

## BRADFORD COLLEGE – UNDERGRADUATE BURSARY Notes of Guidance 2022-2023

These notes cover students who are applying for the Undergraduate Bursary, available to full-time and part-time undergraduate students.

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Meeting the criteria below does not give a student an entitlement to the bursary. The Bradford College Undergraduate Bursary has limited funds available and is provided on a first come, first served basis. Once all available funds have been committed, no further bursaries will be given. You will be required to provide all documents requested and the completed bank form.

**The application process will open at 9:00am on Monday 14<sup>th</sup> November 2022 and the closing date for applications is at 9: 9am on Monday 28<sup>th</sup> November 2022.**

Applications submitted outside of this period will not be considered. Bradford College reserves the right to close applications early, if all funds have been committed prior to this date.

### **1 Undergraduate Bursary**

The Undergraduate Bursary is available to all Higher Education undergraduate students who have a household income of less than £25,000. It cannot be used in conjunction with the other grants supported by the Access and Participation Plan (APP), including the Care Leavers Grant and the Accommodation Grant. You can apply for the bursary every academic year, dependant on your circumstances.

The amount you are entitled to will be calculated in accordance to your household income, as assessed by Student Finance England. If you do not have Student Finance England funding, you will be requested to provide additional documents. Please see the break down for full time and part time study programmes.

If your application is successful, you will receive confirmation of the bursary amount and a letter will be sent to your Bradford College email address.

Payment of the bursary will only be awarded after the first payment of student fees has been received. Engagement in study programmes will be taken into consideration when applications are being assessed. Students whose participation is below the required level will have their application reviewed.

If all funds are committed and your application is unsuccessful, your name will be placed on a waiting list. If further funds become available later in the year, additional Undergraduate Bursaries will be provided to those on the waiting list, on a first come, first served basis. You will be informed of the outcome of this, week commencing 1<sup>st</sup> May 2023.

Prior to the end of the academic year, a survey will be sent to your Bradford College email address in order to evaluate the impact the financial support has had on your studies.

## **Bursary break down (according to household income):**

Full Time	
	<ul style="list-style-type: none"><li>• Less than £25,000 income, £300 bursary</li><li>• Less than £20,000 income, £600 bursary</li><li>• Less than £18,000 income, £1000 bursary</li></ul>
Part Time	
	<ul style="list-style-type: none"><li>• Less than £25,000 income, £150 bursary</li><li>• Less than £20,000 income, £300 bursary</li><li>• Less than £18,000 income, £500 bursary</li></ul>

## Process

Please complete the Undergraduate Bursary bank form, available on <https://www.bradfordcollege.ac.uk/support/financial-support/quest-team/> and gather together the relevant documents, depending on your circumstances. You will then need to email both the bank form, and the documents required. Please email the requested documents on **one** email with your completed bank form to: [appbursaries@bradfordcollege.ac.uk](mailto:appbursaries@bradfordcollege.ac.uk)

Your application will be assessed to make sure it is complete and all supporting documents have been provided. As we will be using your household income from Student Finance England to check your eligibility, you will need to give consent for Student Finance England to share your household income information with Bradford College.

Once your application is assessed, you will be notified in writing if your application has been successful. Payments of the Undergraduate Bursary will be made by BACS. Payment will normally be available 5-15 days from the date of approval.

**You will receive confirmation if your application has been successful by 16<sup>th</sup> December 2022.** If you have not been contacted by this date, you will automatically have been placed on the waiting list. The waiting list will be reviewed week commencing 1<sup>st</sup> May 2023.

## Documents you need to provide **WITH the completed bank form**

Full-time students applying through Student Finance England:

- You do not need to provide additional documents. You will need to ensure you have given consent for Student Finance England to share your household income information with Bradford College.

Full-time students not applying through Student Finance England:

- Please request the additional documents guidance from, [quest@bradfordcollege.ac.uk](mailto:quest@bradfordcollege.ac.uk)

Part-time students:

- Please request the additional documents guidance from, [quest@bradfordcollege.ac.uk](mailto:quest@bradfordcollege.ac.uk)

## 2 Appeals/Complaints Procedure

Appeals can be made if a student feels this policy has not been followed and this has resulted in not receiving a bursary or not receiving as much as they should.

Appeals must be made within 4 working weeks of the date on their decision letter and must be in writing, clearly stating the grounds of the appeal. Appeals should be sent via email to [appbursaries@bradfordcollege.ac.uk](mailto:appbursaries@bradfordcollege.ac.uk). **Students will forfeit their right of appeal if they apply to the fund within 4 weeks of the closing date.**

The decision of The QUEST Team will be sent in writing and their decision will be final.

## 3 Fraud

Where there is evidence of fraud against the system, the evidence will be reviewed by The QUEST Team and the Quality Improvement Analyst (funding).

If fraud is confirmed this will result in one or more of the following:

- The loss of all future payments. OR
- The loss of some payments not already made. OR
- The student being asked to repay ALL funding received and the loss of all future payments.
- Disciplinary action.

In certain circumstances the College may have a duty to pursue fraud as a criminal matter.