

# UWE Bursary Policy for continuing students

The policy relates to students who have been awarded a UWE Bursary in their first year of study and who are now progressing onto the next year of their course.

It does not cover students who start their studies in 2017 or the bursary available to students liable for tuition fees of £3,465.

If you have a query about the pre-2012 bursary, please contact [uwe.bursary@uwe.ac.uk](mailto:uwe.bursary@uwe.ac.uk)

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# Vision Statement

The purpose of the UWE Bursary and the UWE Progression Bursary is to provide financial support to students, who because of their background and personal circumstances do not normally aspire or progress to higher education.

## Objectives

The objectives of the bursary scheme are to:

- Satisfy the requirements of the UWE Access Agreement.
- Provide a fair and transparent process for awarding bursaries.
- Provide students with money in their pockets, rather than fee waivers.

## 1.0 Policy

This policy covers the Bursary scheme introduced for new students in 2012/13 academic year onwards. The policy relates specifically to continuing students who have been allocated the UWE Bursary (either a category 1 or category 2) in their first year of study and are now progressing onto the next year of their course.

It does not cover the UWE Bursary Scheme available to students who started their studies prior to September 2012 and who are charged the standard fee of £3,465.

It also does not relate to students who start their studies in September 2017.

### 1.1 The UWE Progression Bursary (PB)

The Progression Bursary is paid to students who have been allocated a UWE Bursary in their first year at UWE. If a student is not allocated a bursary in their first year of study they will not be entitled to a Progression Bursary in their second or subsequent years of their course even if they meet the eligibility criteria.

The amount of Progression Bursary will depend on the student's year of entry and mode of attendance.

Students who receive either a category 1 or category 2 bursary in the first academic year will be eligible for a bursary in subsequent years of study, subject to the maximum award.

The number of Progression Bursaries awarded to a student will depend on the ordinary duration of the course and how many years the student has taken to achieve the target award.

Once a student has received the maximum award, there will be no further payments of the bursary, even if the student has not completed their course.

The student must pass the registration checks and the payment checks each academic year to receive the Progression Bursary (see 2.1).

## 1.2 Amount of PB:

The amount of progression bursary students will receive depends on how much they were allocated in year 1 and their mode of attendance.

The amount of progression bursary cannot be increased even if a student's financial circumstances has changed since year 1. The only exception is the Bursary paid to part-time students who started in 2012/13 or 2013/14. The amount of PB is linked to intensity of study.

### Amount of progression bursary per year of entry:

Academic Year of Entry	UWE Bursary year 1	Progression Bursary Year 2, 3 etc.
<b>2012/13</b>	£3,000	£1,000
	£1,000	£1,000
	Part-time students pro-rata award based on intensity of study <i>50% intensity = £500 Bursary</i>	Part-time students pro-rata award based on intensity of study <i>25% of intensity = £250 Bursary</i>
<b>2013/14</b>	£3,000	£1,000
	Part-time students pro-rata award based on intensity of study <i>75% of intensity = £750 Bursary</i>	Part-time students pro-rata award based on intensity of study <i>Under 25% intensity = zero award</i>
<b>2014/15</b>	£2,000	£1,000
	£500	£500
<b>2015/16</b>	£2,000	£1,000
	£500	£250
<b>2016/17</b>	£3,000	£1,000
	£500	£500

## 1.3 Maximum awards of the Progression Bursary for full-time students

The maximum award of the UWE Progression Bursary is linked to the course type. It allows for a bursary to be paid for the ordinary duration of the course plus one extra year. Maximum award applies to full-time students.

Type of course	Maximum award of Progression Bursary
Foundation Degree	£2,000
3 Year Degree	£3,000
Sandwich Degree	£4,000
Architecture	£7,000

## 1.4 Maximum awards to part-time students

PT students are paid PB as a lump sum per year of study since 2014/15 entry (as long as their intensity of study does not drop below 25%). This means that a student may take 12 years to complete a part-time course studied @ 25% intensity and receive 12 years@ £500. This will mean that the maximum awards for part-time students may be higher than the maximum award for a full-time student as outlined in 1.3.

## 1.5 Appeal process

It is UWE's responsibility to operate a transparent and fair process for allocating bursaries. Should a student be dissatisfied with the decision regarding their bursary application, they will have the right to appeal. Appeals must be made by the student in writing or by email. Parents or family members cannot appeal on behalf of a student unless the student has provided explicit consent in writing.

Appeal to the Head of Money Advice and Funds Service (MAFS) by emailing [uwe.bursary@uwe.ac.uk](mailto:uwe.bursary@uwe.ac.uk). When considering an appeal, we will check that the application was processed correctly and consider any additional information or documents that are provided in support of the case. It is not possible to allocate a bursary on appeal where the institutional criteria has not been met.

We aim to respond to appeals within 2 weeks of receipt.

# 2.00 Payment of Progression Bursaries

Although entitlement to a PB is based on entitlement to the UWE Bursary in the first year, the student must still pass the registration checks before payment of the PB.

## 2.1 Registration and payment checks

After the start of the academic year, Academic Services will check the following:

1. The student is fully registered on an eligible course
2. Receipt of the full tuition fee loan from Student Finance England
3. New system 'home' student (i.e. liable for the £9,000, £7,500 or pro-rata fees for part-time students)
4. Intensity of study of at least 25% FTE for part-time students

5. Intensity of study to determine level of PG for part-time students who started in 2012/13 or 2013/14
6. For Progression Bursaries, that the maximum award has not been reached (see 1.3)

If a student fails the checks, the bursary cannot be paid.

