequent years of study as long as they meet the stated eligibility criteria in each year the award is allocated. If a student’s circumstances have changed they should contact Student Finance (AskBU) for advice.
	4. BU Care Leavers Bursaries are unlimited and all students meeting the requirements will be awarded a bursary commencing from the year in which they entered BU.
	5. The BU Student Carers Bursary is a pilot scheme in 2015-16, the eligibility criteria is more flexible than other bursaries to reflect its pilot status and there are only 20 awards available.
2. **Application**
	1. Eligible students are required to complete the appropriate Student Finance England application form and indicate their ‘consent to share’. Information about applying together with all application forms is available on the Gov.UK website at:

<https://www.gov.uk/apply-online-for-student-finance>

**If a student does not ‘consent to share’ the University is unable to make an assessment of the student’s financial situation and therefore it is not possible to award a Bursary.** Students will be required to complete a new Student Finance England application form at the beginning of every year of their studies.

* 1. Eligible students, who have not previously been awarded a bursary, will also need to complete a BU Maintenance or BU Care Leavers Bursary application form
	2. A deadline for applications is set each year. The deadline is advertised on the BU website.
	3. At the deadline if the number of BU Maintenance Bursary applications exceeds the number of awards available then awards will be made based on a ranking of greatest need.

Applicants will be ranked according to:

1. eligibility rules
2. household income level (as provided by the applicant and verified by Student Finance England)
	* 1. tier one: household incomes between £0-£16,000
		2. tier two: household incomes between £16,001 and £25,000

Note: This stage is dependent on the information provided by the applicant to Student Finance England (SFE) and the completed financial assessment (by SFE)

