

Guidelines for Undergraduate Bursaries and Scholarships 2016-17

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1. Scope

These guidelines apply to the University of Bath's undergraduate financial support framework for new students taking up a place of study for 2016-17 paying fees of £9,000 per year for campus based programmes or £7,500 for franchised non campus based programmes. They apply to awards made under the terms of the University's 2016-17 [Access Agreement](#) and to an agreed list of scholarships supported by University donors. These guidelines do not cover financial support made under government loan or grant frameworks.

2. Terminology

- i. A **bursary** is a non-repayable cash award to assist with course-related costs for UK students; EU students are not eligible for a bursary award. It will be paid to you in instalments. You do not have to tell us how you are going to spend it. Bath uses the term 'bursary' for the financial awards it makes to those with household residual incomes of £22,000 or below and who meet certain additional specified criteria. Bursaries come from the University's own resources. You can receive the bursary on top of any Government grant or loan you receive.
- ii. A **scholarship** is a non-repayable cash award. The eligibility criteria for scholarships usually involve an element of academic, sporting or other special merit and, in some cases, are based on your student loans household income assessment. Scholarships are paid in instalments and, again, there are no restrictions on how you spend any award. Scholarships come from a variety of sources and are mainly funded through the generosity of alumni and other donors. If you are awarded a bursary, you cannot be considered for those on our web pages badged as income related scholarships. Corporate scholarships and some department allocated schemes may (e.g. Lloyds/BP) allow students to hold a bursary in addition to their scholarship award.
- iii. **Access Agreement** refers to the written statement of agreement the University has with the [Office for Fair Access](#). This document states in detail the fees the University is allowed to charge, the financial support it guarantees to make available to eligible students and the outreach activity the University agrees to undertake to support fair access. The University has more than one Access Agreement because the nature of its support for students has changed over time. Your financial support arrangements are linked to the Access Agreement for 2016-17 and this Agreement will apply for the duration of your studies. Any changes to the financial support framework introduced for later student cohorts will not be applied retrospectively to you.

3. Eligibility

Our bursary and scholarship schemes have specific eligibility criteria which are also set out on our web pages www.bath.ac.uk/study/ug/funding Bursaries are available to identified UK students only who are studying full time campus based undergraduate or foundation/top-up degree programmes and who meet the specified eligibility criteria. They are designed to help you with course costs or other living expenses. These will be paid in instalments.

University of Bath Bursaries (campus based programmes)

Eligible students will receive:

- a £3,000 bursary per year of study including unpaid placement and study abroad periods.
- no bursary is payable in a paid placement period

(Bursaries are calculated pro rata across Year 2 & 3 of your studies for students undertaking a thin sandwich programme, or in the case of a full year combination placement e.g. part study/part paid placement.)

Eligibility criteria for the University of Bath Bursary (campus based programmes)

You need to:

- be an eligible UK student *and*
- be registered on a full-time campus based undergraduate or foundation/*Hons Top-Up degree programme *and*
- have a household income assessment of £22,000 or below *and*
- meet at least one or more of the following criteria:
 1. your home is in a neighbourhood with [low participation in higher education](#) *or*
 2. your school/college performance is below average (as supplied by UCAS) *or*
 3. you are a [care leaver](#) *or*
 4. you or your family receive a state [means-tested benefit](#) *or*
 5. you have completed an [Access to HE Diploma](#)
 6. you are '[irreconcilably estranged](#)' from your parent(s) or guardian(s)

**The bursary award eligibility for an Honours Top Up year is based on the bursary criteria for the year you commenced your campus-based Foundation Degree. (e.g. 2012 entrants should refer to the 2012 Bursary Guidelines.) Previous years' bursary information is available via [Student Finance](#).*

Bursaries for the Foundation Degree in Addictions Counselling

Eligible students will receive:

- a £3,000 bursary in Year 1 and 2

Eligibility criteria for the Foundation Degree in Addictions Counselling bursary

You need to:

- be an eligible UK student *and*
- be registered on the full-time Foundation Degree in Addictions Counselling and have a household income assessment of £22,000 or below

Income Related Scholarships (undergraduate campus based programmes)

You will be considered for these discretionary scholarships based on your student loans assessed household income, academic achievements, a supporting statement and possibly on other relevant eligibility criteria as indicated below. Awards are limited and so not all applications will be successful.

We will ask you to provide a supporting statement via your Bath Application Tracker during late Spring.

