


Reference Number: P59

# HIGHER EDUCATION STUDENT BURSARY, HARDSHIP FUND AND DIAGNOSTIC SUPPORT FUND POLICY 2024 - 2025



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Policy Review				
Author/Owner	Position	Approved by SMT	Approval date	Review Date
Sian Deasy	Head of Higher Education and Adult Learning	Signed: 	June 2024	Start of New Academic Year (June 2025)

## Document Control – Revision History

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		
Sian Deasy	More clarity on income evidence for self-employed individuals, specified steps that may be taken by the Bursary panel in cases of underspend of funds. Amendment of line spacing and justification and inclusion of contents page in line with accessibility good practice guidance.	18.06.2023			
Sian Deasy	Update to years referenced in document. Additional wording to further clarify non-eligibility of 'not recognised for funding purposes' programmes. Added specific reference in 5.4.1 that 'increasing cost of living' is a valid extenuating circumstance.	12.04.2024			

## Initial Equality Impact Screening

### Has anyone else been consulted on this policy and/or procedure?

Members of the Bursary and Hardship Fund panel, as well as ad-hoc feedback received throughout the year from students using the paperwork.

### What evidence has been used for this impact screening (e.g. related policies, publications)?

Student Finance England payment rules and income assessment criteria. Provisions outlined in our Access and Participation Plan. Improved accessibility of paperwork since inclusion of flowchart and colour-coding of questions/answers/evidence required evidenced by increased accuracy and completeness of forms received since 2021.

**Declaration (please tick one statement and indicate any negative impacts)**

☐

I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.

☐

I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:

- ☐ Age
- ☐ Disability
- ☐ Gender Reassignment
- ☐ Race
- ☐ Religion or belief
- ☐ Sex
- ☐ Sexual orientation
- ☐ Marriage & civil partnership
- ☐ Pregnancy & maternity

<b>Completed by:</b>		<b>Position:</b>		<b>Date:</b>	
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Reviewed by Equality & Diversity Group: YES/NO

If Yes: Date:

I confirm that any recommended amendments have been made

**Summary of Comments including Recommendations from Equality & Diversity Group Review:**

<b>Amended by Author:</b>	Sian Deasy	<b>Position:</b>	Head of Higher Education and Adult Learning	<b>Date:</b>	18.06.2023
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## Contents

1. PURPOSE OF THE POLICY .....	3
2. OVERVIEW OF FUNDS AND ELIGIBLE STUDENTS .....	3
3. FUNDS AVAILABLE .....	4
4. APPLICATION PROCESS.....	5
5. ELIGIBILITY CRITERIA .....	5
6. HOW HOUSEHOLD INCOME IS CALCULATED.....	7
7. PAYMENTS.....	8
8. RESPONSIBILITY AND AUTHORITY .....	8
9. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS .....	8
APPENDIX 1 – APPLICATION FORM .....	10
APPENDIX 2 - POST-APPLICATION BACS DETAILS .....	16

## 1. PURPOSE OF THE POLICY

- 1.1. Yeovil College University Centre is 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, undertaking programmes that are 'recognised for funding purposes' by the Office for 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](mailto:izone@yeovil.ac.uk) in the first instance.

## 2. OVERVIEW OF FUNDS AND ELIGIBLE STUDENTS

- 2.1. 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 DSA, 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.

- 2.2. Students who will be entering onto an OfS-fundable (sometimes referred to as 'proscribed' or 'recognised for funding purposes') validated course at Yeovil College University Centre from September 2024 can be considered for an award. This includes students studying on Foundation Degree programmes (FdAs / FDs), Higher National qualifications (HNCs and HNDs), BA (Hons) Childhood Studies, Care and Education (top-up), BA (Hons) Digital Design and Media (top-up), BSc (Hons) Computing (top-up) and Level 5 Diploma in Education and Training. However, students on other 'professional' HE programmes are not eligible. Students studying 'Franchised' or 'Flying Faculty' programmes are also not eligible - at the time of writing, that includes the BSc (Hons) Social Work and BA (Hons) Business Management and Strategy degrees.

