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## Bournemouth University Bursary Policy & Procedures

### Academic year 2025-26

Major Version 1.1: September 2025

**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.

Previous bursary policy documentation can be found under the Finance section of the [Important Information webpage](#).

## BU BURSARIES POLICY AND PROCEDURE 2025-26

### 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 all students for 2025-26. The details of previous entitlement are set out by year of entry in the appendices. Students whose year of entry is prior to 2025-26 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:

Bursary Framework	M&C, Student Services, Finance and Academic Services
Institutional approval	UET/Finance Director
Marketing <ul style="list-style-type: none"> <li>▪ Market research and sector benchmarking</li> <li>▪ Promotion (off and online) and communication</li> </ul>	M&C
Financial modelling	Finance
Monitoring, Analysis and evaluation <ul style="list-style-type: none"> <li>• Monitoring the overall levels of awards within the context of BU's Access and Participation Plan</li> <li>• Reporting – internal and external</li> <li>• 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.</li> </ul>	Academic Services (Access and Participation Analyst)
Operations/administration <ul style="list-style-type: none"> <li>• Awarding of bursaries through SITS through automated and manual processes</li> <li>• Confirmation of awards to students where non-automated</li> <li>• Policy and Operational Documents</li> <li>• Updating SITS Support Team for annual roll-over</li> <li>• Content of Bursary communications to student recipients</li> <li>• Ongoing communication to students needing to complete steps to access bursary</li> </ul>	Student Services
Operations/administration <ul style="list-style-type: none"> <li>• Issue of payment to student via pre-paid card company</li> <li>• Administration and issuing of the pre-paid card by which the bursary is paid.</li> <li>• Updating SITS Fund data for annual roll-over</li> </ul>	Finance-Income Team

1.6 For clarification or further information on BU Bursaries, please contact [AskBU](#).

## **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 BU reviews and evaluates its Bursary Scheme annually. The bursary scheme is a fixed commitment in our Office for Students approved [Access and Participation Plan](#) (APP) for students and is fixed at levels set in the APP, for students covered by the plan. Any change to the scheme requires OfS approval.

## 4 Overview of 2025-26 Bursary provision for all eligible students

### **Bursary Award: BU Care Leaver Bursary**

**Entry:** September

**Fee Region:** Home (English) Fee Status undergraduate students only\*\*

**Value:** Household income £25k 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 split over 2 years of study). Students on a Foundation year\* receive £12,000 at rate of £3,000 per year split over 4 years of study

**Number of Awards Available:** Unlimited

**Application and Process:** No application required. Based on Care Leaver assessment and 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 May). Data processed through SITS.

### **Bursary Award: BU Estrangement Bursary**

**Entry:** September

**Fee Region:** Home (English) Fee Status undergraduate students only\*\*

**Value:** Household income £25k 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 split over 2 years of study). Students on a Foundation year\* receive £12,000 at rate of £3,000 per year split over 4 years of study

**Number of Awards Available:** Unlimited

**Application and Process:** No application required. Based on estrangement assessment and 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 May). Data processed through SITS.

### **Bursary Award: BU Maintenance Bursary**

**Entry:** September

**Fee Region:** Home (English) Fee Status undergraduate students only\*\*

**Value:** Household income £25k 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

**Number of Awards Available:** Unlimited

**Application and Process:** No application required. 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 May). Data processed through SITS.

\* Foundation Year is classified differently than a Foundation Course as it is an integral part of the degree programme and not a stand-alone qualification. Foundation year students need to be paying the higher fee level of £9,535 to qualify for a BU Bursary.

\*\* See definitions for [Fee Status on website](#)

Students can only receive one bursary, either BU Maintenance Bursary, BU Care Leaver Bursary or BU Estrangement 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 are 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 March, before their next year of study to avoid delays with their payments.
- 5.3 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 and 5.2 above).
- 5.4 The University will make a bursary award to any student meeting the eligibility criteria where they receive information confirming the household income level is below the stated threshold.
- 5.5 Students will not need to complete an application form for a bursary. However if a student believes that they meet the criteria for a bursary but does not receive confirmation of eligibility for the award by end of October (for students starting in September), they should contact the [AskBU](#) team to check their eligibility.
- 5.6 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 May for students starting their programme in September. Dates noted in the policy also apply to subsequent years of study.
- 5.7 Each year, BU will use the information provided by SFE (based on the student's SFE application), to award a bursary. Students need to meet the eligibility criteria each year to receive an award. BU will issue students who are awarded a bursary, a pre-paid card. Students need to be fully enrolled to receive each payment. 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 bursary for all subsequent years.

## 6 Payment of awards

- 6.1 All Bursaries are paid through a pre-paid card issued to the student. The bursary funds will be paid onto the card in 9 equal instalments<sup>1</sup> 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.
- 6.2 No payments will be made after the official academic year has finished, based on the published [September entry academic dates](#). For example, for 25-26, the academic year finishes on 26<sup>th</sup> June 2026. There is no exception for courses which have a later end date.

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<sup>1</sup> After rounding to the nearest pound.

- 6.3 Students are responsible to follow the steps provided, when they are issued with the pre-paid card. This will usually involve confirming they have received the card and activation of the card. If these steps are not followed within the academic year, as outlined in 6.2, the bursary cannot be paid.
- 6.4 Bursaries are not paid during the placement year of a programme of study.
- 6.5 To enable the regular payments onto the card, BU's Finance team will run monthly checks on each bursary recipient's enrolment status before authorising the card payment.
- 6.6 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 cashback on purchases at certain retailers. Students will be advised of the full terms and conditions when they receive 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 and activate the pre-paid card with the card provider. Instructions are provided to students when the card is issued.
- 6.7 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 Money Advice Team Leader and may be subject to disciplinary action in line with the [BU Student Disciplinary Procedure](#).
- 6.8 The pre-paid card will be sent to a student's local term time contact address after they have enrolled.
- 6.9 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.

