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Bournemouth University
Bursary Policy & Procedures

Academic year intake 2021-22

Major Version 1.0: September 2021

Notes:
This document is for external publishing, with the exception of noted appendices which contain potentially sensitive information relating to BU's internal business processes.

Bursaries offered to incoming students are reviewed on a regular basis and the University reserves the right to review, amend, and introduce new awards and to cease the award of bursaries at any time. A revised (minor) version of this document will be published to take account of any changes to our provision, the terms, conditions & eligibility.

Communication of changes to bursary provision, eligibility criteria, amount or any other major or minor details will be made to any affected potentially eligible students.

BU BURSARIES POLICY AND PROCEDURE 2021-22

1. Scope and Purpose

1.1 Bournemouth University (BU) offers a range of bursaries to support students meeting the appropriate eligibility criteria. Details of the bursary benefits, eligibility to apply (if required) and deadline for applications are listed in Section 4 of this document. Bursaries will be reviewed on a regular basis and the University reserves the right to introduce new bursaries at any time. If there are any new or adjusted awards, a revised (minor) version of this document will be published.

1.2 These policy and procedures are for BU staff and students

1.3 These policy and procedures must be followed when making BU Bursary awards and are also for use when considering any student appeals.

1.4 These policy and procedures cover students for 2021-22 year of entry. The details with the level of financial support a student received under the BU Maintenance Bursary varies according to their year of entry. The details of these are set out by year of entry in the appendices. Students whose year of entry is prior to 2021-22 should refer to the appropriate policy and procedure for that year – available online at https://www.bournemouth.ac.uk/students/help-advice/financial-support/bu-bursaries

1.5 Ownership of and key responsibilities for bursaries is outlined below:

Service Owner	Director of M&C or nominated representative
Institutional approval	Fees Group
Owner ▪ Bursaries framework ▪ Policy and Operational Docs ▪ Market research ▪ Promotion (off and online) and communication ▪ Content of Bursary communications to student recipients	M&C/ Chair of Bursaries Implementation Group (BIG)
Financial modelling	PRIME/F&P
Monitoring, Analysis and evaluation ▪ Monitoring the overall levels of awards within the context of BU's Access and Participation Plan ▪ Reporting to the Academic Excellence & Impact Committee ▪ Evaluation of impact of bursaries (recipients will be invited to participate in feedback, evaluation and/or research to establish the impact and success of the bursary scheme.	Academic Services/AEIC Student Services
Operations/administration ▪ Processing of non-automated applications and verification of evidence of eligibility. ▪ Confirmation of awards to students where non-automated ▪ Awarding of bursaries through SITS through automated and manual processes	Student Services

Operations/administration ▪ Checking enrolment status of students ▪ Updating student record system with award information (Annual review of business rules and set up of Fund in SITS) ▪ Administration and issuing of the pre-paid card by which the bursary is paid.	Finance & Performance

1.6 For clarification or further information on BU Bursaries, please contact AskBU (askBU@bournemouth.ac.uk)

2. Links to other BU information

2.1 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-and-fee-status-appeals-procedure.pdf

2.2 The Access and Participation Plan sets out the principles and distribution of BU's financial support: Access and Participation Plans

3. General Principles

3.1 Bournemouth University is committed to a fair and transparent policy in respect of the award and administration of its bursaries.

3.2 Bournemouth University reviews its Bursary Scheme annually. The Access, Excellence & Implementation Committee makes recommendations for Fees Group approval in respect of the financial support package available to BU students each academic year through its institutional bursary provision. BU's institutional 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. BU will not alter to a student's detriment the rules applying to a bursary package that has been awarded.