### **3. FUNDS AVAILABLE**

- 3.1. For the 2024/25 academic year the maximum individual payment available to eligible students from the Bursary Fund is £250 within the academic year.
- 3.2. For the 2024/25 academic year the maximum individual payment available to eligible students from the Hardship Fund is £250 within the academic year.
- 3.3. For the 2024/25 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.
- 3.4. Students can apply to any or all funds which they meet the relevant eligibility criteria for.
- 3.5. 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 as outlined in our Access and Participation Plan is reached no further applications can be processed during the academic year.
- 3.6. If payments from the YCUC Bursary, Hardship, and Diagnostic Support Funds are below expected levels, from February 2025 onwards the YCUC Bursary and Hardship Fund Panel may, with the consent of all members of the Panel, agree to provide additional funding opportunities for students to maximise opportunities and support available for those who meet the Bursary, Hardship, and Diagnostic Support Fund's criteria. This may be, for example, offering students the opportunity to access two Bursary payments over the course of an academic year, rather than one, or increasing the maximum payment available from one or more funds. Any opportunities to apply for additional funding would be clearly articulated to all eligible students via their College email addresses, and timelines for application specified. Assessment of any additional applications would be in line with the criteria outlined in this document, including evidence requirements and application form pro-formas. Please note the provision of additional funding opportunities is not guaranteed, and would only occur in cases

where the Bursary, Hardship, and Diagnostic Support Fund were notably under-spent compared to forecast levels.

- 3.7. If additional financial support for Higher Education students becomes available during the academic year, for example, due to additional distribution of funds from the Office for Students or additional budget availability, the principles of application and assessment outlined in this policy will be followed, including evidence requirements and application pro-formas. Any opportunities to apply for additional funding would be clearly articulated to all eligible students via their College email addresses, and timelines for application specified. Please note the provision of additional funding opportunities is not guaranteed.

#### **4. APPLICATION PROCESS**

- 4.1. To apply, students need to complete an application form (see Appendix 1), and provide the required evidence in support of their application. A Word document version of the application form can be obtained by contacting [universitycentre@yeovil.ac.uk](mailto:universitycentre@yeovil.ac.uk). Each application will be assessed on an individual basis by the Bursary and Hardship Fund Panel at Yeovil College University Centre. The Bursary and Hardship Fund Panel includes in membership the Head of Higher Education and Adult Learning, an Assistant Principal, a representative from the Finance department, and a member of HE Administration as minute-taker and administrator.
- 4.2. Applications will be assessed on a first come, first served basis. Applications are submitted and reviewed on an annual basis each academic year, and students who are studying on a programme that lasts two or more years will need to reapply for the second and subsequent years of study if applicable. Applications can be made at any point once a student has enrolled on their course and commenced their studies.
- 4.3. 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.
- 4.4. If a student's application is unsuccessful, they are eligible to reapply if their circumstances change.
- 4.5. The Student Bursary, Hardship and Diagnostic Support Funds are available to students studying on higher education programmes at Yeovil College University Centre that are 'recognised for funding purposes' by the Office for Students, and validated by a university partner or relevant awarding body.

#### **5. ELIGIBILITY CRITERIA**

- 5.1. As outlined in Section 2, the Student Bursary, Hardship and Diagnostic Support Funds are available to students studying on higher education programmes at Yeovil College University

Centre that are 'recognised for funding purposes', and validated by a university partner or relevant awarding body.

5.2. 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)<sup>1</sup>.

### 5.3. Student Bursary

5.3.1. Students with household income:

- less than £25,000
- £25,000 or above (where student is a Care Leaver)

### 5.4. Student Hardship Fund

5.4.1. 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, or increasing cost of living).

### 5.5. Diagnostic Support Fund

5.5.1. Students with household income less than £45,000 who require a diagnostic assessment to be undertaken in order to successfully apply for DSA.

5.5.2. 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.

5.5.3. 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.

5.5.4. The funds will only be paid once a student has enrolled on their course at Yeovil College University Centre and begun their studies.

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<sup>1</sup> <https://www.gov.uk/government/publications/student-finance-how-youre-assessed-and-paid/student-finance-how-youre-assessed-and-paid-2024-to-2025>

## 6. HOW HOUSEHOLD INCOME IS CALCULATED

- 6.1. Household income will be based on Student Finance guidance, looking at gross income (before national insurance and tax).
- 6.2. 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).
- 6.3. Household Income will be based on your income\* alone if you meet any one of 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).
- 6.3.1. 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).
- 6.4. Household Income will be based on your income\* and your parental income if you do not meet the criteria for Independent Student (above). 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 their spouse,
  - A person ordinarily living with the parent as their civil partner.

### 6.5. \*Your Income

6.5.1. 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.

6.5.2. 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.

6.6. Household Income Ignores:

6.6.1. £1,130 for any child other than you who is totally or mainly financially dependent on your parent(s) or their partner (as appropriate).

6.6.2. £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.

6.6.3. £1,130 if your parent is also a student.

