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Bournemouth University
Bursary Policy & Procedures

Academic year intake 2016-17

Major Version 1.0: August 2016

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 applicants or potentially eligible students.

BU BURSARIES POLICY AND PROCEDURE 2016-17

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. A revised (minor) version of this document will be published to take account of new or adjusted awards.

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 2016-17 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 2016/17 should refer to the appropriate policy and procedure for that year – available online at https://www1.bournemouth.ac.uk/students/help-advice/finance-support/bu-bursaries

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

Service Owner	Director of M&C
Institutional approval	FAAMG
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 Fair Access Agreement ▪ Reporting to the Fair Access Agreement Management Group. ▪ Evaluation of impact of bursaries (all recipients will be invited to participate in feedback, evaluation and/or research to establish the impact and success of the bursary scheme.	Academic Services/FAAMG Student Services
Operations/administration ▪ Processing of non-automated applications and verification of evidence of eligibility. ▪ Confirmation of awards to students where non-automated ▪ Updating student record system with award	Student Services

information (Annual review of business rules and set up of Fund in SITS) ▪ Change of circumstances (bursary recipients have responsibility to inform AskBU of any changes in circumstances that may affect bursary eligibility, particularly if suspending, recommencing studies or changing programme of study) ▪ Monitoring of and advising on bursary waiting lists for cohorts starting 12/13, 13/14 or 14/15.	
Operations/administration ▪ Checking enrolment status of students ▪ Re-allocation of bursaries for withdrawn students (for those who started 2012/13, 13/14 or 14/15 only) ▪ 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-appeal-procedure.docx.

2.2 The Fair Access Agreement sets out the principles and distribution of BU's financial support: Fair Access Agreement

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 Fair Access Agreement Management Group determines 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 2016-17 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/UK (English) & EU only (NHS funded courses excluded)	Household income below £16k £3,500 total (split over 3 years of study). Pro-rated for part-time students Household income below £25k. £3,000 total split over 3 years of study). Pro-rated for part-time students	Unlimited except for AECC where there will be 5 bursary awards available	No application unless part-time or at Partner College. 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 and Partner College students need to complete application
A.1	**BU Care Leavers Bursary**	Sept Jan	Home UK & EU undergraduate students only (NHS funded courses excluded)	£6,000 (Year 1) £5,000 (Years 2 & 3) Pro-rated for part-time students	Unlimited	No application unless part-time or at Partner College. 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 and Partner College students need to complete application
A.3	**BU Student Carer's Bursary**	Sept Jan	Home UK (English) & EU students meeting UK residency requirements only	£600 Pro-rated for part-time students	20 Awards (allocated on first come, first served basis)	Application required with evidence. (deadline of 31 January for September entrants and 31 May for January entrants)	Central	Application process. Assessed on receipt of evidence requirements

A.4	**ICAEW Foundation Bursary**	Sept For relevant accounting and finance degree courses including: Accounting & Finance, Accounting & Taxation, Accounting & Law, Finance & Business, Finance & Economics	Home/UK & EU only (NHS funded courses excluded)	£4,000 (year 1, year 2 & final year Total value: £12,000	1 award	Application required. Students can apply once they have registered for relevant BU course. Deadline: 8 Sep.	ICAEW Foundation	Both. Application used to identify LPN and First Generation HE. Panel to agree most deserving recipient based on additional factors presented in application (background, academic record, interest in accountancy) . SITS will auto assess for relevant degree course and on information received from SFE to verify household income (requires student to ensure they have agreed to share information via SFE Funding Application)

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

4.2 Students cannot receive both the ICAEW Foundation Bursary and either the BU Maintenance Bursary or BU Care Leavers Bursary. Should a Care Leaver be selected as the recipient for the ICAEW Foundation Bursary, the student will be given the opportunity to choose which bursary they would prefer to receive.

4.3 Students can receive the Student Carer's Bursary in addition to the BU Maintenance Bursary.

4.4 Students can receive the Student Carer's Bursary in addition to the Care Leavers Bursary.

4.5 The levels of support a student receives under the BU Maintenance Bursary varies according to their household income. Details of these are set out in Appendix 2.

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 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 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 February 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 All eligible students will need to complete an application form for both the BU Student Carer's Bursary and ICAEW Foundation Bursary.

