

DOCUMENT DETAILS

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| Document Name: | HE Bursary Policy | | |
| Approval body: | Board | | |
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| Document author | Claire Barton, Assistant Principal HE | | |
| Document owner | Ruth Perry, Vice Principal Innovation and Improvement | | |
| Applicability | Students | X | Staff |
| | Governors | | Other |
| Summary | The purpose of this policy is to set out the college's HE bursary information. | | |

DOCUMENT CONSULTATION & APPROVAL

| Consultation person / body | Date passed |
|------------------------------|-------------|
| HE Academic Board | July 2025 |
| Learning & Quality Committee | June 2025 |

| Approval body | Date approved |
|---------------|---------------|
| Board | July 2025 |
| | |

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

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|----------------------|----|
| Equality & diversity | No |
| GDPR | No |
| Health & safety | No |
| Safeguarding | No |

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| Friendly version of policy available | No |
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POLICY CHANGES

| Key updates | Impact | Section reference |
|--|--------|-------------------|
| Addition of text: In addition, the college offer an annual incentive to continue study post Level 3 course completion through the 'It Pays to Stay' Scheme | None | 1 |
| Addition of text: N.B. All bursary payments are at the discretion of the college and are subject to conditions. Failure to meet the conditions and requirements for any bursary may lead to non-payment of bursary funds. | None | 1 |

| | | |
|--|------|-----|
| Addition of 'It Pays to Stay' Bursary information | None | 3.4 |
| Removal of reference to 'Adams Building' | None | 3.5 |
| Addition of 'electronic submission' | None | 3.5 |
| Removal of specified dates and insertion of months in relation to bursary payment schedule | None | 3.7 |

1. Introduction

This policy applies to higher education students who are studying on full-time courses at Nottingham College. Its purpose is to ensure that students and staff are aware of the bursary schemes and how they are administered.

Nottingham College's Access and Participation Plan (APP) has been approved by the Office for Students (OfS) and includes three schemes in academic year 2025-26 as follows:

- Special support bursary
- Care leaver bursary
- Student carer bursary

In addition, the college offer an annual incentive to continue study post Level 3 course completion through the 'It Pays to Stay' Scheme.

N.B. All bursary payments are at the discretion of the college and are subject to conditions. Failure to meet the conditions and requirements for any bursary may lead to non-payment of bursary funds.

2. Policy Objective

The objective of this policy is to ensure that:

- Procedures are explicit and can be applied fairly and consistently.
- Information and guidance provided for students and staff is accurate.
- The decision-making process and outcomes are transparent, rigorous, and fair.
- Outcomes are monitored and reviewed on an annual basis.

3. Policy Statement

3.1 Special Support Bursary

This offers up to £1,000 per year, depending on household income, to full-time HE students at Nottingham College in academic year 2025-26.

To be eligible, students must be paying the full tuition fee; be receiving their maximum maintenance entitlement; and have an assessed annual household income of £40,000 or less. Students must also meet the following criteria:

- Have been offered a place to study on a full-time HE course at Nottingham College.
- Be assessed as a 'home' student.
- Provide evidence of their student finance assessment, showing the maintenance loan amount.
- Not be in receipt of a nursery or scholarship from any other source (such as the NHS).

The amount of bursary is determined by the level of assessed household income and allocated as below:

| Annual household income (based on Student Finance assessment) | Amount of Maintenance Loan in 2025-26 (assessed by Student Finance) (There are 2 categories: 'Living at home' or 'Living away from home') | | Special Support Bursary Amount |
|--|---|-----------------------|--------------------------------|
| | Living at home | Living away from home | |
| | | | |

| | | | |
|--------------------------|---------------|----------------|---------------|
| up to £25,000 | £8,610 | £10,227 | £1,000 |
| £25,001 - £30,000 | £7,887 | £9,497 | £750 |
| £30,001 - £35,000 | £7,163 | £8,766 | £500 |
| £35,001 - £40,000 | £6,440 | £8,035 | £300 |

Bursaries are paid on condition of ongoing satisfactory academic progress, academic conduct, and attendance. This is checked with the course leader prior to each payment date. It is expected that attendance should not fall below 85% unless there are exceptional circumstances. The course leader must be fully aware of these circumstances to decide if payment of the bursary is appropriate.