1. if required, a further filter gives preference to applicants whose home postcode is a lower socio-economic rated category (ACORN categories 4 or 5)
	1. If by the initial deadline the number of BU Maintenance Bursary applications does not exceed the number of awards available then eligible applicants will be awarded a bursary in order of date of application. Earlier applicants will be given preference over later applicants on a ‘first come, first served’ basis.
	2. When the number of available BU Maintenance Bursary awards has been exhausted eligible applicants will be placed on a waiting list and will be considered if any allocated bursaries or spend becomes available due to non-enrolment or withdrawal of existing bursary holders or if family income is recorded at over £25k.
	3. BU reserves the right to keep some awards aside for Clearing applicants.
	4. Students on multi-year bursaries that are eligible for an award in their second and final years (a ‘continuation award’) will need to complete a Student Finance England application (see 7.1) for each of year of their course, however, they are not required to complete another BU Maintenance or BU Care Leavers Bursary application form.
	5. For students receiving a continuation award a new bursary application to BU each year is not required. Instead the AskBU team will assess the student’s household income remains within the eligible level, and that all other eligibility criteria continue to be met. Once these checks have been satisfied the BU Finance and Performance team will check the student’s enrolment status and issue the continuation bursary in instalments on a pre-paid card. If a student’s household income rises above the bursary household income threshold or if a student no longer meets any other bursary criteria the student will cease to receive the multi-year bursary for all subsequent years.
	6. While all eligible applicants for the BU Care Leavers Bursary will receive an award the students must continue to satisfy the household income eligibility criteria requirements to receive an award in the second and final years of study.
	7. To allocate the maximum number of bursaries within a timeframe that is beneficial to most recipients there will be a deadline by which a student’s household income information must be verified by to be able to offer the student a bursary. This deadline varies by year of entry and is stated on the BU bursary webpages each year.
	8. Student Carers bursaries are available on a first come first served basis.
2. **Appeals**
	1. Unsuccessful applicants wishing to appeal should write to the Complaints Co-ordinator (Student Services) within 10 working days of the date of notification of the outcome of their application stating clearly the grounds for appeal.
	2. As per the Student Financial Support Appeal Procedure document located on the BU portal, appeals will only be considered where there is evidence that a procedural irregularity has occurred in processing the application. Appeals against the content of the published BU Bursary policy itself cannot be accepted. Student Financial Support Appeals Procedure is available online at <https://intranetsp.bournemouth.ac.uk/pandptest/11e-student-financial-support-appeal-procedure.docx>
3. **Payment**
	1. Bursaries will be paid through a pre-paid credit card issued to the student. The Bursary funds will be paid onto the card in 9 equal instalments from October to June for each year of study in which a student is actively participating and remains eligible for the Bursary. Students receiving their bursary award notification after October will have the backdated months instalments made as early as possible e.g., for an award first authorised in February, the first instalment would cover the 5 months from October to February and future instalments would be in line with the monthly instalments for the remainder of the academic year to June..
	2. Bursaries are not be paid during a placement year of a course.
	3. To enable the regular payments onto the card the Finance and Performance team will run monthly checks on each bursary recipient’s enrolment status before authorising the card payment.
	4. The credit card is a pre-paid card so students can only spend the funds that are in the account and cannot go overdrawn. Students can receive up to 2% cashback on purchases at certain retailers. Students will be advised of the full terms and conditions when they collect their card,
	5. Students cannot collect their card until they have enrolled at BU. Students will receive an email from AskBU to their BU email address informing them when their card is ready for collection. P&MM (the card provider) will email the student on their personal email address, once the card has been processed. Collection is from the Cashier’s Office in Poole House on Talbot Campus. Students must have collected their card before the set deadline. For 2015/16 the deadline is Tuesday 1st March 2016.
4. **Withdrawals and Suspensions**
	1. Students must be fully enrolled at the time that the Bursary payment is due. No payment will be made to students who have interrupted or suspended their studies. Students who withdraw prior to the payment date will not be entitled to a pro-rata payment. Enrolment status is checked by the Finance and Performance Team on a monthly basis before triggering the card payment.
	2. If a bursary recipient chooses to suspend their study their bursary will be frozen. Payments commensurate with the remaining funding for that level of study will recommence when the student returns to study. Time limits apply to a frozen bursary. Students are usually expected to recommence their studies within 18 months of the date of the suspension to receive the remaining funding.
	3. If a bursary recipient withdraws, any bursary funds that have not yet been paid to the withdrawn student will be re-distributed to those bursary applicants on the waiting list. The waiting list is managed by AskBU. These funds will be allocated as part bursaries in that academic year. The amount the student receives will be the amount of funds remaining from the total bursary value less the amount previously paid to the withdrawn student. This means that students receiving bursaries who were on the waiting list will receive differing amounts depending on when the previous student withdraws.
	4. Students repeating units at a level of study for which they have already received a bursary will not be eligible for bursary funds. If a student is repeating units alongside a higher level of study and is in receipt of a multi-year bursary the student will continue to receive the bursary for the higher level of study.
	5. On occasion, should there are no eligible students on the waiting list, the remaining funds will be transferred to another Fair Access fund or initiative, or the BU Hardship Fund as determined by the Bursaries Implementation Group.
5. **Unusual Circumstances**
	1. Some of the funding contributing to the BU Maintenance Bursary comes from the Government’s National Scholarship Programme (NSP). At BU the financial package for students on the NSP is the same value of bursary award as the BU Maintenance Bursary which is fully funded by BU. However, the NSP has more stringent eligibility criteria and excludes students who withdraw and transfer to a new BU programme. To avoid students becoming ineligible for an award following transfer to a new BU programme, where possible, we will transfer these students from an NSP award to a BU funded Maintenance Bursary. While there will be no difference for the student in how, when, or the value of their award it is important for reporting purposes to make a differentiation in the students named award. Therefore, students are responsible for highlighting their withdrawal and programme change to AskBU before they commence the new programme of study. NSP recipients are flagged in the Student Records System and any changes must be reflected in the Student Records System.
6. **Queries**
	1. For clarification or further information contact AskBU.

# APPENDICIES

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# Appendix 1: BU Care Leavers Bursary (all years of entry)

The information below lists the eligibility and criteria information applications must satisfy along with the categories of students that are excluded from receipt of the Care Leavers Bursary.

While the funding levels are the same for all students regardless of year of entry how students received the funds varies. Please refer to the student’s year of entry to determine payment methods.

The Care Leavers Bursary is a non-repayable Bursary.

