



## **Riverside College Higher Education Bursary Policy**

### **PART ONE: Bursary for first year full-time students only (studying in College for 12 hours per week or more)**

In order to increase and widen participation further on full-time programmes, the College is committed to offering cost effective and more accessible routes into Higher Education by providing bursary support of £500 to any full-time Higher Education student in their first year of study (studying in College for 12 hours per week or more), subject to them meeting the three criteria below.

- The student meets a minimum of 90% attendance\* during term 1, term 2 and term 3 to receive a bursary instalment at the end of each subsequent term.
- The student complies with all course related deadlines for submission of work.
- The student complies with the College's expectations on conduct and behaviour (as outlined in the Higher Education Student Contract).

*\*exceptional circumstances that impact on the minimum requirement of 90% attendance will be considered on a case-by-case basis.*

### **PART TWO: Bursaries for Care Leavers, Care Givers, Estranged from Family or Travel (studying in College for 12 hours per week or more)**

In addition, Higher Education full-time students who are in their second or third year of Higher Education study at Riverside College, may apply for the following bursaries:

- Care Leavers' Bursary – full time Higher Education students (Year 2/Year 3) who have been in care of a local authority for 13 weeks or more.
- Carer's Bursary – full-time Higher Education students (Year 2/Year 3) who have full time carer's responsibility.
- Estranged from Family Bursary – full-time Higher Education students (Year 2/Year 3) who are estranged from their family.
- Travel Bursary – full-time Higher Education students (Year 2/Year 3) who study 3 or more days per week in College.

A limited number of bursaries of up to £300 per person, will be awarded to those students with the greatest need. Meeting eligibility criteria does not equate to an entitlement to a Care Leavers', Care Givers, Estranged from Family of Travel Bursary. This is a one-year benefit, not a recurrent annual entitlement, annual applications must be submitted.

The bursaries are available to undergraduate Higher Education students who have had their care-experienced, care giver or estranged status verified.

### **What does Riverside College mean by care experienced?**

The legal definition of a care leaver is someone who has been looked after for at least 13 weeks since the age of 14, and was in care on their 16<sup>th</sup> birthday. Care includes but is not limited to:

- Foster care
- Semi-independent living
- Residential care homes

### **Criteria: Eligible Students**

- Must be enrolled on an undergraduate course;
- Must have declared household income of less than £25,000 (including benefits) to be eligible for either the Care Leavers' Bursary, the Carer's Bursary, the Estranged from Family Bursary or the Travel Bursary.
- May apply for more than one bursary award but will only be awarded one bursary in addition to the Travel Bursary.

Students whose fees are paid or part-paid through a sponsorship arrangement **are not eligible** for the Care Leavers' Bursary, the Carer's Bursary, Estranged from Family Bursary or Travel Bursary.

### **Funds are limited therefore eligibility as per the above criteria does not guarantee an award**

- Awards to students will be towards tuition costs, accommodation costs, travel costs, food, books and equipment.
- All awards will be on a pro-rata basis for students who start late or finish early.
- Students must comply with the Riverside College Higher Education Student Contract and ensure they attend, behave and complete assignments on time. Payments will be withheld/withdrawn from students who do not comply.
- Any student found to have submitted a fraudulent application will be subject to action under the Student Disciplinary Procedure.
- Should family circumstances change students are able to submit revised applications, new applications are also permitted. However, it must be stressed that the fund is limited and when it has been fully committed no further allocations will be considered.

### **Application Procedure**

- All applicants must complete an application form.
- Application forms will be available from Kerry Hulme (Pastoral Support Worker for Adult and Higher Education).
- All relevant questions in the application form must be completed.
- To avoid delays all evidence requested should be submitted (or uploaded) within the application or sent to Kerry Hulme (Pastoral Support Worker for Adults and Higher Education).
- All declarations must be read and approved as detailed on the application.
- All applications will be responded to by email, using the address supplied in the application, whether successful or not within 3 week (5 weeks if the application has been made in September).

- Applications will be assessed on total household income.
- Decisions on the level of financial support offered to applicants will be made by a member of the Finance Office.
- Payment will be made by BACS direct to the student in three instalments at the beginning of each term (following the third week of attendance has been checked).
- Appeals against an award should be made to the Head of Higher Education, stating clearly the grounds upon which the appeal is based. Only appeals that are made in writing will be considered.

### Monitoring and Review

Written by	Authorised by	Date	Review Date	Approved by
Head of Higher Education	Principal	June 2020	June 2021	Full Board on recommendation of Quality & Standards Committee

Audience:	Published:
Staff and Students	Staff and Student Intranets