

University of Hull Undergraduate Bursary Policy 2012-13 1st year entrants in 2012

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 2012/13.

These awards include the University of Hull Bursary, (which includes the National Scholarship 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 2012/13 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 Social Work Bursaries (www.nhsbsa.nhs.uk/825.aspx), NHS Bursaries (www.nhsbsa.nhs.uk/816.aspx) and Athlete Scholarships (www.tass.gov.uk).

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

Please note 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 through assessment by Student Finance England, a residual household income of less than £25,000 for the tax year ended 5 April 2011. Section 12 provides further information.
- Students must have been assessed by the University as being eligible to pay tuition fees at the home student rate of £9,000 (part time pro rata). EU students who are eligible to pay fees at this £9,000 rate are eligible to apply for an award but international students (outside the EU) are ineligible.

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

- Students undertaking a foundation year as students must be entering the first year of a full time undergraduate honours degree. However if progression to a full time undergraduate honours degree subsequently takes place the student becomes eligible to be considered for an award.
- Students who are fully or partially sponsored (see Appendix 1 for sponsorship definition).
- Students entering courses funded by or supported through NHS, including Social Work programmes.
- Students entering courses funded by or supported through TDA post graduate funding arrangements such as the Post Graduate Certificate in Education.
- The award of a *University or Vice Chancellor's Scholarship* nullifies any bursary award which would otherwise have been made. A student cannot receive both.
- International students (outside the EU).
- Students who do not complete applications with Student Finance England.

The accompanying table at section 12 sets out the full eligibility criteria for our bursary awards and lists those who would be ineligible.

3. Applications

University of Hull Bursaries will be automatically awarded and do not require a selection process. Consideration for University awards is automatically completed in late August for those 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 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 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 a *University of Hull Bursary* award (or part of it) has the right to appeal. Full details are included at Appendix 2.

6. Payment of Awards

University of Hull Bursaries provide elements of fee waiver which are logged on the individual student record at Student Finance England in the autumn of the academic year.

University Bursaries also provide the potential for payments of cash:

- As a general principle no award will be paid prior to registration
- Equal 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 PH1 form (for each year of the course) which is available from www.studentfinanceengland.co.uk.
- 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.

7. Number of awards in each category

The number of *University of Hull Bursary* awards is not limited in 2012/13.

8. Credit package options

The credit package options available to awardees of '*University of Hull Bursaries*' are shown below:

In addition to a compulsory £1,500 fee waiver, ONE of the following options (each worth £1,500) is available to each bursary awardee in 2012/13:

- Further fee waiver of £1,500
- Cash of £1,000 plus further fee waiver of £500
- Cash of £1,000 plus accommodation discount of £500
- Cash of £500 plus accommodation discount of £1,000
- Accommodation discount of £1,500
- Cash of £1,000 plus food to value of £500
- Cash of £1,000 plus IT support package worth £500

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 or iPad based package, through University of Hull.

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 Scholarships 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 bursaries and be updated by mid September each year for the following September entry.

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, reside 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 2012/13. The policy will be formally reviewed to meet the needs of 2013/14.

12 Summarised Bursary arrangements

12a	Bursary title	<i>University of Hull Bursary 2012-13</i>
	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 £9000 per annum (part time pro rata)
	Level of study	Undergraduate full honours degree
	Eligibility criteria	Registered as student at University of Hull RHI less than £25,000 in 2010/2011 with evidence verified by Student Finance England and consent to share given (note 1)
	Ineligible entrants	<p>National regulations:</p> <ul style="list-style-type: none"> • Those who fail to submit information to permit calculation of RHI or whose assessment gives RHI of £25,000 or more • Those on NHS funded programmes of study, including Social Work • 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 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) <p>University regulations:</p> <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 • Students awarded a <i>University of Hull Scholarship or Vice Chancellor's Scholarship</i>
	Value of award	£3,000
	Year(s) award made	Year 1 for full time students, pro rata for part time
	Continuation arrangements	<p>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).</p> <p>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.</p>
	Deadline for applying	Not applicable
	Number of awards available	Unlimited
	Composition of award	Fee waiver £1,500 Choice of credit package £1,500

		(NB part time students pro rata, with whole award to be taken as fee waiver)
Notes	1	<p>For full time undergraduate 2012 entry Student Finance England will automatically use the tax year April 2010 to April 2011.</p> <p>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 2010-11 tax year information as part of the student's application.</p> <p>http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@d g/@en/documents/digitalasset/dg_201709.pdf</p>

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 bursary or scholarships 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**).
- Students in receipt of a *Vice Chancellors Scholarship*, where the fees payable are reduced by the University itself to zero through full fee waiver (**University 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 Scholarships and Bursaries**

Appeals Procedure - Guidance

UoH Bursary or Scholarship

If you believe you were entitled to a UoH bursary or scholarship 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 Scholarships Policy 2012-13).
- 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 has 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 the bursary/or scholarship eligibility criteria.
- you have provided evidence of your residual household income.
- all consents for SFE to share your information with the university were in 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 have to 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 have to 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 about your national student financial support eligibility.

Appeals should be made in writing to the Access Coordinator.

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 Co-ordinator
Access 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 will be either that:

- 1 You are not eligible for the bursary and scholarship and your appeal and the decision will be explained to you.
- 2 There might be some missing information or evidence which is required in order to assess your claim and you will be asked to withdraw your appeal and ensure the required information is supplied.
- 3 You may be eligible for the bursary or scholarship 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 Office.