5.4 Eligible part-time and Partner College students will need to complete an application form for all bursaries.

5.5 Eligibility for the BU Maintenance Bursary and for the ICAEW Foundation Bursary is assessed on the household income information that is shared with the University by Student Finance England (see 5.1 above). Eligibility for the Maintenance Bursary, Care Leavers Bursary and ICAEW Foundation Bursary will be based on the first income figure received from Student Finance England by the University and any in-year reassessment will not result in a change to the level of award or in an award being made for which the student was deemed ineligible based on the first income figure.

5.6 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.

5.7 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).

5.8 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 students whose year of entry is 2016/17 is 31 January for students starting their programme in September and 31 May for students starting their programme in January.

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 (see 5.1) for each of year of their course, however, they are not required to complete another BU Maintenance or BU Care Leavers Bursary or ICAEW Foundation Bursary application form.

5.10 EU students on multi-year bursaries that are eligible for an award in their second and final years (a 'continuation award') will have their eligibility assessed based on the figure provided during their first year of the award.

5.11 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.

5.12 5.11 above does not apply in the case of the ICAEW Foundation Bursary for which eligibility on the basis of household income will be assessed only once, in the year of entry to the course for which the ICAEW Foundation Bursary is awarded.

5.13 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.

5.14 Student Carers bursaries are limited in number and are available on a first come first served basis.

6 Appeals

6.1 Unsuccessful applicants wishing to appeal should write to the 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 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.

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.

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 Students cannot collect their card until they have enrolled at BU. Students will normally be able to collect their card on their enrolment day, however those bursary recipients who are identified post cut-off for the auto-communication confirmation email deadline but before the bursary assessment deadline, will normally be able to collect their card after 10 working days of receiving their confirmation email. P&MM (the card provider) will email the student on their personal email address, once the card has been processed. Collection is from the Cashiers' Office in Poole House on Talbot Campus. Students must have collected their card before the set deadline. For 2016/17 the deadline is 24 February 2017.

7.7 Failure to collect the card before the set deadline will result in the card and the award being cancelled.

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

8 Withdrawals, Suspensions & Repeat Levels

8.1 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.

8.2 For the ICAEW Foundation Bursary, the remaining bursary award can be reallocated if a recipient withdraws or otherwise discontinues their studies. The student at the top of the waiting list (placed second by the original awarding panel) can be offered the award. If they are no longer enrolled or eligible or do not wish to take up the award, the next student on the waiting list can be offered the award and so on. If the recipient of the ICAEW Foundation Bursary interrupts or suspends their studies for a period of time, payments will be discontinued until the student re-enrols (see 8.1 above). If a student is not enrolled for a period of 12 months or more, for the purpose of the ICAEW Foundation Bursary they will be considered to have discontinued their studies, in which case the ICAEW Foundation Bursary will be reallocated as described.

8.3 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.

8.4 Students repeating units at a level of study for which they have already received a bursary 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.

Appendices

Appendix 1: BU Care Leavers Bursary 10
Appendix 2: BU Maintenance Bursary Rules 12
Appendix 3: Student Carers Bursary (2015/16) 15
Appendix 4: ICAEW Foundation Bursary Rules 18

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 for details on student's year of entry to determine payment methods for any student entering BU prior to 2016-17.

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
FST	Kingston Maurward College	FdSc	PT	Tourism Park Management
FMC	Wiltshire College Salisbury	BA	FT	Film Production
FMC	Wiltshire College Salisbury	BA	FT	Photography
N/A	Anglo European College of Chiropractic	BSc/MSc	FT	MChiro

Fee Category
Home UK & EU 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 funding from Student Finance.
- Household income must be £25,000 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.
- 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 a UK or EU student.
- Applicants must live in England or the EU and have been ordinarily resident in England or the EU for 3 years prior to the start date of their course.

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 with exception of Paramedic Science and Social Work
- Be paying the higher level tuition fee
-

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.