## 2.2 Payment of the Progression Bursary in 2017/18

Unless the PB is £500 or less, the Bursary will be paid in three equal instalments. There is no facility to vary payment dates.

The instalment payment dates are:

17<sup>th</sup> November 2017

16<sup>th</sup> February 2018.

18<sup>th</sup> May 2018.

For Bursaries of £500 or less, the payment date is 16<sup>th</sup> February 2018.

## 3.00 Changes post payment

Changes that will or will not affect entitlement to a bursary after the first payment has been made are listed below.

### 3.1 Changes to mode of study

A full-time student can withdraw from their full-time award and register on a part-time award. A part-time student can become a full-time student via the same process. If a student changes their 'award' mode of study, they will no longer be entitled to the bursary.

### 3.2 Changes to mode of attendance

If a student changes their intensity of study during the academic year, and after the first payment has been made, the amount of their bursary payment will not change. This will not involve changing their 'award' mode of study by withdrawing from an award as outlined in 3.1 but will involve taking fewer or more modules within an academic year.

### 3.3 Changes to intensity of study for part-time students

The Bursary paid to part-time students since 2014/15 is as a lump sum rather than reflecting their intensity of study (as for 2013 and 2012 cohorts). The PB is £500 regardless of the intensity of study, the award will remain the same as long as the student does not reduce their intensity below 25%. If they do, they forfeit their entitlement to the Bursary that year (and the tuition fee loan).

### 2012 and 2013 cohort part-time students

Part-time students receive an amount based on the number of modules that they register on at the start of the academic year (see 1.2). Entitlement to a bursary is forfeited if intensity of study is reduced below 25%. No further payments can be made after the student reduces their registration to fewer than 30 credits. This situation is unlikely to occur because if a student reduces their intensity of study to less than 25%, they forfeit their entitlement to a tuition fee loan.

If a part-time student increases intensity after the first payment but during the academic year, it will not increase the bursary award for that year.

### 3.4 Suspension

If a student suspends from their studies after the first payment, they will not be entitled to any bursary payments after the date of suspension. However, they will keep entitlement to the Progression Bursary if they return either to their course or transfer to another qualifying course.

However, there is a time limit. The student must return within 2 calendar years.

For example, a student suspends in January 2018, the start of the second term of their second year. They have already received one payment of £333. They will not be entitled to any further instalments. As long as they return to their studies by January 2020, they will be eligible for their Progression Bursary, subject to the maximum award for the length of their course.

### 3.5 Transfers

A student can transfer to a new course mid-way through an academic year, although this happens rarely. It is more usual for a student to transfer at the very start or at the end of an academic year.

Transfers do not describe the movement between courses where the mode of study changes. So a full-time student is unable to *transfer* to a part-time course.

As long as the student transfers to another qualifying course, they will continue to receive a Bursary, for each year of the new course subject to the maximum award for their new course type. For example, a student transfers from year 2 of a 3 year degree to year 3 of a 4 year degree. This means that the maximum award of Progression Bursaries is £4,000 rather than £3,000 (see 1.3).

### 3.6 Topping-Up

Topping-up describes the process of moving from a completed lower level course such as an HND or Foundation Degree to an honours degree. If a student received a UWE bursary in the first year of the lower level course, they will be eligible for a Progression Bursary for their 'top-up' course as long as they immediately move from the lower level course to the honours degree. This means that the only gap between the two courses is the summer vacation.

### 3.7 Withdrawals

Students who withdraw completely from their programme lose entitlement to the bursary. They cannot receive a payment after the date of withdrawal. If they return to UWE, they will need to meet the criteria for the UWE Bursary Scheme for that particular academic year.

### 3.8 Cohort Changes

The cohort of a student determines the bursary scheme that they are applying for. Changes of cohort in the first year of the bursary scheme will have the most impact.

If the cohort changes from 16/01 to 16/00 it means that a student is liable for the lower fees of the old funding scheme and eligible for consideration for a bursary from the pre-2012 bursary scheme.

### 3.9 Overpaid Bursaries

Unless the bursary has been paid on the basis of fraudulent information, it will not be recovered.

### 3.10 Recovering Debt from Bursaries

If a student is in debt to the university, their bursary instalment will not be paid until the student discusses repayment with the UWE Credit Control. This means that the automatic payment of the instalment into the bank account will be suspended until the student has contacted Credit Control and agreed a repayment for any debt to UWE.

With the student's permission, debt can be offset against a Progression Bursary payment.

## 4.00 Glossary

- **Cohort:** A cohort is a group of students who work through a curriculum together to achieve the same academic degree together. A cohort forms when the students begin the curriculum and typically does not admit new members afterward e.g. Students who start in September 2012 are a different cohort to those who start in September 2013 and those who start in 2014.
- **HEFCE:** Higher Education Funding Council for England.
- **HHP:** Heading Higher Passport.
- **LPN:** Low Participation Neighbourhood.
- **NSP:** National Scholarship Programme.
- **PB:** Progression Bursary.
- **MAFS:** Student Advice and Welfare Service.
- **UNITE:** An independent student accommodation provider.
- **UWE:** The University of the West of England.
- **UWE Access Agreement:** UWE will make an annual commitment of £10.5 million to reach out and support students who despite obtaining the qualifications are still missing out on higher education because of their background.





