

Scholarship and Bursary Policy 2022

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 bank transfer payment in GBP.
 - 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 bank transfer payment in GBP.
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 outlines how the College allocates these awards.
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
 - 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 or postgraduate 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 are a £500 bank transfer payment in GBP which a student will receive after the Reading Week of their first term of studies. The student must complete enrolment, continue their studies through to Reading Week, and pay any outstanding fees in order to receive the award. The award applies for the first year of studies only.
8. Students can receive both a scholarship and bursary award.

INTERNATIONAL STUDENTS

9. International undergraduate and postgraduate students will be considered for scholarships on the same basis as home students.
10. International students are not eligible for bursaries..

BURSARIES

11. The College's bursary scheme applies to home undergraduate students only.
12. Under the scheme that will apply for 2022 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.
13. Students who are estranged from their parents and/or guardians and are thus independent, or students under Local Authority Care, may be eligible for a further bursary award of up to £1,000 in addition to any standard bursary award. Additional documentation may be requested to prove a student's estrangement or care leaver status (see 17).
14. Students can receive both a scholarship and bursary award.

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

INCOME BASED ASSESSMENT

15. The College awards bursaries on a yearly basis and at three levels: £3,000, £2,000 or £1,000. 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"> • Figures above represent the maximum bursary funding provided by the college. • The bursary award can be taken as a discount from fees or termly bank transfer instalments (see below) 		

16. When the discreet additional bursary award of £1,000 for care leavers or estranged students is applicable, this will be added to the standard bursary award when making the payments.
17. Please note that although most bursary awards will be on the basis of family income, the College recognizes 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 [Stand Alone](#).
 - 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

18. The College provides a flexible scheme to allow students to take their bursary award as either a bank transfer payment in GBP, or a reduction in fees.
19. Please note that you cannot elect to receive your bursary award as part bank transfer payment and part reduction in fees.

Bursary taken as a reduction in tuition fee

20. The College's fee for undergraduate programmes is £9,250 per annum.
21. 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.

22. 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).
23. 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 bank transfer payment in GBP

24. The College recognizes that you may wish to apply for the full SLC amount, and in these circumstances you can elect to receive all of your bursary award as a bank transfer payment. In order to do this, you must complete the Bursary Option Payment Form¹ and return it to bursaries@nchlondon.ac.uk by 15 July 2022. If applying via Clearing, please complete this form as soon as possible and no later than two weeks from acceptance of your place.
25. 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			
	£4,000 ²	£3,000	£2,000	£1,000
Within a week of enrolment	£1,330	£1,000	£660	£330
Jan 2022	£1,330	£1,000	£660	£330
Apr 2022	£1,340	£1,000	£680	£340

REPAYMENT AND CHANGE IN CIRCUMSTANCES

26. 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.
27. 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.
28. The College reserves the right to offset bursaries against outstanding debts.

APPLICATION PROCESS

29. 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.

¹ The Bursary Option Payment Form can be found attached to the Bursary Offer Letter.

² This award is only applicable to students eligible for a full £3,000 bursary and an additional £1,000 bursary award applicable to care leaver and estranged students.

Application via government maintenance loan scheme

30. The expectation is that the majority of students requiring financial support will apply to SLC (or other national schemes) 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 enroll with.
31. In such cases, we will automatically have access to most, if not all, of the necessary evidence regarding your financial circumstances. You will still be required to submit an application in order to commence the assessment process.
32. Please note that in some cases, we may require additional information in order to carry out our assessment. If this applies, you will be contacted.

Direct application to the College

33. 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.
34. 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

35. 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.
 - Bursary awards 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 a future award.

36. Eligibility criteria are assessed annually and are awarded to those who meet the criteria at the time of allocation.

COMPLAINTS AND APPEALS

37. Students with an unsuccessful application for a College bursary and/or scholarship, and who wish to appeal should send an email to bursaries@nchlondon.ac.uk within 10 working days of being notified. The email should clearly state the grounds of the appeal.
38. 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 effects the application. Re-assessment of financial information will not be considered as pertinent information.

Title: Scholarship and Bursary Policy					
Approved by: Executive Committee					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
4.0	November 2021	November 2021	Head of Admissions	NCH Academic Handbook/admissions	September 2022
3.0	September 2020	October 2020	Executive Dean	NCH Academic Handbook/admissions	September 2021
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: Student Loan Company; Stand Alone; Children (Leaving Care) Act 2000; Student Finance England				