## 7. PAYMENTS

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

## 8. RESPONSIBILITY AND AUTHORITY

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

## 9. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

YCUC Access and Participation Plan<sup>2</sup>

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<sup>2</sup> Available at [www.yeovil.ac.uk/policies-reports](http://www.yeovil.ac.uk/policies-reports)



<https://www.gov.uk/government/publications/student-finance-how-youre-assessed-and-paid/student-finance-how-youre-assessed-and-paid-2024-to-2025>

## YEOVIL COLLEGE UNIVERSITY CENTRE

### BURSARY, HARDSHIP & DIAGNOSTIC SUPPORT FUND APPLICATION FORM 2024-25

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 [universitycentre@yeovil.ac.uk](mailto:universitycentre@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 BSc (Hons) Social Work, BA (Hons) Business Management & Strategy, are not eligible to apply for this funding. Students studying 'professional' HE programmes that are not 'recognised for funding purposes' by the Office for Students are also not eligible to apply for this funding. Section 2.2 of the Higher Education Bursary, Hardship, and Diagnostic Support Fund Policy outlines in more detail which courses are eligible.*

#### SECTION 1 – STUDENT PERSONAL DETAILS

<b>Title (Miss / Mr / Ms etc.)</b>	
<b>Full Name</b>	
<b>Student ID Number</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Email</b>	
<b>Home Telephone Number</b>	
<b>Mobile Number</b>	
<b>Do you meet any of the below criteria? (Please highlight any that you meet)</b>	
<ul style="list-style-type: none"> <li>You have the care of a person under the age of 18 on the first day of the academic year.</li> <li>You're 25 or over on the first day of the academic year.</li> <li>You've been married or in a civil partnership before the start of the academic year, even if you're now divorced or separated.</li> <li>You have no living parents.</li> <li>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).</li> </ul>	
<b>Who do you live with? (Please highlight as appropriate)</b>	
<ul style="list-style-type: none"> <li>One Parent</li> <li>One Parent and their Spouse / Civil Partner / Partner</li> <li>Both Parents</li> <li>With Spouse or Civil Partner</li> <li>With Partner</li> <li>Independently</li> </ul>	

<b>Are you a Care Leaver*? (Please highlight as appropriate)</b> *i.e. you were in local authority care, such as foster care, when growing up		
Yes / No		
<b>Do you have a disability, learning difficulty, or long-term health condition? (Highlight as appropriate)</b>		
Yes / No		
<b>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</b>		
Yes / No / N/A	If yes, how many?	
<b>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</b>		
Yes / No / N/A	If yes, how many?	
<b>Is your parent also a student? (Please highlight as appropriate)</b>		
Yes / No / N/A		