**Bursary title**

BU Care Leavers Bursary

**Mode of attendance**

Full or part-time. Part-time students must be studying a minimum of 25% of the course in each academic year. Part-time students receive their bursary in proportion to the intensity of their study across the total programmed years of study.

**Place of attendance**

Any BU Undergraduate course delivered at one of its campus sites or at a franchised Partner College

**Fee Category**

Home UK English students only.

Students must be paying the higher level tuition fee of £9,000.

**Level of study**

* New undergraduate and foundation degrees

**Criteria**

* Applicants must have been in full-time care for a period of three months or more in the last five years (evidence required)
* Full time UK applicants must be in receipt of the full Maintenance Grant from Student Finance.
* Household income must be less than £25,000 as per Student Finance England data, students must have consented to share this information
* Applicants must have a UCAS status of either U/F or C/F for a BU course at time of Bursary application. The Bursary will not be released until students have fully completed enrolment at BU.
* Applicants or their families must be responsible for their own fees and living expenses
* Applicants must be registered as an English student; not Welsh, Scottish, or Northern Irish.

**Eligibility**

To be eligible for a non-repayable Bournemouth University Care Leavers Bursary, students must fulfil the following criteria:

* Be actively participating in a Foundation Degree or Undergraduate BU programme (including franchised provision) on a full or part-time basis; but excluding NHS funded courses
* Be paying the higher level tuition fee
* Be in receipt of the full student Maintenance Grant

**Value of award (all years of entry)**

* £6,000 for Year 1
* £5,000 for Years 2 and 3
* The placement year is not funded.

Foundation Degree students qualify for both of the two years of the Foundation Degree course

**Evidence Requirements (all years of entry)**

Students must provide official evidence of in-care status totalling three months or more in the five year period before their BU degree course commences.

**Exclusions**

* Students studying NHS Funded courses
Note: paramedic science for 2014/15 entrants and social work for all years of entry are permitted courses and not excluded from the bursary.
* Students funded by Scottish, Welsh and Northern Irish Governments
* Students from outside England (International).
* Students who have previously studied in HE (including Top-Up students) that commenced study before 2014/15 are excluded.
* From 2014/15 students who have previously studied at HE level at BU or another institution that did not complete their course remain eligible for the bursary as long as they are in receipt of the full maintenance grant (excluding Top-Up students). Furthermore, students who did complete their course remain eligible as long as the awarded course was at a lower level than the current/proposed BU programme.

**Special Circumstances**

* Students who have demonstrated estrangement or where the student’s personal circumstances are equivalent to the eligible care status may be considered for the award individually under special circumstances. In this case the award value may differ to the standard BU Care Leavers bursary where appropriate.

**Payment Method (2012/13 year of entry)**

**UK Students**

**Level C / Year 1 (in 2012/13)**

**Care Leavers Bursary**

|  |  |
| --- | --- |
| **Foundation Degrees** | **Level C** |
| Cash | £900 |
| Accommodation Discount or Tuition fee discount | £4,500 |
| Living and Learning Vouchers | £600 |
| Prepaid card | £0 |
| **Total** | **£6,000** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I option a** | **Level I option b** | **Level H** |
| Cash | £900 | £300 | £300 |  |
| Accommodation Discount or Tuition fee discount | £4,500 | £4,500 | £3,000 tuition fee discount only |  |
| Living and Learning Vouchers | £600 | £200 | £1,700 |  |
| Prepaid card | £0 | £0 | £0 | £5,000 |
| **Total** | **£6,000** | **£5,000** | **£5,000** | **£5,000** |

**Payment Schedule**

In 2012/13 students received the cash payment element paid in three equal instalments in October, January and April by BACS into the student account.

In 2013/14 students received the cash payment element paid in three equal instalments in October, January and April onto a prepaid MasterCard.

From 2014/15 onwards students received the cash element through a pre-paid card paid in nine equal instalments from October to June.

Tuition fee discounts are administered by BU Finance.

