

HIGHER EDUCATION STUDENT BURSARY, HARDSHIP FUND AND DIAGNOSTIC SUPPORT FUND POLICY 2022 - 2023



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PURPOSE OF THE POLICY

Yeovil College University Centre are committed to ensuring that all students with the potential and desire to study are able to access, succeed in, and progress from, higher education. This policy outlines our approach to the provision of financial assistance to eligible students, in line with the commitments made in our Access and Participation Plan. Please note that this policy is specifically for Yeovil College University Centre students. Learners on other programmes, such as 16-18 study programmes, part-time adult courses and courses that are funded by Advanced Learner Loans who might require financial assistance should contact izone@yeovil.ac.uk in the first instance.

1 Overview of Funds and Eligible Students

- 1.1 The purpose of the Higher Education Student Bursary is to provide students with financial assistance towards the cost of studying. The Higher Education Hardship Fund is available to assist with the cost of studying, or with extraordinary or unexpected financial circumstances. The Diagnostic Support Fund is available to support students who require access to a diagnostic assessment in order to access learning support through Disabled Students' Allowance (DSA). Please note that the DSA application process is external to Yeovil College and whilst we can support students in the application process, we have no control regarding the process or outcome. Students who believe they might require DSAs, access to the Diagnostic Support Fund, or other learning support are encouraged to share this with the University Centre as early as possible so we can put appropriate support in place.
- 1.2 Students who will be entering onto an OfS fundable validated course at Yeovil College University Centre from September 2022 can be considered for an award. This includes students studying on Foundation Degree programmes (FdAs), Higher National qualifications (HNCs and HNDs), BA (Hons) Childhood Studies, Care and Education (top-up), BSc (Hons) Computing (top-up) and Level 5 Diploma in Education and Training. However, students on Franchised or Flying Faculty programmes are not eligible. At the time of writing, that includes the BSc (Hons) Social Work, CertHE Working With Children, Young People & Families and BA (Hons) Business Management and Strategy degrees.

2 FUNDS AVAILABLE

- 2.1 For the 2022/23 academic year the maximum individual payment available to eligible students from the Bursary Fund is £250 within the academic year.
- 2.2 For the 2022/23 academic year the maximum individual payment available to eligible students from the Hardship Fund is £250 within the academic year.
- 2.3 For the 2022/23 academic year the maximum individual payment available to eligible students from the Diagnostic Support Fund is £250, or the cost of the diagnostic assessment, whichever is lower.

- 2.4 Students can apply to any or all funds which they meet the relevant eligibility criteria for.
- 2.5 Please note that the YCUC Bursary, Hardship and Diagnostic Support Funds are limited, therefore early application is recommended. Once the Bursary, Hardship and Diagnostic Support Fund limit is reached no further applications can be processed during the academic year.

3 APPLICATION PROCESS

- 3.1 To apply, students need to complete an application form, and provide the required evidence in support of their application. Each application will be assessed on an individual basis by the Bursary and Hardship Fund Panel at Yeovil College University Centre. Applications will be assessed on a first come, first served basis. Applications are submitted and reviewed on an annual basis and students who are studying on a two or three-year programme will need to reapply for the second and third years if applicable. Applications can be made at any point once a student has enrolled on their course and commenced their studies.
- 3.2 Once the Bursary and Hardship Fund Panel have met, students will be notified in writing (typically via email) as to the outcome. At this point, successful students will be asked to provide correct BACS details in order for payment to be made.
- 3.3 If a student's application is unsuccessful, they are eligible to reapply if their circumstances change.
- 3.4 4.1 The Student Bursary, Hardship and Diagnostic Support Funds are available to students studying on higher education programmes at Yeovil College University Centre validated by a university partner or relevant awarding body.

4 ELIGIBILITY CRITERIA

- 4.1 The Student Bursary, Hardship and Diagnostic Support Funds are available to students studying on higher education programmes at Yeovil College University Centre validated by a university partner or relevant awarding body. More detail is included in section 1.2.
- 4.2 Financial eligibility applies to the Bursary, Hardship and Diagnostic Support funds as outlined below. Household income is based on the criteria used by Student Finance England (SFE) <https://www.gov.uk/government/publications/student-finance-how-youre-assessed-and-paid/student-finance-how-youre-assessed-and-paid-2022-to-2023>
- 4.3 Student Bursary
Students with household income:
- less than £25,000
 - £25,000 or above (where student is a Care Leaver)
- 4.4 Student Hardship Fund
Students with household income:
- less than £25,000
 - £25,000- £45,000 (where student is a Care Leaver)
 - £25,000 - £45,000 (where an individual has a specific requirement for funds due to an extenuating circumstance, such as redundancy, change in family circumstances, incurring unexpected costs).
- 4.5 Diagnostic Support Fund
- Students with household income less than £45,000 who require a diagnostic assessment to be undertaken in order to successfully apply for DSA.