3.2 Care Leaver Bursary

Care leavers are eligible for a £2,000 bursary in each year of study, in addition to any other bursaries they may also be eligible for.

The relevant box on the application form should be ticked and evidence is required in the form of a letter on headed paper from a leaving care worker, social worker, personal adviser, pathways adviser, local authority, or other professional person such as a head teacher.

To qualify, students must be:

- Studying a full-time HE course
- A UK student under the age of 25 at the start of the course

***Definition** - Following advice from the national care leavers' organisation Become, a care leaver is defined as *"a young person who has been looked after for more than 13 weeks since they were 14, including some time at age 16 or 17."*

3.3 Student Carer Bursary

The student carer bursary provides for a **further £1,000 bursary in each year** study. This helps to support those members of our HE student community who are carers.

The relevant box on the application form should be ticked and **ONE** piece of evidence from the following list provided:

- A supporting letter / email from an appropriate professional, for example your GP, other medical professional, or manager of a carers' centre / young carers' project (or similar support organisation).
- A document proving that you are, or have been, in receipt of carers' allowance.
- A supporting letter / email from your previous school or college confirming status as a carer.

***Definition of a carer** - *"Anyone who cares, unpaid, for a family member who, due to illness, disability, a mental health problem or addiction, cannot cope without their support"*.

3.4 'It Pays to Stay' Bursary

The 'It Pays to Stay' bursary provides a further £500 bursary in each year of study for any student progressing onto a prescribed higher education course at the college having completed a level 3 course in the previous academic year. This helps to support those members of our HE student community with additional costs associated with continuing study. The following conditions apply.

- The bursary is only available to students who have completed a level 3 course at the college in the previous academic year, and without a break in study.
- The bursary will be paid annually for the term of the course.
- The bursary will cease for any student taking a break in study and will not be reinstated.
- Only students meet the tuition fee payment requirements will receive bursary payment.
- Students should complete an 'It Pays to Stay' application form.
- Bursary payments are made at 3 points in the year in line with the college receiving tuition fee income (December (25%/ £125), March (25%/ £125), and May (50%/ £250))

3.5 Submission of Bursary Applications

The application forms are sent out to all first year and BA students in their welcome pack. Additional supplies are made available to all students at the point of enrolment and to course leaders.

Completed applications must be returned to the HE office no later than 4.00 pm on Friday 1 November 2025 to be considered (or, if a student enrolls after this date, within 10 working days of their enrolment).

If forms are sent by post, students should ensure that the correct postage is paid. If the college is charged for any underpayment, these will be deducted from the first bursary payment.

Applications can be sent to the HE office or submitted electronically. The college does not recommend applying by any other method.

Any applications received outside of these deadlines will be disallowed.

3.6 Communications

An email confirming eligibility for the bursary will be sent within 28 days of receiving an application. Further communications will normally be by email.

3.7 Methods and Dates of Payment

Bursary payments will be made by BACS transfer into the student's designated bank account in three equal instalments in:

December 2025

March 2026

May 2026

Students should ensure that the bank account details provided on the application form are correct. Any changes to bank account details must be notified to the HE Office so that finance records can be amended.

3.7 Appeals

Eligibility criteria for each bursary scheme are outlined in sections 3.1 to 3.4 above.

Students eligible to receive the college bursary but have had it withheld because they are not up to date with work or are below the required attendance level, may be able to appeal if they feel there are special circumstances which justify lodging an appeal.

Appeals and supporting evidence should be addressed in the first instance to the Assistant Principal Higher Education. An appeals panel will investigate the matter and respond within 10 working days of receiving the appeal. The decision of the appeals panel must be considered as final.

3.8 Confidentiality and Data Protection

The data captured on the application form is required to:

- Locate a student record on our database
- Assess eligibility for bursary support
- Process payments
- Create accurate funding returns which we are obliged to send to the government or funding bodies operating on its behalf

The college stores information for funding, audit and inspection purposes. The information is shared with the government and agencies operating on their behalf to deliver and fund higher education. This information is required for us to carry out our function as a public educational provider.

If there are any concerns or questions about how the college uses personal data, please contact the data protection office by e-mail: dataprotectionofficer@nottinghamcollege.ac.uk