

University of Hull Undergraduate Bursary Policy 2013-14 First year entrants in 2013

1. Background principles

This policy and procedural document aims to clarify the purpose, eligibility and conditions for undergraduate bursary awards available to new entrants at the University of Hull (the University) in 2013/14.

These awards include the *University of Hull Bursary*, (which includes the National Bursary Programme Bursary) and the Hull York Medical School (HYMS) Bursary, both of which aim to provide financial support to entrants who come from backgrounds of low residual household income (RHI). This positions our bursaries as part of our commitment to fair access, in line with government direction.

Details of the HYMS bursary for 2013/14 can be located at <http://www.hyms.ac.uk/undergraduate/fees-and-funding.aspx>

National bursaries are available for certain academic courses, e.g. NHS Bursaries (www.nhsbsa.nhs.uk/816.aspx) and the Talented Athlete Scholarship Scheme (www.tass.gov.uk).

The remainder of this policy document relates only to *University of Hull Bursaries*.

A number of key national and institutional criteria make certain courses and individuals ineligible for these awards (see section 12 for further details).

For the purposes of bursary eligibility and conditions, the University does not distinguish between clearing and adjustment applications and pre-clearing applications.

Users of this document are invited to refer any unaddressed issue to access@hull.ac.uk in writing.

2. Eligibility for an Award

To receive a *University of Hull Bursary*:

- Full and part time students must demonstrate a residual household income of less than £25,000 for the tax year ending 5 April 2012, through assessment by Student Finance England. Section 12 gives further information.
- Students must have been assessed by the University as being required to pay tuition fees at the home student rate of £9,000 (part time pro rata). EU students who are required to pay fees at this £9,000 rate are eligible for consideration but international students (outside the EU) are ineligible.

The following groups of students are not eligible to be considered for a *University of Hull Bursary*:

- Students undertaking a foundation year. However students who have completed a foundation year may be considered for an award if they subsequently enrol on an eligible undergraduate degree programme.
- Students who have previously undertaken HE.
- Students who are fully or partially sponsored (see Appendix 1).
- Students entering courses funded by or supported through the NHS.
- Students entering courses funded by or supported through TDA post graduate funding arrangements, such as the Post Graduate Certificate in Education.
- International students (outside the EU).
- Students who do not complete applications with Student Finance England.

The accompanying tables at section 12 show full eligibility criteria for the *University of Hull Bursary* and list those who would be ineligible.

3. Applications

University of Hull Bursaries will be automatically awarded and do not require a selection process as long as students consent to share their financial information through Student Finance England and evidence of qualifications is in place. Section 12 provides further information.

Consideration for the *University of Hull Bursary* is automatically completed in late August for those who have met or exceeded the eligibility criteria and for whom RHI information is available. Further consideration for awards takes place throughout the year as information becomes available from the Student Loan Company.

Successful students will be notified as they are identified.

4. Continuation of Award

University of Hull Bursaries provide financial support in the first year of entry.

However:

- Students will not receive any bursary award for periods of study (e.g. repeated years) for which awards have already been made.
- Student withdrawal from study ends all bursary awards from the date of formal withdrawal. If an awardee undertakes only part of a programme of study (e.g. intercalation or withdrawal) they will be entitled to their bursary payments/elements of credit package only if they were actively engaged in their course on 1 December and 1 March (for payment in arrears following the relevant date).
- If an awardee intercalates, they will remain eligible for the remainder of the award upon return to full time study, providing they continue to satisfy eligibility and progression criteria.

5. Appeals

Any new entrant who believes (s)he has been unfairly excluded from an award (or part of it) has the right to appeal. Full details are included at Appendix 2.

6. Number of awards

Please refer to section 12.

7. Bursary package

The *University of Hull Bursary* provides elements of fee waiver which are logged on the individual student record at Student Finance England in the autumn of the academic year.

7a. University of Hull Bursaries

The *University of Hull Bursary* provides a compulsory £1,000 fee waiver and any combination of the following options to each bursary awardee in 2013/14:

- Further fee waiver of £500, £1,000, £1,500, or £2,000
- Cash of £500 or £1,000
- Accommodation discount of £500, £1,000, £1,500, or £2,000
- Food to the value of £500 or £1,000
- IT package worth £500, £1,000, £1,500, or £2,000

Please note:

- Eligible EU and part time (pro-rata) students can only select the fee waiver option.
- Accommodation relates to 'University of Hull' and 'University of Hull Managed' accommodation only.
- Food – University of Hull provision only, via SMART card or similar.
- Support package comprises laptop, iPad, Android tablet or smart tablet package, through University of Hull.