- Students will need to fund the initial cost of the diagnostic test themselves but can claim reimbursement from the YCUC DSA Diagnostic Support Fund if the test then allows the student to make a successful application for DSA.
- The YCUC DSA Diagnostic Support Fund is only available for students who undertake a diagnostic test after Yeovil College University Centre has made them an offer of a place on a higher education course. This includes students who undertake this test at any point during their studies at Yeovil College University Centre.
- The funds will only be paid once a student has enrolled on their course at Yeovil College University Centre and begun their studies.

5 HOW HOUSEHOLD INCOME IS CALCULATED

- 5.1 Household income will be based on Student Finance guidance, looking at gross income (before national insurance and tax).
- 5.2 Household Income will be based on your income*, plus the income of your spouse / civil partner / partner if either:
- You are under 25 and are married or in a civil partnership
 - You are 25 or over and married, in a civil partnership, or have a partner (who does not necessarily have to be a spouse / civil partner).
- 5.3 Household Income will be based on your income* alone if you meet the criteria for Independent Student (below) and either:
- You are under 25 and are not married or in a civil partnership
 - You are 25 or over and not married or in a civil partnership, and do not have a partner (who does not necessarily have to be a spouse / civil partner)
- 5.4 Household Income will be based on your income* and your parental income if you do not meet the criteria for Independent Student (below). If your parents are separated or divorced, this will include the income of whichever parent you're financially dependent on, including the income of your parent's partner, if they have one. A parent's 'partner' means one of the following:
- A spouse (husband or wife)
 - A civil partner
 - A person ordinarily living with the parent as his or her spouse
 - A person ordinarily living with the parent as his or her civil partner
- 5.5 Independent Student Criteria
- You have the care of a person under the age of 18 on the first day of the academic year.
 - You're 25 or over on the first day of the academic year.
 - You've been married or in a civil partnership before the start of the academic year, even if you're now divorced or separated.
 - You have no living parents.
 - You are classed by Student Finance as an Independent Student (whether because of parental estrangement, being financially self-supporting for at least 3 years in line with their guidance, or other reasons).
- 5.6 *Your Income
Your income should include details of any taxable unearned income you receive from the following sources:
- bank or building society gross interest
 - property, lettings or rent
 - dividends or investments
 - trusts or sponsorships
 - any other payment received for attending the course.

You should only include payments from an employer if you're being released from your employment by your employer to attend your course (e.g. as an Apprentice, or if you still

receive payment from your employer for time spent attending your course). Income from other earnings during an academic year of your course (including holiday, evening or weekend work) doesn't need to be declared.

5.7 Household Income Ignores:

- £1,130 for any child other than you who is totally or mainly financially dependent on your parent(s) or their partner (as appropriate).
- £1,130 for any child who is totally, or mainly financially dependent on you or your husband, wife or civil partner or your partner if you're over 25.
- £1,130 if your parent is also a student.

6 Payments

- 6.1 Payments will be processed, subject to the provision of correct BACS details, payable by transfer into the bank account indicated on the application form.

RESPONSIBILITY AND AUTHORITY

Queries relating to the Bursary and Hardship Fund may be directed to the Yeovil College University Centre (university.centre@yeovil.ac.uk) in the first instance.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

YCUC Access and Participation Plan

SFE Guidance (<https://www.gov.uk/government/publications/student-finance-how-youre-assessed-and-paid/student-finance-how-youre-assessed-and-paid-2022-to-2023>)

YEOVIL COLLEGE UNIVERSITY CENTRE

BURSARY, HARDSHIP & DIAGNOSTIC SUPPORT FUND APPLICATION

FORM 2022-23

The blue boxes show questions, the white boxes either require you to type in an answer (e.g. type in your name / address), or include a list where you will need to highlight any options that apply to you. If you need help, contact university.centre@yeovil.ac.uk . For more information about eligibility & income criteria, visit the YCUC Bursary & Hardship Fund Policy on the website.

