

**Care Leavers Bursary
Procedures and Regulations 2020/21**

General Information

The Care Leaver Bursary will be referred to hereafter as the 'Bursary'.

- 1.1 The University will publish information related to the Bursaries outlined within the Office for Students (OfS) [Access and Participation Plan 2019-2020](#)
- 1.2 Students will be entitled to one Bursary awarded for each applicable year of course, paid as a cash benefit.
- 1.3 Students will indicate that they are a Care Leaver as part of the Admissions process, however they may also identify themselves at any point during the course. Where a student identifies themselves part way through their course their entitlement to the Bursary will be not be backdated to previous academic years. They will receive:
 1. A copy of the Procedures and Regulations document
 2. A copy of the Bursary Application Form to complete
 3. A letter of acknowledgement from the Transitions team
- 3.1 Students who have declared Care Leaver status will then be invited to submit the Care Leaver Bursary form, with the following documentation:
 1. A letter confirming the students' Care Leaver status from their Local Authority
 2. A signed copy of the Bursary Application Form
- 3.2 Bursary payments are made providing the student continues to be registered on their designated, eligible course at the University, at the scheduled time of payment. Where a student has a part enrolled status, entitlement to the Bursary will only be officially confirmed when the status has been changed to fully enrolled.
- 3.3 Payment will normally be made via the Student Loans Company (SLC) HEBBS system, or alternatively by BACS payment/cheque.
- 3.4 Attendance will be confirmed with the Faculty/Department via the University Census, prior to each Bursary payment.
- 3.5 If a student interrupts their studies under the [Interruption Policy](#) their entitlement to the Bursary will be frozen until they resume their studies.
- 3.6 If a student repeats a year or is transferred to part time (on a full-time basis), the student will not be entitled to the Bursary for that year and the Bursary will be frozen. It will be reinstated when they resume their studies to progress to the subsequent year/level of their course.
- 3.7 If a student withdraws from their course, their entitlement to the Bursary will stop on the date they leave their course and no further payments will be made. Students will

not be expected to repay nor will the University seek to recover funds delivered through the Bursary.

- 3.8 The Bursary will be paid to all students that meet the eligibility criteria.
- 3.9 The University's decision to award the Bursary is final.
- 3.10 The University reserves the right to withdraw the Bursary from anyone who is found to have misled the University about any aspect of their eligibility and to seek repayment of any monies already paid. This may lead to disciplinary action under the [Student Disciplinary Regulations](#) by the University.

4. Eligibility Criteria

To be eligible for the Bursary students must meet the following criteria:

- 4.1 Be under the age of 25 on the first day of the first year of the course, unless entering as a direct entrant to year 2/level 5 or year 3/level 6 of an undergraduate course. The student must still be under the age of 25 on that date;
- 4.2 To have been in Local Authority care for a minimum of 13 weeks since the age of 14;
- 4.3 Must be classed as a Home/EU student for fee paying purposes;
- 4.4 Registered on course with the University leading to the award of:
 - i) Undergraduate Degree¹
 - ii) PGCE
 - iii) Masters
- 4.5 Part time students must study a minimum of 60 credits per year;
- 4.6 The student must provide evidence of being in care, this would normally be provided by a student's designated Local Authority, and
- 4.7 The student will be required to complete a Care Leaver Bursary form at the beginning of each year with the designated contact from Student Services.

5. Foyer/Supported Housing

The Bursary is also payable to Foyer or other Supported Housing Organisation for young people aged 16-25 who are homeless, or at risk of becoming homeless. These young people are usually referred to as Foyer or Supported Housing Associations students via the Local Housing Authority. To be eligible to the Bursary students must meet the following criteria:

- 5.1 Must be under the age of 25 on the first day of the first year of the course, unless entering as a direct entrant to year 2/3;

¹ Undergraduate degree includes Foundation, Integrated Masters and Sandwich courses and excludes students studying on a degree apprenticeship course

- 5.2 Registered on course with the University leading to the award of:
- i) Undergraduate course
 - ii) PGCE
 - iii) Masters
- 5.3 Must be able to provide evidence of being in supported housing, this would normally be provided by the Foyer or the Supported Housing Association the student has belonged to, and
- 5.4 The student will be required to complete a Care Leaver Bursary form at the beginning of each year with the designated contact from Student Services.

6. Cash Benefits for 2020/21

- 5.1 The amount of Bursary a student will be entitled to is dependent on their course start date and mode of study:

Mode of study	Amount
New and continuing full time students starting their course on or after 1/9/20	£1000
New and continuing part time students starting their course on or after 1/9/20	£500

- 6.1 Full time students will receive a bursary for the maximum of 3² years.
- 6.2 Part time students will receive a bursary for the maximum of 6 years.
- 6.3 Payment will be made in line with the course start date and then annually:

Start date	Payment date
September 2020	February 2021
January 2021	June 2021
April 2021 (for new students starting in 2020/21)	September 2021

Academic Registry/Student Services,
2020-21

² If the student is registered on a full time on an Undergraduate, Integrated Masters or Sandwich course they will be entitled to the Bursary to be paid for the duration of the course.