

University of Hull Undergraduate Bursary Policy 2015-16

First year entrants in 2015

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 2015/16.

The *University of Hull Bursary* and the *Hull York Medical School (HYMS) Bursary* 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 2015/16 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 Athlete Bursaries (www.tass.gov.uk).

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

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

The award of a University of Hull Bursary nullifies any University of Hull Merit Scholarship award which would otherwise have been made.

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 through assessment by Student Finance England. Please see Section 12 for 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. 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 University of Hull Foundation Year may be considered for an award if they subsequently enrol on an eligible undergraduate degree programme.
- Students who have previous experience of university study, including any level 4 course.
- Students from Scotland, Wales, Northern Ireland, Channel Islands or Isle of Man.
- Students who are fully or partially sponsored (see Appendix 1).
- Students entering courses funded by or supported through the NHS*.
- Postgraduate Students.
- International students (outside the EU).
- Students who have not had their Residual Household Income (RHI) assessed by Student Finance England.

*Social Work students are eligible to receive the University of Hull Bursary while they are not in receipt of an NHS Bursary.

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 provided students consent to share their financial information through Student Finance England. Section 12 provides further information.

Consideration for the *University of Hull Bursary* is automatically completed in late September 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 RHI information becomes available from Student Finance England.

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 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.
- Bursaries are not payable during any period where the University tuition fee is reduced (e.g. a year abroad or a year's placement in industry).
- Transfer to an ordinary degree or other ineligible programme renders students ineligible for further payments.

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. University of Hull Bursaries

The *University of Hull Bursary* provides any combination of the following options to the value of £2,100 to each bursary awardee in 2015/16:

- Fee waiver
- Cash
- Accommodation discount

Please note:

- Fee waivers are logged on the individual student record at Student Finance England in the autumn of the academic year.
- Accommodation relates to 'University of Hull' and 'University of Hull Managed' accommodation only.

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 payment awardees must sign the Student Declaration Form sent to them by Student Finance England or the Student Declaration section of the PN1 form (for each year of the course) which is available from: www.gov.uk/studentfinance
- Bank details must have been supplied to Student Finance England so that the award can be paid directly into the awardee's bank account.
- Where a student has outstanding debts to the university any Bursary payment will be released only when these debts have been paid. Bursary payments can be used to reduce any debt to the university at the awardee's request.

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

9. Publicity

The University will ensure that the Bursary scheme outlined above is publicised as widely as possible to potential applicants to the University. This will include the University of Hull website (www.hull.ac.uk) and printed promotional materials. Publicity will normally include full conditions/eligibility criteria relating to the Bursary, or links to these, 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 2015/16. The policy will be formally reviewed to meet the needs of 2016/17.

12. Individual Bursary arrangements

12a	Award title	University of Hull Bursary 2015-16
	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 the University of Hull Provided necessary financial information via Student Finance England RHI of less than £25,000 in 2013/2014 (note 1)
	Ineligible entrants	<ul style="list-style-type: none"> • Students undertaking a Foundation Year. However students who have completed a University of Hull Foundation Year may be considered for an award if they subsequently enrol on an eligible undergraduate degree programme. • Students who have previous experience of university study, including any level 4 course. • Students from Scotland, Wales, Northern Ireland, Channel Islands or Isle of Man • Students who are fully or partially sponsored (see Appendix 1). • Students entering courses funded by or supported through the NHS*. • Postgraduate Students. • International students (outside the EU). • Students who do not have their Residual Household Income (RHI) assessed by Student Finance England. <p>*Social Work students are eligible to receive the University of Hull Bursary while they are not in receipt of an NHS Bursary.</p> <p>Any student providing the university with incorrect information for the purpose of gaining funding they are not entitled to will render themselves unfitted for support. No further financial awards will be made, and any awards already held will be rescinded.</p>
	Value of award	£2,100
	Year(s) award made	Year 1 for full time students, pro rata for part time students.
	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	Choice of credit package £2,100 (NB Pro rata for part time students with whole award to be taken as fee waiver)
Notes	Note 1	For full time undergraduate 2015 entry Student Finance England will automatically use the tax year April 2013 to April 2014 for RHI assessments.

		If household income has dropped by at least 15% students, parents or partners can give an estimate of their RHI for the 2015-16 tax year by completing a 'Current year income assessment form' (CYI form).
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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 a residual household income below £25,000 with evidence verified by Student Finance England and have given consent to share their information.

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 E-mail hufunding@hull.ac.uk to address any initial queries.
- 2 Check you fulfil the eligibility criteria for an award (see section 12 of the University of Hull Bursary Policy 2015-16).

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.
- You have provided evidence of your previous qualifications.
- 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.

How to appeal

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

Appeals must include your name, contact details, student number and course. You should state in your appeal why you believe your assessment is incorrect.

You will need to send your appeal to:

Access, Funding and Support Officer
Access, Funding and Support Office
Venn Building, Room 018
The University of Hull
Cottingham Road
Hull
HU6 7RX

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 that the required information is supplied.
- 3 You may be eligible for the *University of Hull Bursary* and 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.