**Payment Method (2013/14 year of entry)**

**UK Students**

**Level C / Year 1 (in 2013/14)**

**Care Leavers Bursary**

|  |  |
| --- | --- |
| **Foundation Degrees** | **Level C** |
| Cash | £900 |
| Accommodation Discount or Tuition fee discount | £4,500 |
| Living and Learning Vouchers | £600 |
| Prepaid card or Tuition fee discount | £0 |
| **Total** | **£6,000** |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| Cash | £900 | £0 | £0 |
| Accommodation Discount or Tuition fee discount | £4,500 | £0 | £0 |
| Living and Learning Vouchers | £600 | £0 | £0 |
| Prepaid card or Tuition fee discount | £0 | £5,000 | £5,000 |
| **Total** | **£6,000** | **£5,000** | **£5,000** |

At level C students were required to choose between an accommodation discount or a fee waiver, this could not be a combination of both.
The accommodation discount was only available for accommodation at:

* Cranborne House
* Dorchester House
* The Student Village
* Unilet Managed Housing

One third of the accommodation discount award was discounted from the rent due in each of the three terms.

**Payment Schedule**

In 2013/14 students received the cash payment element paid in three equal instalments in October, January and April onto a prepaid card.

From 2014/15 onwards students receive the cash element through a pre-paid card paid in nine equal instalments from October to June.

Tuition fee discounts are administered by BU Finance.

**Payment Method (2014/15 year of entry)**

**UK Students**

**Level C / Year 1 (in 2014/15)**

**Care Leavers Bursary**

|  |  |
| --- | --- |
| **Foundation Degrees** | **Level C** |
| Prepaid card or Tuition fee discount | £6,000 |
| **Total** | **£6,000** |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| Prepaid card or Tuition fee discount | £6,000 | £5,000 | £5,000 |
| **Total** | **£6,000** | **£5,000** | **£5,000** |

**Payment Schedule**

Students receive the bursary through a pre-paid card paid in nine equal instalments from October to June.

**Payment Schedule (2015/16 year of entry)**

**UK Students**

**Level C / Year 1 (in 2015/16)**

**Care Leavers Bursary**

|  |  |
| --- | --- |
| **Foundation Degrees** | **Level C** |
| Prepaid card or Tuition fee discount | £6,000 |
| **Total** | **£6,000** |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| Prepaid card or Tuition fee discount | £6,000 | £5,000 | £5,000 |
| **Total** | **£6,000** | **£5,000** | **£5,000** |

**Payment Schedule**

Students receive the bursary through a pre-paid card paid in nine equal instalments from October to June.

# Appendix 2: BU Maintenance Bursary Rules (all years of entry)

**Bursary title**

BU Maintenance Bursary

**Mode of attendance**

Full or part-time attendance

Part-time students must be studying a minimum of 25% of the course in each academic year and receive their bursary in proportion to the intensity of their study across the total programmed years of study.

**Place of attendance**

Any BU Undergraduate course delivered at one of its campus sites or on a franchised course at a Partner College.

**Fee Category**

Home UK and EU only

**Level of study**

The bursary was only available to NEW undergraduate degree or foundation degree students commencing in 2012-13 and 2013-14.

For 2014-15 and 2015-16 entrants the bursary was available to new undergraduates and undergraduates who have studied at HE level previously if they are in receipt of full maintenance grant from their student finance body. Students not in receipt of full maintenance grant from student finance body are ineligible.

Foundation Degree students are only eligible for the bursary at Level C. Top up students are not eligible for the bursary.

**Eligibility**

In order to be eligible for a non-repayable Bournemouth University Bursary, students must fulfil the following criteria:

* Be actively participating in a Foundation Degree or Undergraduate BU programme (including franchised provision) on a full or part-time basis; not a NHS funded course
* Be paying the higher level tuition fee
* Be in receipt of the full student Maintenance Grant

**Criteria**

* The student’s household income must be less than £25,000 and verified through Student Finance England data, students must have consented to share this information.
* Applicants must have a UCAS status of either U/F or C/F for a BU course at the time of Bursary application. The Bursary will not be released until students have fully completed enrolment at BU.
* Applicants or their families must be responsible for their own fees and living expenses.
* Full time UK applicants must be in receipt of the full Maintenance Grant from Student Finance.