Unfortunately, students on Franchised Courses, including CertHE Working With Children, Young People & Families, BSc (Hons) Social Work, BA (Hons) Business Management & Strategy, are not eligible to apply for this funding.

SECTION 1 – STUDENT PERSONAL DETAILS

Title (Miss / Mr / Ms etc.)	
Full Name	
Student ID Number	
Date of Birth	
Address	
Email	
Home Telephone Number	
Mobile Number	
Do you meet any of the below criteria? (Please highlight any that you meet)	
<ul style="list-style-type: none"> • You have the care of a person under the age of 18 on the first day of the academic year. • You're 25 or over on the first day of the academic year. • You've been married or in a civil partnership before the start of the academic year, even if you're now divorced or separated. • You have no living parents. • You are classed by Student Finance as an Independent Student (whether because of parental estrangement, being financially self-supporting for at least 3 years in line with their guidance, or other reasons). 	
Who do you live with? (Please highlight as appropriate)	
<ul style="list-style-type: none"> • One Parent • One Parent and their Spouse / Civil Partner / Partner • Both Parents • With Spouse or Civil Partner • With Partner • Independently 	

Are you a Care Leaver*? (Please highlight as appropriate) *i.e. you were in local authority care, such as foster care, when growing up		
Yes / No		
Do you have a disability, learning difficulty, or long-term health condition? (Highlight as appropriate)		
Yes / No		
Are there any children, other than you, who are totally or mainly financially dependent on your parents / parent / parent and their partner (as appropriate)? Please highlight as appropriate		
Yes / No / N/A	If yes, how many?	
Are there any children, who are totally or mainly financially dependent on you, your spouse or civil partner? Or any children who are dependent upon your partner if you are over 25? Please highlight as appropriate		
Yes / No / N/A	If yes, how many?	
Is your parent also a student? (Please highlight as appropriate)		
Yes / No / N/A		

SECTION 2 – RESIDENTIAL STATUS

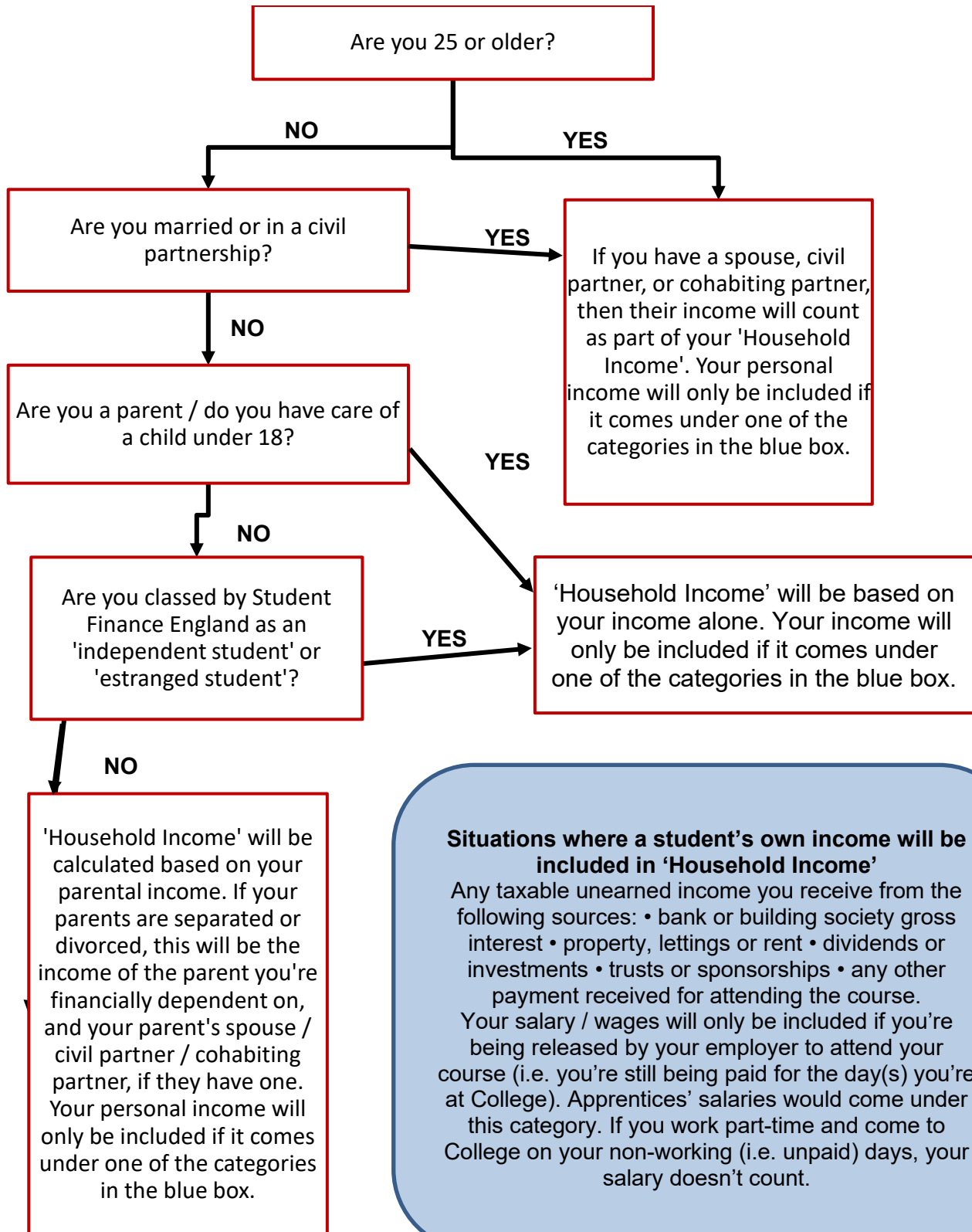
Which of these best describes your status? (Highlight as appropriate)	
British Citizen EU/EEA Asylum Seeker Refugee / Indefinite Leave to Remain / Settled Status Other (please explain)	
Country of Origin	
Date of entry into the UK (if appropriate)	