4 Overview of 2020-21 Bursary provision

Ref	Bursary Awards	Entry	Fee region	Value	Number of awards	Application or Assessment Deadline	Funding	System-assessed or by application
A.2	**BU Maintenance Bursary**	Sept Jan	Home (English) Fee Status undergraduate students only**	Household income £16k or below. £2,400 total (split over 3 years of study at rate of £800 per year). Pro-rated for part-time students (franchised foundation course students on a 2 year course receive £1,600 split over 2 years of study) Students on a Foundation year* receive £3,200 at rate of £800 per year split over 4 years of study	Unlimited	No application unless part-time. Based on household income notified from SFE (however students must self-identify if they believe they are eligible and have not had an automatic allocation – deadline of 31 January for September entrants and 31 May for January entrants)	Central	SITS will auto assess on information received from SFE to verify household income (requires student to ensure they have agreed to share information via SFE Funding Application) Part-time students need to complete application
A.1	**BU Care Leavers Bursary**	Sept Jan	Home (English) Fee Status undergraduate students only**	Household income £16k or below. £9,000 total (split over 3 years of study at rate of £3,000 per year). Pro-rated for part-time students (franchised foundation course students on a 2 year course receive £6,000 at rate of £3,000 in Years 1 & 2. Students on a Foundation year* receive £12,000 total (split over 4 years of study at rate of £3,000 per year. Pro-	Unlimited	No application unless part-time. Evidence required. (deadline of 31 January for September entrants and 31 May for January entrants)	Central	SITS will identify potentially eligible students based on information received from SFE/UCAS application and students will be invited to provide evidence before award can be confirmed manually. Part-time students need to complete application

				rated for part-time students				
A.3	**BU Sanctuary Award**	Sept	Asylum Seeker	Asylum Seeker status Full fee waiver and bursary total £9,000 split over 3 years of study at rate of £3,000 per year).	Single award for each Academic year	Application and interview	Central	By application and interview

* Foundation Year is classified differently than a Foundation Course as is an integral part of the degree programme and not a stand-alone qualification.

** See definitions for Fee Status on website

4.1 Students cannot receive both the BU Maintenance Bursary and the BU Care Leavers Bursary.

5 Application process and eligibility

5.1 Eligible students are required to complete the appropriate Student Finance England application form for funding 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

5.2 If a student and if relevant, their financial sponsor(s), do 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 may be required to complete a new Student Finance England application form at the beginning of every year of their studies and are advised to apply from early April before their next year of study to avoid delays with their payments. It is the student's responsibility to check with Student Finance England whether a new application will be required.

5.3 Eligible part-time students will need to complete an application form for all bursaries

5.4 Eligibility for the BU Maintenance Bursary is assessed on the household income information that is shared with the University by Student Finance England (see 5.1 above).

5.5 The University will make a BU Maintenance bursary award to any student meeting the eligibility criteria where they receive information confirming the household income level is below the stated threshold.

5.6 In most cases, students will not need to complete an application form for the BU Maintenance Bursary or BU Care Leavers Bursary, however if a student believes that they meet the criteria for a BU Maintenance Bursary but does not receive confirmation of eligibility for the award by end of October (for students starting in September) or end of March (for students starting in January], they should contact the AskBU team to check their status (email: askbu@bournemouth.ac.uk).

5.7 To allocate the maximum number of bursaries within a timeframe that is beneficial to most recipients there is a deadline by which a student's household income information must be verified by to be able to offer the student a bursary. The deadline for income information to be available from Student Finance England for a bursary to be approved is 31 January for students starting their programme in September and 31 May for students starting their programme in January. Dates noted in the policy also apply to subsequent years of study.

5.9 Students on multi-year bursaries that are eligible for an award in their second and final years (a 'continuation award') may need to complete a Student Finance England application for each year of study.

5.10 For students receiving a continuation award a new bursary application to BU each year is not required. Instead the information on household income submitted to Student Finance England will be automatically assessed within the Student Record System (SITS) to assess that 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 the 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 criteria for the BU Bursaries, the student will cease to receive the multi-year bursary for all subsequent years where their household income is above the bursary threshold.

5.11 While all eligible students 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.

5.12 As the Sanctuary award is a single award each Academic year, eligible students will need to complete an application form. All shortlisted Sanctuary Award applicants will be invited for an interview.

6 Appeals

6.1 Students with an unsuccessful application for a BU Bursary/BU Sanctuary Award who wish to appeal should email complaints@Bournemouth.ac.uk within 10 working days of being notified of the outcome of their application stating clearly the grounds for appeal.