**Value of award**

The value of the award varies according to the student’s year of entry.

**Exclusions**

* NHS Funded courses

Note: in 2014/15 paramedic science students were funded under the a local healthcare agreement (not NHS) and are eligible for the bursary. Social Work students (all entrance years) are eligible for the bursary.

* Students funded by Scottish, Welsh and Northern Irish Governments were excluded from the bursary if they entered BU in 2012-13, 2013-14 or 2014-15. In 2015-16 students funded by Scottish, Welsh and Northern Irish governments are not excluded from the bursary.
* International students (non-UK, non-EU) are excluded from the bursary
* EU (non-UK) students entering BU between 2012/13 and 2014/15 can only receive the bursary as a tuition fee discount. In 2015/16 EU students may choose to receive the bursary funds on a prepaid card or the tuition fee discount.
* Students who have previously studied at HE level and entered BU in 2012-13 or 2013-14 were excluded from the bursary.
* Top-Up students are excluded from the bursary.

# Appendix 2.1: BU Maintenance Bursary Recipients with 2012/13 year of entry

**Value of Award**

* £3,000 for Year 1
* £1,500 for Years 2 and 3
* Placement years are not funded

Foundation Degree students qualify for Year 1/Level C only (spread proportionally across the duration of level C).

**UK Students**

**Level C / Year 1 (in 2012/13)**

**BU Maintenance Bursary**

**2012/13 Year of entry - UK Students on Foundation Degree**

|  |  |
| --- | --- |
| **Foundation Degrees** | Level C/Year 1 only |
| Cash (fixed) | £1,000 |
| ***Choice:*** Accommodation Discount or Tuition Fee Discount | £2,000 |
| **Total** | **£3,000** |

**2012/13 Year of entry – UK Students on First Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| Cash (fixed) | £400 | £300 | £0 |
| Living and Learning Vouchers (fixed) | £600 | £200 | £0 |
| ***Choice:*** Accommodation Discount or Tuition Fee Discount  | £2,000 | £0 | £0  |
| ***Choice:*** Tuition Fee Discount or Additional Living and Learning Vouchers | £0 | £1,000 | £0 |
| ***Choice:*** Tuition Fee Discount or Pre-paid MasterCard | £0 | £0 | £1,500 |
| **Total** | **£3,000** | **£1,500** | **£1,500** |

Students commencing Level I in 2013-14 were given the choice of £1,000 as a tuition fee discount or to receive £1,000 worth of additional vouchers.

Students commencing level H in 2014-15 were given the choice of £1,500 on a pre-paid card or a £1,500 Tuition Fee Reduction. Students were informed of this choice by email during summer 2014.

The Accommodation Discount only applied to:

* Cranborne House
* Dorchester House
* The Student Village
* Unilet Managed Housing

One third of the accommodation discount award was discounted from rent due in each of the three terms.

**Payment Method**

* In 2012/13 the cash elements were paid into the students bank account by BACS in 3 equal instalments in October, January and April.
* In 2013/14 the cash elements were paid in 3 equal instalments in October, January and April onto a prepaid MasterCard.
* From 2014/15 onwards the funds were paid onto a prepaid MasterCard in nine equal instalments from October to June.
* Tuition fee discounts were administered by BU Finance

**EU Students**

**2012/13 Year of entry - EU Students on Foundation Degree**

|  |  |
| --- | --- |
| **Foundation Degrees** | Level C/Year 1 only |
| Tuition fee discount | £3,000 |
| **Total** | **£3,000** |

**2012/13 Year of entry – EU Students on First Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| Tuition fee discount | £3,000 | £1,500 | £1,500 |
| **Total** | **£3,000** | **£1,500** | **£1,500** |

**Payment Method**

* Tuition fee discounts were administered by BU Finance.

# Appendix 2.2: BU Maintenance Bursary Recipients with 2013/14 year of entry

**Value of Award**

* £3,000 for Year 1
* £1,500 for Years 2 and 3
* Placement years are not funded

Foundation Degree students qualify for Year 1/Level C only (spread proportionally across the duration of level C).