SECTION 3 – COURSE DETAILS

Course Title (e.g. HND Sport)	
Course Start Date (e.g. Sept '20)	
Course End Date (e.g. Sept '22)	

SECTION 4 – INCOME DETAILS

The flowchart below will help you identify whose income contributes to 'household income' for you. This will affect what evidence you need to supply (on the next page). Income is calculated using SFE rules, which are more complex than just 'who lives in your house?'. Sometimes 'Household Income' includes the income of people you don't live with. If you need help, contact the YCUC team.



Situations where a student's own income will be included in 'Household Income'

Any taxable unearned income you receive from the following sources: • bank or building society gross interest • property, lettings or rent • dividends or investments • trusts or sponsorships • any other payment received for attending the course.

Your salary / wages will only be included if you're being released by your employer to attend your course (i.e. you're still being paid for the day(s) you're at College). Apprentices' salaries would come under this category. If you work part-time and come to College on your non-working (i.e. unpaid) days, your salary doesn't count.

SECTION 4 – INCOME DETAILS (continued)

Please use the white box to tick whichever categories below apply to you. It may be that multiple categories apply, in which case, select multiple boxes. If you select a category, the yellow box below will tell you what evidence to supply along with your application form.

My spouse / partner / parent(s) / carer(s) are in receipt of Job Seekers Allowance, Employment and Support Allowance, Carer’s Allowance, or other taxable state benefits. NB - These might form part of a Universal Credit payment.	
Please provide a letter dated within the last 3 months from the Department of Work and Pensions, evidence of Universal Credit, or other appropriate evidence. Depending upon your situation (SEE THE FLOWCHART ON THE PREVIOUS PAGE) this will be for: <ul style="list-style-type: none"> - civil partner / spouse if married or in civil partnership at any age - civil partner / spouse / partner if over 25 - parent/parents/parent & their partner if under 25 and not classified as Independent Student. 	

My spouse / partner / parent(s) / carer(s) are in employment.	
Please provide 3 recent months pay slips. Depending upon your situation (SEE THE FLOWCHART ON THE PREVIOUS PAGE) this will be for: <ul style="list-style-type: none"> - civil partner / spouse if married or in civil partnership at any age - civil partner / spouse / partner if over 25 - parent / parents / parent & their partner if under 25 and not classified as Independent Student. 	

I am in receipt of Home Office assistance. (To be clear, Home Office assistance is not the same as Housing Benefit – they are different things.)	
Please provide proof of what help you receive.	

I receive taxable income from: bank or building society gross interest / property, lettings or rent / dividends or investments / trusts or sponsorships / any other payment for attending the course (not incl. Student Finance)	
Please indicate which of these you receive, and evidence of this.	

I am in paid employment and am paid for days spent attending the course (this could be because you are an apprentice, or if your employer pays you for the days you attend College).	
Please provide 3 months’ payslips.	