6.2 As per the Student Financial Support Appeal Procedure document (see: https://www1.bournemouth.ac.uk/students/help-advice/important-information), appeals will only be considered where there is evidence that the process of decision making in respect of an application did not follow the prescribed procedures; or where pertinent new information is available which was not included in the original application and which materially affects the application. Re-assessment of income will not be considered as pertinent information. Appeals against the University's judgement of the merit of an applicant against the published criteria will not be accepted.

7 Payment of awards

7.1 All Bursaries are paid through a pre-paid card issued to the student. The Bursary and BU Sanctuary Award funds will be paid onto the card in 9 equal instalments[1] 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.

7.2 Bursaries are not paid during the placement year of a programme of study.

7.3 To enable the regular payments onto the card, the Finance & Performance team will run monthly checks on each bursary recipient's enrolment status before authorising the card payment.

7.4 The 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 and can view these on-line under the important information/finance section. All students will be required to confirm receipt of the pre-paid card via their MyHub login.

7.5 Student spend on the pre-paid card may be monitored by the card issuer and by BU and any student found to be breaching the terms and conditions of the card may have further bursary instalments suspended and/or spend on the card blocked and be required to attend a meeting with the Student Support Manager and may be subject to disciplinary action in line with the BU Student Disciplinary Procedure.

7.6 For students living in the UK (England, Northern Ireland, Scotland and Wales) who receive the email confirming a bursary award prior to 6 September 2021, the Prepaid Award card will be posted to the student's home address. For all students who receive confirmation of a bursary award after 6 September 2021 the pre-paid card will be sent to the local term time address provided by the student during the course of completing their online registration.

[1] After rounding to the nearest pound.

7.7 For those students with a home address outside the UK, cards will be sent to the local term time address provided during the course of completing their online registration, after the course commencement date.

7.8 Bursary awards made for continuation years will be paid in instalments on the pre-payment card issued in the first year that an award was made.

8 Withdrawals, Interruptions & Repeat Levels

8.1 Students must be fully enrolled at the time that the Bursary or BU Sanctuary Award payment is due. No payment will be made to students who have interrupted 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.

8.2 If a bursary or BU Sanctuary Award recipient interrupts their study, their bursary payments 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 interruption to receive the remaining funding. Students returning from a period of interruption who believe they are eligible for remaining bursary payments will need to contact AskBU.

8.3 Students repeating units at a level of study for which they have already received a bursary/BU Sanctuary Award will not normally 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.

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Appendix 1: BU Care Leavers Bursary

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 policy and procedures 2012-13 to 2015-16, 2016-17,2017-18, 2018-19 and 2019-20 for details on student's year of entry to determine payment methods for any student entering BU prior to 2020-21.

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 of the BU Undergraduate courses delivered at one of its campus sites or one of the following courses delivered at a **franchised** Partner College*:

Faculty	Partner College	Award Level	Mode of Delivery	Course Title
FMC	Wiltshire College Salisbury	BA	FT	Film Production & Cinematography
FMC	Wiltshire College Salisbury	BA	FT	Photography
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Applied Science
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Biomedical Science
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Environmental Science & Sustainability
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Forensic Science
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Health & Nutrition
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Pharmaceuticals

*Wltshire College foundation degrees and foundation years suspended for 2021-22 academic year with next expected intake 2022-23.

Fee Category
Home Fee Status students only (excluding Scottish, Welsh, Northern Irish and Republic of Ireland).

Level of study

- Undergraduate degrees.
- Qualifying students on the 2 year Operating Department Practice (ODP) programme will receive the award for Level 4 and Level 5 only.
- Qualifying students on the 2 and 3 year franchised FdSc programmes at Wiltshire College will receive the award for Level 4 and Level 5 only (Level 3 students are excluded).
- Qualifying students entering in a Foundation Year will receive the award at Levels 0,4, 5 & 6

Criteria

- Students must have been in full-time care for a period of three months or more in the last five years (evidence required)

- Household income must be £16,000 or less as per Student Finance England data, students must have consented to share this information
- Part-time students will be required to submit P60's as evidence of household income information. For those over age 25, the P60 will be based on the student's own income status, for those under age 25, the P60's will need to be those of parents, unless the student is able to evidence independent status.
- The Bursary will not be released until students have fully completed enrolment at BU.
- Students or their families must be responsible for their own fees and living expenses
- Students must be registered as Home for fee status . (not Welsh, Scottish, Northern Irish or Republic of Ireland).
- Students must live in England and have been ordinarily resident in England for three years prior to the start date of their course.*