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

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 and social work are permitted courses and **not excluded** from the bursary.
- Online courses are excluded from the bursary.
- Students from outside UK & the EU (International).
- HND/HNC courses are excluded from the bursary

Payment Method (2016-17 year of entry)

Level C / Year 1 (in 2016/17)

Care Leavers Bursary

Foundation Degrees	**Level C**
Prepaid card	£6,000
Total	**£6,000**

First Degrees	**Level C**	**Level I**	**Level H**
Prepaid card	£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

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 for details on student's year of entry to determine bursary criteria and payment methods for any student entering BU prior to 2016-17

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
FST	Kingston Maurward College	FdSc	PT	Tourism Park Management
FMC	Wiltshire College Salisbury	BA	FT	Film Production
FMC	Wiltshire College Salisbury	BA	FT	Photography
N/A	Anglo European College of Chiropractic	BSc/MSc	FT	MChiro

Fee Category
Home UK English and EU only

Level of study
The bursary is available to those commencing their programme in 2016-17 who are new undergraduates and undergraduates who can evidence that the household income is below the £25,000 threshold.

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 with exception of Paramedic Science and Social Work
- Be paying the higher level tuition fee
- Have an annual household income of £25,000 or below.

Criteria

- The student's household income must be £25,000 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.
- Full time UK applicants must be in receipt of the full Maintenance funding from Student Finance.

- The University will retrieve information on students' whose income is £25,000 or less, to assess eligibility for the BU Maintenance Bursary and individual students who qualify for the award will be notified through email to the student's BU email address.
- 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.
- 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.
- Applicants must be registered as an English or EU student; not Welsh, Scottish, or Northern Irish.
- Applicants must live in England or the EU and have been ordinarily resident in England or the EU for 3 years prior to the start date of their course.

Value of award

The value of the award is dependent on the household income.

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 below £16,000

Foundation Degrees (payable in Year 1 only)	**Year 1**
Prepaid card	£1,300
Total	**£1,300**

First Degrees	**Level C**	**Level I**	**Level H**
Prepaid card	£1,300	£1,100	£1,100
Total	**£1,300**	**£1,100**	**£1,100**

Annual Household Income between £16,001 - £25,000

Foundation Degrees (payable in Year 1 only)	**Year 1**
Prepaid card	£1,000
Total	**£1,000**

First Degrees	**Level C**	**Level I**	**Level H**
Prepaid card	£1,000	£1,000	£1,000
Total	**£1,000**	**£1,000**	**£1,000**

Exclusions

- NHS Funded courses
  Note: as from 2014/15 paramedic science students were funded under the local healthcare agreement (not NHS) they are therefore eligible for the bursary. Social Work students are eligible for the bursary.
- Students funded by Scottish, Welsh and Northern Irish Governments are excluded from the bursary.
- Online programmes are excluded from the bursary
- International students (non-UK, non-EU) are excluded from the bursary
- Top-Up students are excluded from the bursary.
- HND/HNC courses are excluded from the bursary.

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 (2016/17 entrants)

Students must have identified their eligibility for the BU Maintenance Bursary (if not identified through the student record system matching process) and BU must have received verified evidence from Student Finance England (or through P60 for part-time students) that their household income is £25,000 or less by 24 February 2017 to be eligible for the BU Maintenance bursary.

Appendix 3: Student Carers Bursary (2015/16)

The information below lists the eligibility and criteria information applications must satisfy to be considered for the Student Carer's Bursary.

Please refer to the policy and procedures 2012-13 to 2015-16 for details on student's year of entry to determine criteria and payment methods for any student entering BU prior to 2016-17.

Bursary title
BU Student Carers Bursary

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

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
FST	Kingston Maurward College	FdSc	PT	Tourism Park Management
FMC	Wiltshire College Salisbury	BA	FT	Film Production
FMC	Wiltshire College Salisbury	BA	FT	Photography
N/A	Anglo European College of Chiropractic	BSc/MSc	FT	MChiro

Fee category
Home UK English & EU students only

Level of study
The bursary is only available to undergraduate degree or foundation degree students commencing in 2016/17.

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
- Students who are on NHS funded courses and Top up students who meet relevant eligibility criteria are not excluded from the Carer's 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.
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Criteria

- The student's household income must be £25,000 or below and verified through Student Finance England data, students must have consented to share this information.
- Full time UK applicants must be in receipt of the full Maintenance funding from Student Finance.

- 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.
- 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.
- Applicants must be registered as an English or EU student; not Welsh, Scottish, or Northern Irish.
- Applicants must live in England or the EU and have been ordinarily resident in England or the EU for 3 years prior to the start date of their course.