Eligibility criteria which you must meet to apply for the income related scholarship awards

You need to:

- be an eligible UK student *and*
- be registered on a full-time campus based undergraduate honours degree programme
- not already hold an honours degree (or equivalent)
- have a student finance household income assessment at, or below £42,875 *and*
- have achieved grades of at least AAB at A Level or equivalent *and*
- not be eligible for, or in receipt of, a University of Bath bursary or other University of Bath scholarship (some scholarship exceptions may apply).

As part of our shortlisting process we will also take into account the following information, if it applies to you:

1. your home is in a neighbourhood with [low participation in higher education](#)
2. your school/college performance is below average (as supplied by UCAS)
3. you are a [care leaver](#)
4. you or your family receive a state [means-tested benefit](#)
5. you are '[irreconcilably estranged](#)' from your parent(s) or guardian(s)

However, meeting one of the four criteria above is not essential to be selected for a scholarship. These awards are discretionary, so even if you meet the criteria you are not guaranteed one.

Bursaries for the Honours Year Top Up Foundation Degree in Addictions Counselling

Eligible students will receive:

- a £1,000 bursary (pro rata for part time)

Eligibility criteria for the Honours Year Top Up Degree bursary

You need to:

- be an eligible UK student *and*
- be registered on a full or part-time franchised non campus based honours year top up degree programme *and*
- paying the higher rate tuition fees of £7,500 (pro rata for part time) *and*
- must have previously been eligible for the Foundation Degree Bursary (post 2012 entrants)*

(*if you take a gap year between your Foundation Degree and Honours Year Top Up we will look at your household income based on the entry year of your Top Up according to the bursary rules in place at that time. For 2016 entry this is based on incomes at or below £22,000.

Bursaries for the Part 2 Masters in Architecture (campus based)

Eligible students will receive:

- Yr1 a £1,000 bursary (if your placement period is unpaid)
- Yr1 a £500 bursary (if your placement period is paid)
- Yr2 a £1,000 bursary

Eligibility criteria for the Part 2 Masters in Architecture bursary

You need to:

- be an eligible UK student *and*
- commenced your BSc Architecture undergraduate degree in 2012 or later
- be registered on the full-time Part 2 Masters in Architecture degree programme *and*
- have a household income assessment of £22,000 or below *and*
- meet at least one or more of the following criteria:
 1. your home is in a neighbourhood with [low participation in higher education](#) *or*
 2. your school/college performance is below average (as supplied by UCAS) *or*
 3. you are a [care leaver](#) *or*
 4. you or your family receive a state [means-tested benefit](#)
 5. you are '[irreconcilably estranged](#)' from your parent(s) or guardian(s)

4. General conditions

It is the University's responsibility to identify potential award recipients on the basis of these criteria but the University cannot be responsible for any errors or omissions in the information supplied to it and on which eligibility decisions are based. The University's decision on the interpretation of eligibility criteria is final and there is no right of appeal. You may make a complaint if you believe that you have not been considered for an award because of a procedural error, or you believe that there has been some other procedural problem with our allocating and awarding system. Complaints should be made under the terms of our [Admissions Complaints and Appeals Procedure](#). You must comply with all requests for additional information to establish your eligibility within the timeframes specified and you must submit any evidence requested by the stated deadline.

The following points also apply:

- i. If you join the University in 2016-17 but previously started a degree in 2012 or later at, and then withdrew from, another UK University and you are entering into Year 1 of studies at Bath, you will be considered for a bursary according to the year of entry that you commence studies at the University of Bath.
- ii. If you join the University in 2016-17 and are transferring directly into Year 2 of your studies your eligibility for our funding packages will be considered differently. We will base our support on the scheme applicable to the year of entry for your most recent programme of study at higher education level. Our Terms & Conditions state that eligibility for a bursary or income related scholarship is determined in Year 1 of studies. As a result, you will miss our deadlines for consideration for these schemes as you would not have been a new entrant during the assessment of eligibility phase.

However, if you meet the general eligibility criteria for our bursary scheme for 2012 or later entrants then you may apply to the Discretionary Student Support Fund (DSSF) to be considered for a bursary award. This is administered by the Student Money Advice Team in Student Services.