* Students who are ordinarily resident in and receive their funding Scotland, Wales, Northern Ireland and Republic of Ireland Governments are excluded from receiving the BU Maintenance Bursary due to alternative funding arrangements being available to them. Ordinarily resident has been defined as 'habitual and normal residence in one place.' It means that you live in a country year after year by choice through a set period, apart from temporary or occasional absences such as holidays or business trips. Living here totally or mainly for the purpose of receiving full-time education does not count as being ordinarily resident. The start date of the course is defined for residency purposes as 1st September for September entrants and 1st January for January/February entrants.

Eligibility

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

- Be actively participating in an Undergraduate BU programme (including franchised provision) on a full or part-time basis;
- Be paying the higher level tuition fee

Value of award

Part-time students will receive their bursary in proportion to the intensity of their study across the total programmed years of study.

Operating Department Practice only (2 year course)	**Level 0**	**Level 4**	**Level 5**
Prepaid card	£3,000	£3,000	£3,000
Total	**£3,000**	**£3,000**	**£3,000**

Franchised FdSc courses at Wiltshire College	**Level 0**	**Level 4**	**Level 5**
Prepaid card	£3,000	£3,000	£3,000
Total	**£3,000**	**£3,000**	**£3,000**

First Degrees	**Level 0**	**Level 4**	**Level 5**	**Level 6**
Prepaid card	£3,000	£3,000	£3,000	£3,000
Total	**£3,000**	**£3,000**	**£3,000**	**£3,000**

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 funded by Scottish, Welsh, Northern Irish and Republic of Ireland Governments are excluded from the bursary
- Online courses are excluded from the bursary.
- International students (with overseas fee status) are excluded from the bursary
- HND/HNC courses are excluded from the bursary
- Level 7 of the integrated masters programmes are excluded from the bursary.

Payment Method (2020-21 year of entry)

Students receive the bursary through a pre-paid card paid in nine equal instalments from October to June.[2]

[2] After rounding to the nearest pound.

Appendix 2: BU Maintenance Bursary

The information below lists the eligibility and criteria information along with the categories of students that are excluded from receipt of the BU Maintenance Bursary.

Please refer to the policy and procedures 2012-13 to 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 for details on student's year of entry to determine bursary criteria and payment methods for any student entering BU prior to 2021-22

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 of the BU Undergraduate courses delivered at one of its campus sites or one of the following courses delivered at a **franchised** Partner College*:

Faculty	Partner College	Award Level	Mode of Delivery	Course Title
FMC	Wiltshire College Salisbury	BA	FT	Film Production & Cinematography
FMC	Wiltshire College Salisbury	BA	FT	Photography
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Applied Science
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Biomedical Science
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Environmental Science & Sustainability
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Forensic Science
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Health & Nutrition
FST	Wiltshire College Salisbury	FdSc	FT	FdSc Pharmaceuticals

*Wltshire College foundation degrees and foundation years suspended for 2021-22 academic year with next expected intake 2022-23.

Fee Category
Home Fee Status students only (excluding Scottish, Welsh, Northern Irish and Republic of Ireland).

Level of study

- Qualifying students on the 2 year Operating Department Practice (ODP) programme will receive the award for Level 4 and Level 5 only.

- Qualifying students on the 2 and 3 year franchised FdSc programmes at Wiltshire College will receive the award for Level 4 and Level 5 only (Level 3 students are excluded).
- Qualifying students on a Foundation year will receive the award at Levels 0, 4, 5 and 6

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

- Be actively participating on an Undergraduate BU programme (including franchised provision) on a full or part-time basis.
- Be paying the higher level tuition fee