## SECTION 2 – RESIDENTIAL STATUS

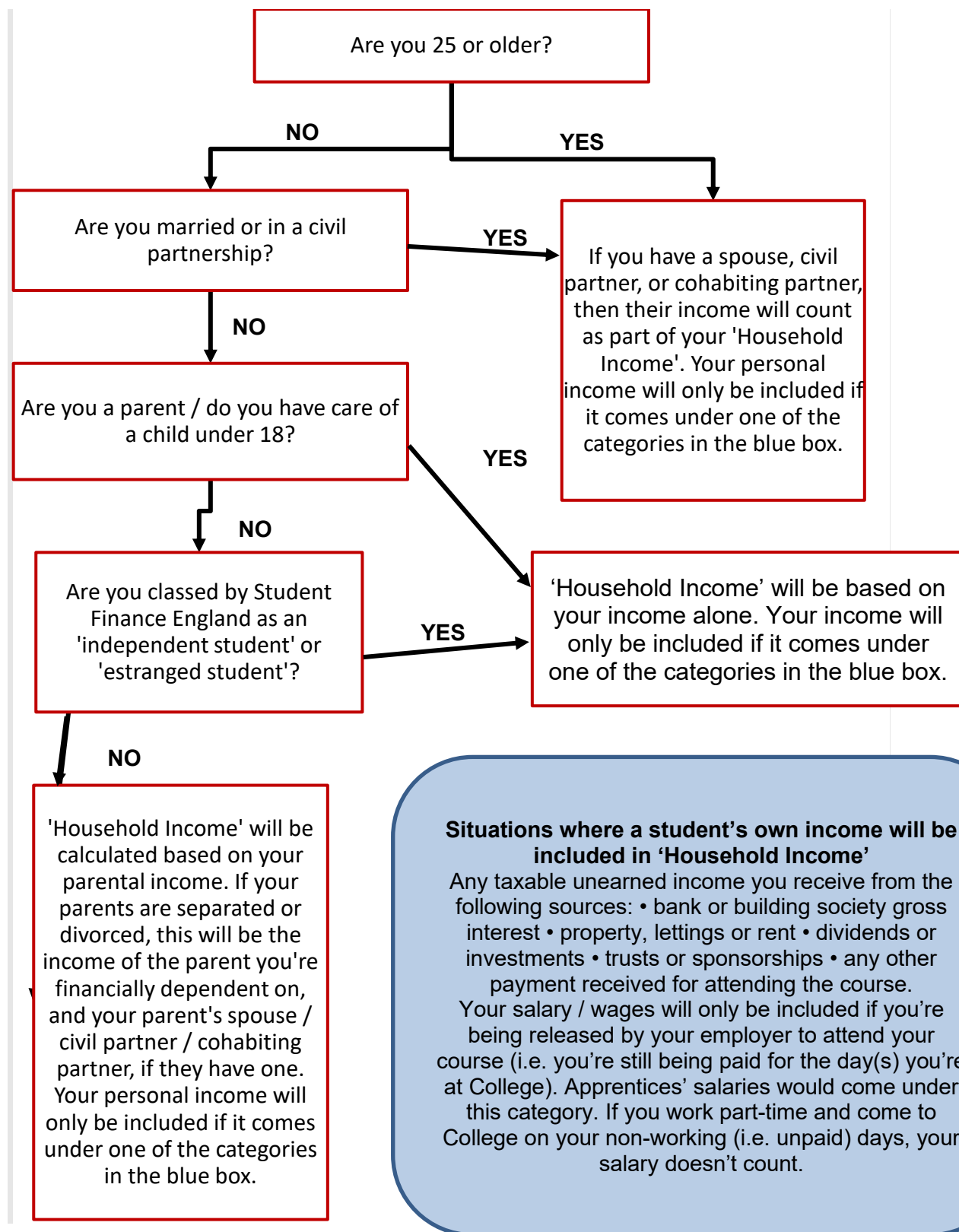
<b>Which of these best describes your status? (Highlight as appropriate)</b>	
British Citizen EU/EEA Asylum Seeker Refugee / Indefinite Leave to Remain / Settled Status Other (please explain .....) 	
<b>Country of Origin</b>	
<b>Date of entry into the UK (if appropriate)</b>	

## SECTION 3 – COURSE DETAILS

<b>Course Title</b> (e.g. HND Sport)	
<b>Course Start Date</b> (e.g. Sept '20)	
<b>Course End Date</b> (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.



## 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.

<b>My spouse / partner / parent(s) / carer(s) are in receipt of Job Seekers Allowance, Employment and Support Allowance, Carer's Allowance, or other <a href="#">taxable state benefits</a>. NB - These might form part of a Universal Credit payment.</b>	
Please provide a letter <b>dated within the last 3 months</b> 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: - 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.	

<b>My spouse / partner / parent(s) / carer(s) are in employment.</b>	
Please provide 3 <b>recent</b> months pay slips. Depending upon your situation (SEE THE FLOWCHART ON THE PREVIOUS PAGE) this will be for: - 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. If your spouse/ partner / parent(s) / carer(s) is self-employed, please provide evidence of income in the form of a self-assessment tax return.	

<b>I am in receipt of Home Office assistance.</b> (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.	

<b>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)</b>	
Please indicate which of these you receive, and evidence of this.	

<b>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).</b>	
Please provide 3 months' payslips.	

<b>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).</b>	
You do not need to provide any evidence of income if it doesn't match any categories above.	

<b>I receive no income.</b>	
Please contact the YCUC team to discuss ( <a href="mailto:universitycentre@yeovil.ac.uk">universitycentre@yeovil.ac.uk</a> / 01935845526)	

## SECTION 5 – STUDENT LOANS

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

## SECTION 6 – PERSONAL STATEMENT

<p><b>Personal Statement</b></p> <p><b>Please include any additional information you would like the panel to be aware of.</b></p> <p><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>
<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.</p>

## 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 (<a href="http://www.yeovil.ac.uk/Footer/Privacy.html">http://www.yeovil.ac.uk/Footer/Privacy.html</a>).</p>			
Student Signature ( <i>can be digital – you don't need to print out &amp; 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](mailto:university.centre@yeovil.ac.uk) . You will be informed of the decision in writing.

**SUCCESSFUL APPLICANT BANK DETAILS COLLECTION FORM**

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									