8. Payment of Awards

University of Hull Bursaries provide the potential for payments of cash:

- As a general principle no award will be paid prior to registration.
- Cash payments are staggered through the academic year directly into the awardee's bank account.
- In order to receive the payment an awardee must sign the student's declaration section of the PN1 form (for each year of the course) which is available from www.gov.uk/student-finance-forms.
- Bank details must have been supplied on the PN1 form so that the award can be paid directly into the awardee's bank account.

Please note a Bursary award may be considered as income received for the purposes of any application to the University of Hull's Access to Learning Fund.

9. Publicity

The University will ensure that the Bursary scheme mentioned above is publicised as widely as possible to potential applicants to the University, in line with the requirements of the National Bursary Programme. This will include the University of Hull website (www.hull.ac.uk) and other printed promotional materials. Publicity will normally include full conditions/eligibility criteria relating to the bursary and be updated by mid-September each year for the following September entry.

Relevant schemes may also be promoted by individual academic departments in their promotional literature and websites whilst ensuring content is appropriately referenced to the University website (www.hull.ac.uk) to ensure current information is always available.

All Access Agreements are published on the OFFA website (www.offa.org.uk).

10. Responsibilities

The University's Pro-Vice-Chancellor (Engagement) has overall responsibility within the University for the Implementation of this policy. The practical implementation of the policy is the responsibility of the Director of Student Recruitment, assisted by members of the Directorate.

Management of the various elements of the awarded bursaries, including the payment of any cash, resides with appropriate departments across the University.

11. Monitoring and Review of this Policy

This document refers explicitly to arrangements for bursaries awarded to those entering the University in 2013/14. The policy will be formally reviewed to meet the needs of 2014/15.

12. Individual Bursary arrangements

12a	Bursary title	University of Hull Bursary 2013-14
	Mode of attendance	Full or part time (including distance learning)
	Place of attendance	Hull or Scarborough campus
	Fee category	Home/EU with programme fees at £9,000 per annum (P/T pro rata)
	Level of study	Undergraduate honours
	Eligibility criteria	Registered as a student at University of Hull Provided necessary financial information via Student Finance England RHI of less than £25,000 in 2011/2012 (note 1)
	Ineligible entrants	National regulations: <ul style="list-style-type: none"> • Those who fail to submit information to permit demonstration of calculation of RHI, or whose assessment gives RHI of £25,000 or above • Those on NHS funded programmes of study • Students directly continuing from one course to another (e.g. Foundation degree to 2nd/final year of honours degree) • Students transferring in from another institution • Students who have previously undertaken HE • Students undertaking a postgraduate qualification • Students ordinarily resident in Scotland, Wales, Northern Ireland, Channel Islands or Isle of Man • Part time student studying at less than 25% intensity of the full time equivalent • Students whose fees are paid or part paid through a sponsorship arrangement (see Appendix 1) University regulations: <ul style="list-style-type: none"> • Entrants paying less than £9,000 per year tuition fee (pro rata for part time entrants) • Foundation year students (although they can be considered on entering the 'first year' of their degree) • Entrants to Foundation degree
	Value of award	£3,000
	Year(s) award made	Year 1 for full time students, pro rata for part time
	Continuation arrangements	Students will not receive any bursary award for periods of study for which awards have already been made (e.g. repeated years). Student withdrawal from study ends all bursary awards (from the date of formal withdrawal). If an awardee undertakes only part of a programme of study (e.g. intercalation or withdrawal) they will be entitled to their bursary payments/elements of credit package only if they are actively engaged in their course on 1 December and 1 March (for payment in arrears following the relevant date). If an awardee intercalates, they will remain eligible for the remainder of the one year award upon return to full time study, providing they continue to satisfy eligibility and progression criteria.
	Deadline for applying	Not applicable
	Number of awards available	Unlimited

	Composition of award	Fee waiver £1,000 Choice of credit package £2,000 (NB Pro rata for part time students with whole award to be taken as fee waiver)
Notes	Note 1	For full time undergraduate 2013 entry Student Finance England will automatically use the tax year April 2011 to April 2012. If household income has dropped by at least 15% students/parents can give their most up-to-date financial information by completing a 'Current year income assessment form' (CYI form). Please note, if student/parent is intending to complete a CYI form they must also give the 2011-12 tax year information as part of the student's application.

