



Leeds City College

Higher Education

Bursary Policy

Owner: HEDO

Last Review: Introduced September 2015

Next Review: July 2017

Endorsed by: HE Committee and HE Academic Board

Scope and Purpose of Policy

This policy applies to higher education students who are studying on full-time awards at Leeds City College.

Its purpose is to ensure that students are aware of the bursary and how it is administered.

Leeds City College provides bursaries to those students who have been assessed by Student Finance England (SFE) as being eligible for means tested support towards their maintenance costs. The bursary is only provided to students on full time courses.

Eligibility for a bursary is dependent on a student's household income however bursaries are then only awarded to students who are up to date with their work and meeting the college's attendance requirements. The bursaries do not apply to EU students who are eligible for the tuition fee loan only, or International students.

1. Policy Statement

The aim of the policy is to:

- Ensure that procedures are explicit and applied fairly and consistently;
- Ensure that information and guidance provided for students is accurate;
- Ensure that the decision-making process and outcomes are transparent and demonstrably rigorous and fair.
- Ensure that outcomes are monitored and reviewed on an annual basis;

Policy	Bursary Policy	Quality Code Ref								
Bursary Rates	<p>The amount of bursary that a student may be eligible for is determined by their household income, and is banded as below, dependant on the students' year of entry to the programme. For details on the bandings please consult the website.</p> <table border="1" data-bbox="389 465 1051 860"> <thead> <tr> <th data-bbox="389 465 721 584">SFE Assessed Household income</th> <th data-bbox="721 465 1051 584">LCC Bursary</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 584 721 663">£0-25,000</td> <td data-bbox="721 584 1051 663">Higher</td> </tr> <tr> <td data-bbox="389 663 721 759">£25,001-£42,600</td> <td data-bbox="721 663 1051 759">Lower</td> </tr> <tr> <td data-bbox="389 759 721 860">More than £42,600</td> <td data-bbox="721 759 1051 860">None</td> </tr> </tbody> </table>	SFE Assessed Household income	LCC Bursary	£0-25,000	Higher	£25,001-£42,600	Lower	More than £42,600	None	
SFE Assessed Household income	LCC Bursary									
£0-25,000	Higher									
£25,001-£42,600	Lower									
More than £42,600	None									
Assessments	<p>The Student Loans Company will assess all students' financial eligibility. Students do not need to apply directly to LCC but do need to:</p> <ul style="list-style-type: none"> • Apply to SFE for means testing and student support each academic year. • Give consent for the SLC to share their household income information each academic year <p style="text-align: center;">Bursary Period</p>									
Bursary Panel	<p>The Bursary Panel meets to discuss individual student's attendance and whether students are up-to-date with their work. The Bursary Panel meets on three separate occasions throughout the year that coincide with bursary payments being made. The panel has the final say on bursary payments being made. The panel considers the following before making their decision:</p> <ul style="list-style-type: none"> • Students are meeting the minimum attendance requirement of 80% and are up-to-date with work for the specified time period 									
Notification	<p>Students receive the following notifications regarding the bursary:</p> <ul style="list-style-type: none"> • Students are initially notified by letter (from the Student Loans Company) if they are eligible to receive the bursary. Please note this only confirms their eligibility, not 									

Policy	Bursary Policy	Quality Code Ref
	<p>whether they have been awarded the bursary.</p> <ul style="list-style-type: none"> Following on from the bursary panel, students are contacted if they are not going to receive an instalment of the bursary 	
Staff Development and Training	All staff associated with the support, guidance and administration of bursaries will be given appropriate training and development and meet the requirements of the awarding body and where appropriate, the Quality Assurance Agency Code of practice.	B6: I4,
Equality and Diversity Statement	This policy will be implemented in accordance with the College's Policy on Valuing Diversity and with consideration of the QAA Quality Code	B6: I10, I12
Monitoring and Review	The College will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes	
Regulatory requirements of awarding and professional bodies	The College requires that all staff are aware of and operate under the specific regulatory requirements of its awarding bodies and, where appropriate, professional bodies. The College has developed appropriate internal policies and procedures that cover major requirements.	B6: I4
Appeals	<p>Students can appeal the decision made by the bursary panel if they feel that they have mitigating circumstances that can explain either:</p> <ul style="list-style-type: none"> Why they aren't up-to-date with their work for the specified period. Why they have not met the minimum attendance requirement. <p>Students should be aware that appeals are usually only successful if they have evidence attached to it; e.g. doctor's note or medical certificate.</p> <p>Appeals need to be made within 10 working days of students receiving notification that their bursary payment has been withheld.</p> <p>Appeals need to be made following the LCC General Appeals process. This can be found on the Higher Education page of the College's website.</p>	

Policy	Bursary Policy	Quality Code Ref
Associated Documentation	<ul style="list-style-type: none"> • General Appeals Policy • General Appeals Process • Student Guide to Appeals and Complaints 	

Attendance Calculations

Time period	Bursary awarded
Bursary Instalment 1 14 September - 6 November	Quarter of total award
Bursary Instalment 2 9 November – 12 February	Quarter of total award
Bursary Instalment 3 22 February – 25 March	Half of total award