I receive income but it doesn’t match any of the categories above. (e.g. you are in paid employment, but aren’t paid for the hours you attend College).	
You do not need to provide any evidence of income if it doesn’t match any categories above.	

I receive no income.	
Please contact the YCUC team to discuss (universitycentre@yeovil.ac.uk / 01935845526)	

SECTION 5 – STUDENT LOANS

Are you in receipt of a Student Maintenance Loan? (Please highlight as appropriate)	
Yes / No	
If yes, please attach evidence of your current maintenance loan amounts.	
If no, please explain why	

SECTION 6 – PERSONAL STATEMENT

<p>Personal Statement Please include any additional information you would like the panel to be aware of. <i>This is included to ensure that students who are facing financial hardship are able to access support in line with our policy – we do ask students to provide evidence as to how money has been spent.</i></p>
If you are applying for the Diagnostic Support Fund, please also attach evidence of (a) the cost of your diagnostic assessment, including the date it was undertaken, and (b) your subsequent successful application for DSA.

SECTION 7 – STUDENT CHECKLIST

Action	Mark 'X' as complete
Sections 1-3 fully completed	
All relevant boxes ticked in Section 4 (income details)	
All evidence required in sections 4 & 5 (income and student loans) included and attached to email	
Personal statement provided in section 6	
Declaration (Section 8, below) read, signed and dated by you	

SECTION 8 – STUDENT DECLARATION

Please confirm which fund(s) you are applying for, by marking 'x' in the corresponding box(es) below:	
YCUC Bursary Fund	
YCUC Student Hardship Fund	
YCUC Diagnostic Support Fund	

<p>I certify that the information given is, to the best of my knowledge and belief, correct. I will inform the College of any change in circumstances and I understand that money may be claimed back if information provided is known to be false.</p> <p>I, the student, understand that I may be asked to repay some of the monies awarded should I fail to complete my studies.</p> <p>I, the student, understand that all awards are conditional on students adhering to the College Student Code of Conduct.</p> <p>I, the student, understand that there is limited Bursary, Hardship and Diagnostic Support funding available each year, and so it is not guaranteed that my application will be successful.</p> <p>I, the student, agree that the information on this form can be used for the purpose of reviewing my request for Bursary or Hardship funding, under GDPR Regulations (http://www.yeovil.ac.uk/Footer/Privacy.html).</p>			
Student Signature (<i>can be digital – you don't need to print out & sign</i>)		Date	

Applications for funding will be assessed by the YCUC Bursary and Hardship Fund Panel. Please ensure all supporting evidence is attached to the completed application form and submit it to university.centre@yeovil.ac.uk . You will be informed of the decision in writing.

BANK DETAILS

Where applications approved, payment will usually be made directly into your bank account. Please complete the following :									
Bank/Building Society Name:									
Branch Address:									
Sort code			-			-			
Account Number									
Account holder's name									
Account holder's signature									

Policy Review				
Author/Owner	Position	Approved by SMT	Approval date	Review Date
Sian Deasy	Head of HE	Signed: 	June 2022	Start of New Academic Year

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Version	Date last reviewed by E&D	Recommend to E&D Y/N
Sian Deasy/Mark Bolton	Minor amendments	24.09.19			
Sian Deasy	Increase of maximum bursary award to £500. Amendment to PT payment clause in order to not disadvantage PT students.	02.03.2020			
Sian Deasy	Minor amendments, including to academic year. Update to application form to ensure improved ease and accuracy of use for students.	04.07.2021			
Sian Deasy	Merging of YCUC Diagnostic Support Fund Policy and YCUC Bursary & Hardship Fund into one document for ease of student use. Minor amends to academic year and formatting of application form.	12.04.2022	v1		

Initial Equality Impact Screening			
Have you consulted on this policy, service, strategy, procedure or function? Yes / No			
Details:			
What evidence has been used for this assessment?			
All income criteria have been set in line with Student Finance England guidance. That includes rules around age, maternity and marriage.			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	Negative impact	Positive impact	Evidence
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment? Yes / No If no, please give reasons			
Declaration			
We are satisfied that an initial screening has been carried out on this policy, service, strategy, procedure or function (delete those which do not apply) and a full Equality Impact Assessment is / is not required.			
We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author:		Position:	Date:
Reviewed by Equality & Diversity Group:			Date:
Comments from Equality & Diversity Group Review:			