

## Scholarship and Bursary Policy 2020

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### INTRODUCTION

1. New College of the Humanities (the College) provides two schemes that can provide financial assistance to students:
  - 1.1. Scholarships – merit based and assessed automatically at the interview stage. These awards can only be taken as a reduction in fees.
  - 1.2. Bursaries – means based and assessed when financial information has been provided. These awards can be taken as a reduction in fees or as a cash amount.
2. The College’s rules relating to these two schemes attempt to provide an equitable allocation of available financial resources to the widest range of students.
3. This document outline how the College allocates these awards. Please note that any award (or combined award) is limited to £2,000 in total. The only exception to this is where there is a £3,000 bursary award, in which case the limit is raised to £3,000.
4. Below is an outline of the information contained in this Scholarship and Bursary Policy:
  - 4.1. Scholarships
    - Home Students
    - International Students
  - 4.2. Bursaries
    - Income based assessment
    - Bursary payment options
    - Combined scholarships and bursaries
    - Repayment and change in circumstances
    - Application process
  - 4.3. Rules relating to scholarship and bursary awards
  - 4.4. Complaints and appeals

## SCHOLARSHIPS

### HOME STUDENTS

5. Merit based scholarships are available to home students studying an undergraduate degree at the College.
6. Qualifying applicants to the College will be automatically assessed for a scholarship and this will be communicated in any offer they receive. Assessment is based on a number of factors, including actual and predicted grades as well as performance at interview.
7. Scholarship awards can range from £500 to £2,000 and are awarded on an annual basis. Awards in subsequent years of study are dependent on satisfactory attendance, academic performances (generally an average mark equating to a 2:1) and the rules outlined in paragraphs 39 and 40 below.
8. Students can receive both a scholarship and bursary award, but no combined award can exceed £3,000 in any year.

### INTERNATIONAL STUDENTS

9. International undergraduate students will be considered for scholarships on the same basis as home students. The only exception to this relates to combined awards – international students not being eligible for bursaries.

## BURSARIES

10. The College's bursaries scheme applies to home undergraduate students only.
11. Under the scheme that will apply for 2020 entry, bursaries of up to £3,000 per annum for each year of study will be available for students whose household income does not exceed £42,875.
12. Students can receive both a scholarship and bursary award, but no combined award can exceed £3,000 in any year.

**Please note that the College allocates a defined sum for the purposes of bursary in each financial year, and these will be allocated on a first come first serve basis.**

### INCOME BASED ASSESSMENT

13. The College awards bursaries on a yearly basis and at three levels: £3,000, £2,000 or £1,000.
14. Most bursaries will be awarded by consideration of the student's family income on the following basis:

Total household income up to £18k	Total household income between £18,001 to £30k	Total household income from £30,001 to £42,875
£3000	£2000	£1000
<ul style="list-style-type: none"> <li>Figures above represent the maximum funding provided by the college inclusive of scholarships and bursaries.</li> <li>The bursary portion of this support can be taken as a discount from fees or termly cash instalments (see below)</li> </ul>		

15. Please note that although most bursary awards will be on the basis of family income, the College recognises that a student's own income may be the more relevant measure.
- 15.1 If you are an independent student, the College applies the rules adopted by the Student Loan Company (SLC), and requires that you show you have been financially independent for three or more years before your course begins.
- 15.2 If you are an estranged student, the College applies the rules adopted by the SLC, and requires that you supply a letter from SLC confirming your estranged status. For more help and information about applying for student finance as an estranged student please visit [www.standalone.org.uk/guides/student-guide](http://www.standalone.org.uk/guides/student-guide)
- 15.3 If you hold refugee residency status, the College applies the rules adopted by the SLC and requires that you supply a letter from SLC confirming your eligibility for maintenance loans.
- 15.4 If you are a care leaver, the College will ask to provide a letter from your local council or care authority. This letter should confirm you were under the care of your local authority (LA), have now left the care of the LA and are a care leaver as defined in the Children (Leaving Care) Act 2000.

### **BURSARY PAYMENT OPTIONS**

16. The College provides a flexible scheme to allow students to take their bursary award as either a cash sum, or a reduction in fees.
17. Please note that you cannot elect to receive your bursary award as part cash and part reduction in fees.

### **Bursary taken as a reduction in tuition fee**

18. The College's fee for undergraduate programmes is £9,250 per annum.
19. Unless you elect otherwise, any bursary award will be deducted from your fees. For example, if you are awarded a £1,000 bursary, your fees will reduce to £8,250.
20. Please note that the reduction of fee level may impact the maximum you could be able to borrow via the SLC and other national schemes (in the example above, to a maximum of £8,250).
21. Please note that although the example above will impact on the amount you could borrow as part of your student fee loan, a reduction in your fee will

NOT impact on your ability to access other forms of government support that apply to you, such as maintenance awards.

