



Owner:	Director of Marketing & Communications
Version number:	1.4
Date of approval:	
Approved by:	Ann Fernandez
Effective date:	01 September 2019
Date of last review:	May 2019
Due for review:	May 2020
Author:	Amanda Stevens

Bournemouth University Bursary Policy & Procedures

Academic year intake 2019-20

Major Version 1. 4: September 2019

Notes:

This document is for external publishing, with the exception of noted appendices which contain potentially

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.

automated and manual processes	
<p>Operations/administration</p> <ul style="list-style-type: none"> <i>f</i> Checking enrolment status of students <i>f</i> Updating student record system with award information (Annual review of business rules and set up of Fund in SITS) <i>f</i> 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

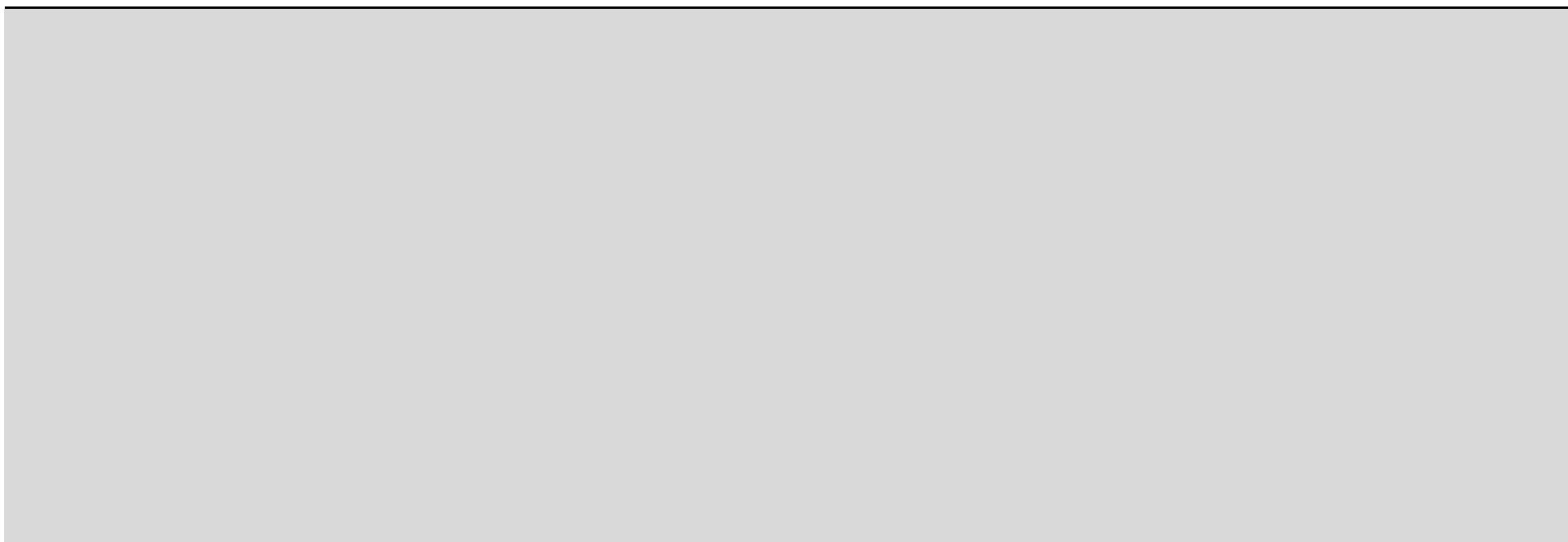
2.1 In the event of a student wishing to appeal, they should be directed to the Student Financial Support Appeal Procedure document on the BU portal at <https://intranetsp.bournemouth.ac.uk/pandptest/11e-student-financial-support-and-fee-status-appeals-procedure.pdf>

2.2 The Access Agreement sets out the principles ~~D Q G L V W U R E X W B I R Q I L Q D Q~~ [Access Agreement](#) ~~V X S S R U W~~

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. Access, Excellence & Implementation Committee makes recommendations for Fees Board approval in respect of the financial support package available to BU students each academic year through its institutional bursary provision. ~~% 8 ¶ L Q V W L U R S A R Q D D~~ Bursary Scheme can be 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.



- 4.1 Students cannot receive both the BU Maintenance Bursary and the BU Care Leavers Bursary.
- 4.3 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 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), is unable to make an assessment 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. 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 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.
- 5.8 Students on multi-year bursaries that are eligible for an award in their second and final years (a year of study).
- 5.9 EU students on multi-year bursaries that are eligible for an award in their second and final years (a year of the award).
- 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 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

D VWXGHRQWIKR O G L Q F R e r t h e b u r s a r y h o u s e h o l d i n c o m e t h r e s h o l d o r i f a s t u d e n t n o
l o n g e r m e e t s a n y o t h e r c r i t e r i a f o r t h e B U B u r s a r i e s , t h e s t u d e n t w i l l c e a s e t o r e c e i v e t h e m u l t i - y e a r

September and 1st July for students who commenced their course in the preceding January/February.

- 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-payment card issued in the first year that an award was made.

8 Withdrawals, Suspensions & Repeat Levels

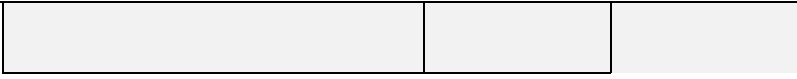
- 8.1 Students must be fully enrolled at the time that the Bursary payment is due. No payment will be made to students who have interrupted or suspended their studies. Students who withdraw prior to

Appendices

BU BURSARIES POLICY AND PROCEDURE 2019-20

Appendix 1: BU Care Leavers Bursary9
Appendix 2: BU Maintenance Bursary 12





Franchised FdSc courses at Wiltshire College	Level 4	Level 5
Prepaid card	£1,000	£1,000
Total	£1,000	£1,000

First Degrees	Level 4	Level 5	Level 6
Prepaid card	£1,000	£1,000	£1,000
Total	£1,000	£1,000	£1,000

Exclusions

- x Students funded by Scottish, Welsh and Northern Irish Governments are excluded from the bursary.
- x Online programmes are excluded from the bursary
- x International students (non-UK, non-EU) are excluded from the bursary
- x Top-Up students are excluded from the bursary unless they have completed Levels 4 and 5 on a BU Undergraduate programme.
- x HND/HNC courses are excluded from the bursary.

Payment Method

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

³ After rounding to the nearest pound.