## 7 Withdrawals, Interruptions & Repeat Levels

- 7.1 Students must be fully enrolled at the time that the bursary payment is due. No payment will be made to students who have interrupted 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 Team on a monthly basis before making the card payment.
- 7.2 If a bursary 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](#).
- 7.3 Students repeating units at a level of study for which they have already undertaken, 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 bursary the student will continue to receive the bursary for the higher level of study.

## 8 Appeals

- 8.1 Students who wish to discuss their eligibility further for bursary awards, should contact the Student Money Advice Team at [fsf@bournemouth.ac.uk](mailto:fsf@bournemouth.ac.uk) in the first instance. If a student wishes to appeal any decision after a discussion with the Student Money Advice Team, the appeals procedure should be followed as per 8.2.
- 8.2 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 previous correspondence with BU 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.

**Appendices**

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**BU BURSARIES POLICY AND PROCEDURE 2025-26**

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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 BU Care Leavers Bursary.

The BU Care Leavers Bursary is non-repayable.

### 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.

### Criteria

- have been in care for a period of 3 months or more in the last 5 years
- be registered as [Home for fee status](#); and
- live in England and have been ordinarily resident in England for three years prior to the start date of your course\*
- be eligible for both the Tuition Fee Loan and Maintenance Loan from Student Finance England
- be an enrolled student, actively participating on an Undergraduate BU or Wiltshire College Salisbury\*\* course (excluding HNC/HND) on a full or part-time basis
- be paying the higher tuition fee of £9,535 if studying a Foundation Year
- have a household income of £25,000 or less.

*\*Students who are ordinarily resident in Scotland, Wales and Northern Ireland are excluded from receiving the BU Care Leavers 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 course start date is defined as 1 September for September entrants.*

*\*\*Applies to: BA (Hons) Film Production and Cinematography. If you're studying at one of our other Partner Colleges, you will need to contact them for information about financial support.*

### 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.

Level of study	Level 0 (foundation year with fee level of £9,535)	Level 4	Level 5	Level 6
Value each year	£3,000	£3,000	£3,000	£3,000

### 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
- Foundation year students with a fee of less than £9,535

- Apprenticeships

#### **Payment Method (2025-26 year of entry)**

Students receive the bursary through a pre-paid card paid in nine equal instalments from October to June.<sup>2</sup>

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<sup>2</sup> After rounding to the nearest pound.  
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## Appendix 2: BU Estrangement 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 BU Estrangement Bursary.

**Please note the BU Estrangement Bursary was introduced from September 2025.**

The BU Estrangement Bursary is non-repayable.

### 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.

### Criteria

- be classed as estranged by Student Finance England
- be registered as [Home for fee status](#); and
- live in England and have been ordinarily resident in England for three years prior to the start date of your course\*
- be eligible for both the Tuition Fee Loan and Maintenance Loan from Student Finance England
- be an enrolled student, actively participating on an Undergraduate BU or Wiltshire College Salisbury\*\* course (excluding HNC/HND) on a full or part-time basis
- be paying the higher tuition fee of £9,535 if studying a Foundation Year
- have a household income of £25,000 or less.

*\*Students who are ordinarily resident in Scotland, Wales and Northern Ireland are excluded from receiving the BU Care Leavers 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 course start date is defined as 1 September for September entrants.*

*\*\*Applies to: BA (Hons) Film Production and Cinematography. If you're studying at one of our other Partner Colleges, you will need to contact them for information about financial support.*

### 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.

Level of study	Level 0 (foundation year with fee level of £9,535)	Level 4	Level 5	Level 6
Value each year	£3,000	£3,000	£3,000	£3,000

### 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
- Foundation year students with a fee of less than £9,535
- Apprenticeships

**Payment Method (2025-26 year of entry)**

Students receive the bursary through a pre-paid card paid in nine equal instalments from October to June.<sup>3</sup>

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<sup>3</sup> After rounding to the nearest pound.

### Appendix 3: 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.

The BU Maintenance Bursary is non-repayable

#### 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.

#### Criteria

- be classed as estranged by Student Finance England
- be registered as [Home for fee status](#); and
- live in England and have been ordinarily resident in England for three years prior to the start date of your course\*
- be eligible for both the Tuition Fee Loan and Maintenance Loan from Student Finance England
- be an enrolled student, actively participating on an Undergraduate BU or Wiltshire College Salisbury\*\* course (excluding HNC/HND) on a full or part-time basis
- be paying the higher tuition fee of £9,535 if studying a Foundation Year
- have a household income of £25,000 or less.

*\*Students who are ordinarily resident in Scotland, Wales and Northern Ireland are excluded from receiving the BU Care Leavers 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 course start date is defined as 1 September for September entrants.*

*\*\*Applies to: BA (Hons) Film Production and Cinematography. If you're studying at one of our other Partner Colleges, you will need to contact them for information about financial support.*

#### 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 £25,000 or below

Level of Study	Level 0 (foundation year with fee level of £9,535)	Level 4	Level 5	Level 6
Value each year	£800	£800	£800	£800

#### 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
- Foundation year students with a fee of less than £9,535
- Apprenticeships

**Payment Method**

- The pre-paid card funds are paid in nine equal instalments from October to June.<sup>4</sup>

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<sup>4</sup> After rounding to the nearest pound.

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