Appendix 1: Sponsorship

The impact of full or part sponsorship in the context of the University of Hull is that it reduces fees payable by the individual student entering full honours degrees to less than £9,000 per annum and results in students becoming ineligible for the *University of Hull Bursary* in line with NSP guidance.

The following examples illustrate this situation:

- **Corporate sponsorship** of an individual from an employing organisation, managed via a system of purchase order and invoice.
- Students entering ordinarily resident in Wales, Scotland and Northern Ireland who are required to personally pay reduced fees, the balance being covered by government/assembly funds (**Government sponsorship**).
- Where academic departments charge discounted fees (**University sponsorship**).

The following groups are excluded from the above definition of sponsorship:

- Students entering from a background of care who are assisted by their local council in line with the Children and Young Persons Act 2008 which requires local authorities to give a minimum bursary of £2,000 to care leavers starting a recognised higher education course in line with OFFA guidance. (**Corporate parenting**)
- Students entering from a background of care who are assisted with fees by local councils. (**Corporate parenting**)
- Self-financing students are also excluded from the definition of sponsorship, provided they have residual household income below £25,000 with evidence verified by Student Finance England and consent to share given.

Appendix 2: **Guidance on University of Hull Appeals Procedure relating to Bursaries**

Appeals Procedure - Guidance

University of Hull Bursary

If you believe you were entitled to a *University of Hull Bursary* but are unhappy with the assessment or amount awarded, you may have the right to appeal.

Before you appeal

Before appealing there are a few steps you can take:

- 1 Email hefunding@hull.ac.uk to address any initial queries before you go to appeal.
- 2 Check you fulfil the eligibility criteria for an award (see section 12 of the University of Hull Undergraduate Bursary Policy 2013-14).
- 3 Check that you provided the appropriate information for Student Finance England (SFE) to be able to process your finance application and that all consents for SFE to share your information with the University have been provided.
- 4 Check your information has been processed by Student Finance England.

How do you know if you can appeal?

You can appeal when:

- you think you meet all of the bursary eligibility criteria.
- you have provided evidence of your residual household income.
- all consents for SFE to share your information with the university were provided.

When you can't appeal

You can't appeal when:

- you don't meet the necessary eligibility criteria.
- you have not given your consent to SFE to share your information with the University.
- you have not provided evidence of your residual household income.
- you have appealed previously.

Who can appeal?

Appeals must be made by the student concerned, who is registered at the University of Hull. Someone else cannot appeal on your behalf.

Deadline for appeals

Appeals must be made during the academic year concerned. Appeals should be made no later than 8 weeks prior to the end of the academic year concerned.

How to appeal

The appeal should be made in writing after you have had confirmation from Student Finance England of your national student financial support eligibility.

Appeals should be made in writing to the Access, Funding and Support Officer.

Appeals should include your name, contact details, student number and course. You should say in your appeal what you think is wrong.

You will need to send your appeal to:
Access, Funding and Support Officer
Access, Funding and Support Office
The University of Hull
63 Salmon Grove
Hull
HU6 7SZ

What happens next?

Your eligibility will be checked. All completed appeals are reviewed within 2-4 weeks. You will be notified of the outcome of your appeal via an email to your University email account.

The possible outcomes are:

- 1 You are not eligible for the *University of Hull Bursary* and the decision will be explained to you.
- 2 If there is missing information or evidence which is required in order to assess your claim you will be asked to withdraw your appeal and ensure the required information is supplied.
- 3 You may be eligible for the *University of Hull Bursary* and you will be notified regarding how it will be paid.
- 4 You may be directed to others sources of support.

If you are unhappy with the appeal decision the case will be reviewed by the Director of Student Recruitment, whose decision is final.

Withdrawing your appeal

You can withdraw your appeal at any time by writing to the Access, Funding and Support Office.