**UK Students**

**Level C / Year 1 (in 2013/14)**

**BU Maintenance Bursary**

**2013/14 Year of entry - UK Students on Foundation Degree**

|  |  |
| --- | --- |
| **Foundation Degrees** | **Level C only** |
| Cash payment (fixed) | £1,000 |
| ***Choice:*** Vouchers or Tuition fee discount | £2,000 |
| **Total** | **£3,000** |

**2013/14 Year of entry – UK Students on First Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| Cash payment (fixed) | £400 | £0 | £0 |
| Vouchers (fixed) | £600 | £0 | £0 |
| ***Choice:*** Accommodation Discount or Tuition Fee Discount  | £2,000 | £0 | £0 |
| ***Choice:*** Tuition Fee Discount or Pre-paid card | £0 | £1,500  | £1,500 |
| **Total** | **£3,000** | **£1,500** | **£1,500** |

The Accommodation Discount only applied to:

* Cranborne House
* Dorchester House
* The Student Village
* Unilet Managed Housing

One third of the accommodation discount award was discounted from rent due in each of the three terms.

**Payment Method**

* In 2013-14 the cash element was paid in 3 equal instalments in October, January and April onto prepaid card
* From 2014/15 onwards funds are paid in nine equal instalments from October to June onto prepaid card
* Tuition fee discounts were administered by BU Finance

**EU Students**

**2013/14 Year of entry – EU Students on Foundation Degree**

|  |  |
| --- | --- |
| **Foundation Degrees** | **Level C only** |
| Tuition fee discount | £3,000 |
| **Total** | **£3,000** |

**2013/14 Year of entry – EU Students on First Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| Tuition fee discount | £3,000 | £1,500  | £1,500 |
| **Total** | **£3,000** | **£1,500** | **£1,500** |

**Payment Method**

* Tuition fee discounts were administered by BU Finance

# Appendix 2.3: BU Maintenance Bursary Recipients with 2014/15 year of entry

**Value of Award**

* £2,000 Year 1 (Level C)
* £1,000 Years 2 (Level I) and 3 (Level H)
* Placement years are not funded
* Foundation Degree students qualify for Year 1 (Level C) only

**UK Students**

**Level C / Year 1 (in 2014/15)**

**BU Maintenance Bursary**

**2014/15 Year of entry - UK Students on Foundation Degree**

|  |  |
| --- | --- |
| **Foundation Degrees** | Level C/Year 1 only |
| ***Choice:*** Prepaid MasterCard or Tuition Fee Discount | £2,000 |
| **Total** | **£2,000** |

**2014/15 Year of entry – UK Students on First Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| ***Choice:*** Prepaid card or Tuition Fee Discount | £2,000 | £1,000 | £1,000 |
| **Total** | **£2,000** | **£1,000** | **£1,000** |

**Payment Method**

* The pre-paid card funds were paid in nine equal instalments from October to June.
* Tuition fee discounts were administered by BU Finance.

**EU Students**

|  |  |
| --- | --- |
| **Foundation Degrees** | Level C/Year 1 only |
| Tuition fee discount | £2,000 |
| **Total** | **£2,000** |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Degrees** | **Level C** | **Level I** | **Level H** |
| Tuition fee discount | £2,000 | £1,000 | £1,000 |
| **Total** | **£2,000** | **£1,000** | **£1,000** |

**Payment Method**

* Tuition fee discounts were administered by BU Finance.

# Appendix 2.4: BU Maintenance Bursary Recipients with 2015/16 year of entry

**Value of Award**

* £2,000 Year 1 (Level C) only (both first and foundation degree students)
* The bursary does not continue in subsequent years of study

**UK and EU Students**

**Level C / Year 1 (in 2015/16)**

**BU Maintenance Bursary**

**2015/16 Year of entry - UK and EU Students on First or Foundation Degree**

|  |  |
| --- | --- |
| **First and Foundation Degrees** | Level C/Year 1 only |
| ***Choice:*** prepaid card or tuition fee discount | £2,000 |
| **Total** | **£2,000** |

Note: From 2015/16 EU students are not restricted to tuition fee discount only and can choose between this and the cash element paid on card

**Payment Method**

* The pre-paid card funds are paid in nine equal instalments from October to June.
* Tuition fee discounts are administered by BU Finance.