- iii. If you are normally classed by the Student Loan Company (SLC) as 'old scheme' for fees and support purposes, you will be paying fees of £3,465 for pre 2012 entrants. You will not therefore be eligible for 2016-17 bursaries or scholarships at the University of Bath. You may be considered for the University of Bath Bursary in place for pre 2012 entrants. Refer to Student Finance Office web pages <http://www.bath.ac.uk/finance/student/> for eligibility information.
- iv. If you have already completed a degree qualification (including a non-UK degree qualification) that is the equivalent level to, or higher than your planned programme of study at the University of Bath, you will still normally be eligible to apply for the University of Bath Bursary because you will be paying fees at the higher 2016-17 rate. However, you will not be eligible for an income related scholarship.
- v. Income Related Scholarships (IRS) are normally only open to those who are not in receipt of a Bath Bursary and whose household income is within the threshold set for that year. The University reserves the right to vary this policy in particular individual circumstances. Only one IRS award can be held at any one time. The University reserves the right not to allocate or to withdraw and seek repayment of a scholarship if you already have or are later awarded an externally funded scholarship or sponsorship package.
- vi. If we have determined you as EU for fees purposes but you are a UK citizen 'born in' the UK and have resided in the EU or EEA for the previous 3 years or more, then please contact us as we may need to review your fees status for bursary and scholarship funding purposes. If you have questions about your fees status in general you can contact us for advice. Please refer to our [Fees Status Assessment](#) criteria for further information.

5. Definitions

The following definitions apply:

UK Student	Eligible UK students are those that are classed as UK (England, Wales, Scotland or Northern Ireland), as assessed for student support purposes, as determined by Student Finance England (SFE) or other relevant UK student loans awarding agency. Students from the Channel Islands or the Isle of Man are not UK students according to this definition and are subject to 'Islands students' status. (see note vi above)
EU Student	EU students are those that are classed as EU (European), as assessed for student support purposes, as determined by SFE. Students from the Channel Islands or the Isle of Man are not EU students according to this definition and are subject to 'Islands students' status. (See note vi above.)
Campus-based	These are undergraduate degree or foundation degree programmes delivered on the University of Bath site at Claverton Down, BA2 7AY. Programmes delivered off site via franchised agreements with partner organisations are excluded and have a different bursary scheme in place.

Widening Participation Criteria	
Household income	This refers to the annual residual household income calculation we receive from the SLC. Residual income is the household income before tax and after any pension contributions or allowances for dependent children. For full time students, a full financial assessment must have been carried out by SFE or the relevant awards authority in Wales, Northern Ireland or Scotland and it is your responsibility to ensure this has been completed. For part time students, evidence of income must be presented to the University for financial assessment. Deadlines apply to the receipt of financial assessment information.
Care Leaver	<i>The Children (Leaving Care) Act 2000 definition states that a Care Leaver is someone who has been in the Care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday.</i> You may have indicated your care-leaver status on your UCAS form and you must evidence to our Care Leaver Coordinator that this applies to you. You will need to provide a letter from a social worker or Leaving Care Personal Adviser confirming your care status. EU students who are regarded as care leavers by their home country will be required to provide evidence as appropriate for consideration by the University.
Low participation neighbourhood	This is a postcode classification which tells us what proportion of young people from your area progressed to higher education. The specific system used is POLAR 3 data supplied to UCAS via the Higher Education Statistics Agency. This system groups postcodes into quintiles. We will count your postcode as low participation if it is quintile 1, 2 or 3. This data is supplied to us via UCAS. Where it is not passed on or does not exist we will not be able to use any other proxy data or alternative classification system.
Low performing school	We will use data based on the percentage of students achieving 5+ A*-C GCSEs (or equivalent) including English and maths for the year 2014. This is the year for which the majority of applicants would have taken their GCSE or equivalent examinations. England, Wales Northern Ireland: we will regard you as coming from a low-performing school if your school is non-independent and 50% or less of the pupils attending achieved 5 or more GCSEs at A*-C, including English/Welsh and maths, or equivalent. Scotland: we will regard you as coming from a low-performing school if your school is non-independent and 65% or less of the pupils attending achieved 5 or more SCQF level 4 including English and maths. This data is supplied to us via UCAS. Where it is not passed on by UCAS we reserve the right to use other nationally available data sources but make no guarantees that we will be able to do so. We are unable to gather data for schools outside of the UK.
Means Tested State Benefit	As part of our process for determining your eligibility for support, we will invite you, in late Spring, to indicate whether you or your family are in receipt of any qualifying state means-tested benefit . You must respond to this

	request for information by 7 October 2016 for income related scholarships and by 29 January 2017 for University of Bath bursaries. Most UK government income assessed benefits, including child tax credit received in the year prior to university entrance, will qualify. Either you or a parent or spouse may be the benefit recipient. We are aware that there are many different benefit frameworks across the European Economic Area. We will ask you to submit documentary evidence, which will help us to determine whether you have a qualifying benefit.
Access to HE Diploma	The Access to (Higher Education) HE Diploma prepares students (usually mature students, although there is no minimum or maximum age requirement) to study for an undergraduate degree at university. You will automatically qualify for the funding package on offer (bursary for UK students) if you enter studies at the University of Bath with this qualification and your household income is at or below £22,000.
Irreconcilably estranged	An irreconcilably estranged applicant is someone who has not had any verbal or written contact with their parents for a significant period of time, and this is unlikely to change. This can include your biological or adoptive parents, or your only living parent. A significant period of time is usually considered to be twelve months or longer, but this can also depend on your circumstances.