### Bursary taken as a cash amount

22. The College recognises that you may wish to apply for the full SLC amount, and in these circumstances can elect to receive all or part of your bursary award as a cash amount. In order to do this, you must complete the Bursary Option Payment Form<sup>1</sup> and return it to [financial.controller@nchlondon.ac.uk](mailto:financial.controller@nchlondon.ac.uk) by 15 July 2020. If applying via clearing please complete this form as soon as possible and no later than two weeks from acceptance of your place.
23. If you elect to take your whole bursary award as a cash amount, the College will make payment in three instalments as outlined in the following table:

Payment date	Award amount		
	£3,000	£2,000	£1,000
On enrolment	£1,000	£660	£330
Jan 2020	£1,000	£660	£330
Apr 2020	£1,000	£680	£340

### COMBINED SCHOLARSHIPS AND BURSARIES

24. As indicated above, the College provides two types of financial support up to a maximum combined amount of £3,000:
- Scholarships (of up to £2,000)
  - Bursaries (of up to £3,000)
25. Different rules apply to these two awards, and this section outlines your options when in receipt of a combined scholarship/bursary award from the College.
26. As a general rule, the maximum combined amount that can be awarded is £2,000. The exception to this rule is where a student qualifies for the full bursary amount of £3,000.
27. When considering a combined award, the College looks at the bursary element first. As such, if you are awarded £1,000, £2,000 or £3,000 bursary, you can take this element as either a reduction in fees or as a cash amount.
28. If you are awarded a £1,000 bursary, you can top this up – to a maximum combined amount of £2,000 – with any scholarship award.
29. In the event that a student receives both a scholarship and bursary award, there are a number of ways in which the students can elect to take the payment. For example, a student is awarded a £1,000 scholarship and this is outlined in the offer letter they receive shortly after interview. At a later

<sup>1</sup> The Bursary Option Payment Form can be found attached to the Bursary Offer Letter.

point, the student applies for a bursary and is awarded £3,000 based on their family income. The following is an outline of the option the student has, but note that no combined award can exceed £3,000.

- As the upper limit of any combined award - £3,000 – has been awarded as a bursary, the student can elect to take the whole amount as cash. This does not impact on any Student Finance England (SFE) award they may receive.
  - The student could elect to take the £1,000 scholarship, reducing their fee to £8,250 and a £2,000 bursary as cash. This would reduce any amount they may be able to receive from SFE to £8,250.
  - Alternatively, the student could decide to take the whole £3,000 as a reduction in fees – reducing any amount available from SFE to £6,250.
30. Please note that scholarship decisions are generally taken earlier in the application process (normally after interview), bursary decision happening at a later date. Accordingly, you may wish to wait until your bursary application has been finalised before electing how you wish to take the bursary element of any combined award.

### **REPAYMENT AND CHANGE IN CIRCUMSTANCES**

31. As a general rule, bursaries do not normally have to be paid back. However if you withdraw from the College, take leave of absence or are withdrawn, you may be asked to pay back a proportion of the bursary you received in that academic year.
32. In addition, if your circumstances change, for example your household income is reassessed at a higher level by the SLC, you may have to repay all or part of any bursary award.
33. The College reserves the right to offset bursaries against outstanding debts.

### **APPLICATION PROCESS**

34. The College requires you to provide sufficient financial information in order for the assessment of income (outlined above) to be undertaken. This information can be provided to the College in two ways.

#### **Application via government maintenance loan scheme**

35. The expectation is that the majority of students requiring financial support will apply to SLC (or other national scheme) for both tuition fee and maintenance loans. Where a maintenance loan is applied for, a student has an option to share their financial information with the institution they have chosen to enrol with.
36. In such cases, we will automatically have access to the necessary evidence regarding your financial circumstances and you will be assessed for a College bursary automatically (and on the basis of the criteria outlined above).

### Direct application to the College

37. In the event that a student is not eligible to apply for a government maintenance loan, they might still be eligible to receive a College bursary.
38. Students will need to apply using the form that can be found [here](#). Scroll down to the Bursary section.

### RULES RELATING TO SCHOLARSHIP AND BURSARY AWARDS

39. In addition to the rules indicated in the sections above, below are general terms and conditions relating to your award(s). The College is required to ensure that those receiving financial assistance meet the relevant criteria and that they continue to contribute to the College and College life.
  - You meet the College's minimum matriculation requirements.
  - The information provided by you and used in the assessment of your award(s) is true and correct.
  - In the event that the information provided by you is subsequently found to be untrue and/or misleading, the award(s) will be withdrawn, and the College may seek repayment of any award(s) paid to date. You may also be liable for any shortfall in fees.
  - Your award(s) may be withdrawn, reduced and you may be asked to repay if:
    - you are in breach of the College's terms and conditions.
    - you do not maintain good standing, including the required level of attendance.
    - your behaviour leads to disciplinary action.
    - you withdraw from the College.
    - you are excluded from the College.
  - Award(s) are made on an annual basis. It is your responsibility to reapply at the end of each academic year. Past eligibility is no guarantee of future award(s).
40. Eligibility criteria are assessed annually and are awarded to those who meet the criteria at the time of allocation.

### COMPLAINTS AND APPEALS

41. Students with an unsuccessful application for a College bursary and/or scholarship, and who wish to appeal should send an email to [admissions@nchlondon.ac.uk](mailto:admissions@nchlondon.ac.uk) within 10 working days of being notified. The email should clearly state the grounds of the appeal.
42. Appeals are only considered where there is evidence that the decision-making process was not followed, or where new information (not included in the original application) materially affects the application. Re-assessment of financial information will not be considered as pertinent information.

<b>Title: Scholarship and Bursary Policy</b>					
<b>Approved by: Executive Committee</b>					
Version number	Date approved	Date published	Author	Location	Proposed next review date
2.0	March 2020	March 2020	Executive Dean	NCH Academic Handbook/admissions	September 2020
1.0	October 2019	October 2019	Executive Dean	NCH Academic Handbook/admissions	September 2020
Referenced documents					
	Bursary Option Payment Form; Student Loans Company; Student Finance England				
External Reference Point(s)					
	UK Quality Code: Admissions, Recruitment and Widening Access				