Criteria

- The student's household income must be £16,000 or below and verified through Student Finance England data, students must have provided 'consent to share' this information when applying to Student Finance England for their funding.
- The University will retrieve information on students' whose income is £16,000 or less, to assess eligibility for the BU Maintenance Bursary and individual students who qualify for the award will be notified through email to their BU email address. Personal email address will be used for new Level 4 students).
- Part-time students will be required to submit P60's as evidence of household income information. For those over age 25, the P60 will be based on the student's own income status, for those under age 25, the P60's will need to be those of parents, unless the student is able to evidence independent status.
- The Bursary will not be released until students have fully completed enrolment at BU.
- Students or their families must be responsible for their own fees and living expenses.
- Students must be registered as Home for fee status. (not Welsh, Scottish, Northern Irish or Republic of Ireland).
- Students must live in England and have been ordinarily resident in England for three years prior to the start date of their course. *

*Students who are ordinarily resident in Scotland, Wales,Northern Ireland and Republic of Ireland are excluded from receiving the BU Maintenance Bursary due to alternative funding arrangements being available to them. Ordinarily resident has been defined as 'habitual and normal residence in one place.' It means that you live in a country year after year by choice through a set period, apart from temporary or occasional absences such as holidays or business trips. Living here totally or mainly for the purpose of receiving full-time education does not count as being ordinarily resident. The start date of the course is defined for residency purposes as 1st September for September entrants and 1st January for January/February entrants.

Value of award

Part-time students will receive their bursary in proportion to the intensity of their study across the total programmed years of study.

Annual Household Income £16,000 or below

Operating Department Practice only (2 year course)	**Level 0**	**Level 4**	**Level 5**
Prepaid card	£800	£800	£800
Total	**£800**	**£800**	**£800**

Franchised FdSc courses at Wiltshire College	**Level 0**	**Level 4**	**Level 5**
Prepaid card	£800	£800	£800
Total	**£800**	**£800**	**£800**

First Degrees	**Level 0**	**Level 4**	**Level 5**	**Level 6**
Prepaid card	£800	£800	£800	£800
Total	**£800**	**£800**	**£800**	**£800**

Exclusions

- Students funded by Scottish, Welsh, Northern Irish and Republic of Ireland Governments are excluded from the bursary.

- Online programmes are excluded from the bursary
- International students (with overseas fee status) are excluded from the bursary
- HND/HNC courses are excluded from the bursary.
- Level 7 of the integrated masters programmes are excluded from the bursary.

Payment Method

- The pre-paid card funds are paid in nine equal instalments from October to June.[3]

[3] After rounding to the nearest pound.

Appendix 3: BU Sanctuary Award

The information below lists the eligibility and criteria information for the BU Sanctuary Award

Bursary title
BU Sanctuary Award

Mode of attendance
Full time attendance

Place of attendance
Any of the BU Undergraduate courses delivered at one of its campus sites.

Eligibility
In order to be eligible for a non-repayable BU Sanctuary Award, students must fulfil the following criteria:

- Be actively participating on a qualifying undergraduate BU campus-based programme on a full-time basis
- Be able to evidence that they are registered as an Asylum Seeker
- Have a conditional or unconditional offer for an undergraduate course from Bournemouth University
- Be attending a school, college or voluntary group which can provide a reference in support of your application
- Be unable to access mainstream funding for higher education i.e. Student Finance
- Do not have a 'no study' immigration bail condition
- Live within easy commuting distance of Bournemouth University

Criteria

- Students must have secured an offer at BU prior to applying for the award.
- Following confirmation of an offer for a BU course, students must complete the Sanctuary Award application (see appendix 5)
- Applications will be shortlisted and those who meet the criteria will be invited for interview.
- The Bursary will not be released until the recipient has fully completed the enrolment requirements at BU.

Value of award

First Degrees	**Level 0***	**Level 4**	**Level 5**	**Level 6**
Prepaid card	£3,000	£3,000	£3,000	£3,000
Total	**£3,000**	**£3,000**	**£3,000**	**£3,000**

***only payable if undertaking the Foundation year of an eligible course.**

Exclusions

- Online programmes are excluded from the bursary
- HND/HNC courses are excluded from the bursary.
- NHS courses are excluded from the bursary.
- Postgraduate and distance learning courses are excluded from the bursary
- Level 7 of the integrated masters programmes are excluded from the bursary.

Payment Method

- The pre-paid card funds are paid in nine equal instalments from October to June.[4]

[4] After rounding to the nearest pound.