**Information deadline (2015/16 entrants)**

Students must have supplied verified evidence from Student Finance England that their household income is below £25,000 by 29 February 2016 to be eligible for the BU Maintenance bursary.

# Appendix 3: Student Carers Bursary (2015/16)

**Bursary title**

BU Student Carers Bursary

**Bursary aim**

To provide financial support to recognise the increased costs a student carer may encounter.

Through evaluation of the pilot to understand how BU can best support any additional needs student carer’s may share.

**Mode of attendance**

Full or part-time attendance

Part-time students must be studying a minimum of 25% of the course in each academic year and receive their bursary in proportion to the intensity of their study across the total programmed years of study.

**Place of attendance**

Any BU Undergraduate course delivered at one of its campus sites or on a course at a franchised Partner College.

**Fee category**

Home UK students only

**Level of study**

The bursary is only available to undergraduate degree or foundation degree students commencing in 2015/16.

**Eligibility**

In order to be eligible for a non-repayable Bournemouth University Bursary, students must fulfil the following criteria:

* Be actively participating in a Foundation Degree or Undergraduate BU programme (including franchised provision) on a full or part-time basis; NHS funded courses are not excluded due to the pilot status of this bursary. Top up students are not excluded due to the pilot status of this bursary.
* Undergraduate students of all years and levels are eligible (including placement year)
* Be paying the higher level tuition fee
* The student must be an unpaid carer for a family member who cares for a family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.

**Criteria**

* The student’s household income must be less than £25,000 and verified through Student Finance England data, students must have consented to share this information.
* Applicants must have a UCAS status of either U/F or C/F for a BU course at the time of Bursary application. The Bursary will not be released until students have fully completed enrolment at BU.
* Applicants or their families must be responsible for their own fees and living expenses.
* Full time UK applicants must be in receipt of the full Maintenance Grant from Student Finance, or be in receipt of the full NHS Bursary.
* EU nationals must have been living in the UK for the last three years

**Evidence**

To access the bursary the student should provide one of these sources of evidence to demonstrate their caring responsibilities:

* A supporting letter from an appropriate professional, e.g. a GP, other medical professional or manager of a Carer’s Centre
* Document evidencing that the student is, or has been, in receipt of Carer’s Allowance
* A supporting letter from a local voluntary sector young carers project on headed paper or via email from the organisation concerned
* A supporting letter from the students school or college explaining and confirming their status as a carer for someone with long-term ill-health or disability on their headed paper or via email from the organisation concerned.

As this is a pilot BU is keen to ensure the evidence requirements are easily achieved whilst maintaining rigour. Therefore, students unable to demonstrate the above evidence requirements will be considered on an individual basis.

**Value of award**

* The value of the award is £600.
* As this bursary is a pilot the funds are currently only available in 2015/16.
* There are 20 Student Carer Bursary awards available in 2015/16.

Students claiming the BU Student Carer Bursary may also claim the BU Maintenance Bursary. Students seeking to claim the BU Student Carer Bursary and the BU Care Leavers bursary will be considered individually to understand the most advantageous combination of support.

**Payment method**

The bursary will be paid in equal instalments throughout the year until June via a prepaid card.

**Exclusions**

* Students funded by Scottish, Welsh and Northern Irish Governments were excluded from the bursary if they entered BU in 2012-13, 2013-14 or 2014-15. In 2015-16 students funded by Scottish, Welsh and Northern Irish governments are not excluded from the bursary.
* International and EU students are excluded from the bursary

**UK and EU Students**

**Award for all levels in 2015/16**

**BU Student Carers Bursary**

|  |  |
| --- | --- |
| **First and Foundation Degrees** |  |
| Prepaid card  | £600 |
| **Total** | **£600** |

**Payment Method**

* The pre-paid card funds are paid in nine equal instalments from October to June.

**Information deadline**

Students must have supplied verified evidence from Student Finance England that their household income is below £25,000 by 29 February 2016 to be eligible for the BU Maintenance bursary.