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 student's 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.

Value of award

- The value of the award is £600.
- There are 20 Student Carer Bursary awards available in 2016/17.

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.

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

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 are excluded from the bursary.
- International students are excluded from the bursary
- Online programmes are excluded from the bursary

UK and EU Students

Award for all levels in 2016/17

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 applied by 31 January and must then have supplied verified evidence from Student Finance England that their household income is £25,000- or below by 24 February 2017 to be eligible for the BU Student Carer's bursary.

Appendix 4: ICAEW Foundation Bursary Rules

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 ICAEW Foundation Bursary.

The ICAEW Foundation Bursary is a non-repayable bursary funded by the ICAEW Foundation, the charity arm of this world leader in the accountancy and finance profession. Set up in 2007, the charity has a number of objectives, in particular the support through its bursary programme of talented disadvantaged students who wish to study in the field of finance and accounting. This also sits with ICAEW's own wider objectives of broadening access to the profession.
The bursary recipient must demonstrate an interest in and aptitude for accountancy in addition to coming from a financially disadvantaged background. ICAEW will maintain contact with the award recipient throughout the course of their studies and feature them on their website.

Bursary title
ICAEW (Institute of Chartered Accountants in England and Wales) Foundation Bursary

Mode of attendance
Full-time or part-time

Place of attendance
BU Undergraduate course delivered at one of its campus sites.

Fee Category
Home UK & EU students only
Students must be paying the higher level tuition fee of £9,000

Level of study
New undergraduate degrees (first year)

Eligible Courses

- BA (Hons) Accounting & Finance
- BA (Hons) Accounting & Taxation
- BA (Hons) Accounting & Law
- BA (Hons) Accounting & Business
- BA (Hons) Finance & Business
- BA (Hons) Finance & Economics
- Or other accounting and/or finance degrees as agreed by the panel

Criteria
To be eligible for the bursary, applicants must be actively participating in an undergraduate BU accountancy and/or finance degree programme (full or part-time) and must meet the following conditions:

1. be paying the higher level tuition fee;
2. have an annual household income of below £30,000;
3. be domiciled (home address) in a neighbourhood with low participation in higher education (LPN)[1] and/or be the 'first in family' to enter higher education[2];
4. have a strong academic record and an interest in and aptitude for accountancy.

[1] According to HEFCE data-set: Participation by Local Area (POLAR V.3). For the purposes of this award, domicile postcodes in Quintiles 1 and 2 will be considered. This will be assessed using the HEAT Postcode Profiler.
[2] Parents and/or step-parents have not been to university or studied for a degree or other higher education qualification. We will ask applicants to provide this information on the application form. (Note: carers are deliberately excluded from this criteria.)

Value of award (all years of entry)

- £4,000 for Year 1
- £4,000 for Years 2 and 3
- The placement year is not funded
- Part-time students will receive their bursary in proportion to the intensity of their study across the total programmed years of study

Evidence Requirements

Students must complete the ICAEW Foundation Bursary application form (available online) providing evidence of the criteria stated above.

- Criteria 1 to 3 will be verified via SITS. This includes household income information provided by SFE.
- Criterion 4 will be assessed via the HEAT Postcode Profiler and/or HEFCE POLAR3 online postcode look-up tool (for LPN) and by self-declaration on the application form (for first in family).
- For criterion 5, applicants should meet or exceed their entry requirements and will be scored accordingly by the panel. The panel will further score the application on the basis of the evidence provided on or with the application form and the personal statement in particular.

For 2016-17 year of entry, the deadline for applications is 23:59 pm on Thursday, 8th September.

Award by Panel

The panel, made up of BU faculty and professional services staff, will meet in September to deliberate and agree an award recipient.

Each application which comes before the panel will receive a score between 0 and 20. The panel will rank applications and the student whose application has the highest score will be made the award. In the case of more than one application having the highest score, the panel will agree the recipient who, in their eyes, will gain the most benefit from the award. The decision of the panel is final.

Applications, scores and notes from the panel will be stored securely by BU for up to 3 years. Should the recipient withdraw from their course at BU or otherwise discontinue their studies, the remaining value of the award can be reallocated to the next best ranked applicant. Should there be a tie for scores, the panel will agree the most worthy recipient. The decision of the panel is final.