6. Use of data

The University may use widening participation (WP) data / information passed to us by UCAS and SLC held in relation to our funding schemes (together with any other data you may provide) to provide information and advice about the University to you as an applicant. Should you subsequently join the University, the University may also use the data to inform our strategies for supporting you as a new entrant, to inform you about provision that you may be able to access, to monitor student success and for other legitimate reasons. Data may also be used by the [Study Abroad Office](#) in the allocation of ERASMUS grants for students on study abroad placement programmes. We may also use your data in the allocation of other scholarships on offer in partnership with corporate donors e.g. Lloyds, EY Assurance, where funding may be allocated based on the widening participation factors as defined in these guidelines. Your actual WP data will not be shared with a third party but selection for a scholarship may give an indication that you have met widening participation factors.

7. Application and allocation

7.1 As well as the University web pages, information relating to the University of Bath Funding schemes these guidelines and terms and conditions can be found in your Bath Application Tracker in the Bath Financial Support package area. This is where you can upload evidence, as appropriate, of your family being in receipt of means tested benefit, your care leaver status evidence and submit your supporting statement for the IRS.

7.2 You will be asked to submit any additional evidence we may require during late spring via Bath Application Tracker. You will be notified by email if we establish that you are eligible for a bursary with details of any allocation made. Details on the timeline of events when notifications will be sent out can be found on our webpages www.bath.ac.uk/study/ug/funding

7.3 Our IRS awards are based on a supporting statement as well as student loan household income assessment, academic merit and other widening participation criteria. You will be asked to submit a supporting statement during late spring via Bath Application Tracker. Details on the timeline of events and allocation of scholarships can be found on our webpages

www.bath.ac.uk/study/ug/funding

7.4 Bursaries are awarded to those who meet the eligibility criteria at the time of allocation. An award will not normally be taken away if eligibility changes in any subsequent year and there will not be any routine reassessment of household income year-to-year. You will not need to repay funds paid to you if your circumstances change in this way.

7.5 Scholarships may be withdrawn if you no longer meet any specific programme requirements or other specific grade progression criteria. This is at the discretion of the Department of Development and Alumni Relations. An award will not normally be taken away if your household income eligibility changes in any subsequent year, there will not be any routine reassessment of household income year-to-year. If you make a change to your original programme of study you must notify the Department of Development and Alumni Relations about this, as it may affect your continued eligibility.

7.6 If you suspend or withdraw from your studies then any bursary paid to you will not have to be repaid but you will not be eligible for any subsequent payments that may be due in that year. If you suspend or withdraw from your studies, then any scholarship paid to you may have to be repaid at the discretion of the Department of Development and Alumni Relations.

7.7 If you are not eligible for a bursary award in 2016-17 but subsequently believe that you meet our criteria in a future academic year (for example if your family household income has fallen), you may be able to apply to the Discretionary Student Support Fund for assistance. Separate guidelines and conditions apply to this fund which is administered by the Money Advice Team in Student Services. Any assistance from this fund will be for one year only but may be renewable. The Money Advice Team is able to provide advice and guidance about managing your finances and may be able to assist in sourcing additional funding.

7.8 You cannot be considered for an award if you have not responded to our notifications of your eligibility with appropriate evidence, or if we have not received your assessed household income data from the SLC by the published deadlines. Awards cannot be claimed retrospectively.

7.9 The final deadline date to be considered for an income related scholarship is the 7 October 2015.

7.10 The final deadline date to be considered for a University of Bath bursary scheme is the 29 January 2017, although the University reserves the right to alter its allocation schedule.

7.11 This document should be read in conjunction with the Terms & Conditions for Undergraduate Bursaries and Scholarships 2016-17.

Any queries relating to these Guidelines should be addressed to the Admissions and Funding Manager, Admissions Office, University of Bath, BA2 7AY or by emailing undergraduatefunding@bath.ac.uk

DOCUMENT CONTROL INFORMATION

Owner Admissions and Funding Team

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