



# **Guide to the University of York Bursary Schemes 2019/20**

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# 1. Introduction

The University of York offers several undergraduate bursaries covered by the University of York's Access and Participation Plan for the academic year 2019/20.

This document refers to bursaries offered to the following students;

- students studying at the Hull York Medical School (HYMS)
- students on the Foundation Year of extended degrees (including students in Year 0 at York College)
- Care Leaver and Foyer Foundation students
- students classed as estranged by their funding provider
- students who have refugee status in the United Kingdom.

The level of bursary, eligibility and method of payment is dependent on the terms of the Access and Participation Plan that corresponds to the academic year the student began their programme of study.

This document is drafted bearing in mind the University's legal duties under the Equality Act 2010 and the University's obligations under relevant data protection legislation including the General Data Protection Regulation. It operates in conjunction with the University's commitment to promoting widening participation.

This document is available to students and academic and administrative staff.

Prior versions of this information are available upon request from [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk).

## 1.1 Terminology

<b>Accommodation offset</b>	Bursary payment paid directly towards the student's University accommodation fees
<b>HEBSS</b>	Higher Education Bursaries and Scholarships System
<b>HYMS</b>	Hull York Medical School
<b>Intercalculating</b>	When a HYMS student takes a year out from their undergraduate medical degree to study for another degree (for example, a Masters) at any institution
<b>Integrated Masters</b>	Undergraduate degree, where the final year is at Masters level and where the course is eligible for undergraduate funding or the entire duration.
<b>LOA</b>	Leave of Absence
<b>PGR</b>	Postgraduate Research
<b>PGT</b>	Postgraduate Taught

<b>SAAS</b>	Student Awards Agency for Scotland
<b>SFE</b>	Student Finance England
<b>SFNI</b>	Student Finance Northern Ireland
<b>SFS</b>	Student Financial Support team, based within Student Services
<b>SFW</b>	Student Finance Wales
<b>UG</b>	Undergraduate

## 1.2 Responsibility

The administration of the University of York bursaries is managed by the Student Financial Support (SFS) team within Student and Academic Services.

Students who are in receipt of a bursary have a responsibility to maintain their personal information to ensure that the level of bursary administered is accurate. This includes providing their bank details to the University of York to enable payments, advising the University of York of any changes to their studies (for example, a leave of absence, change in mode of attendance, or withdrawal) as soon as the changes occur, and updating their funding provider if their household circumstances change as soon as the changes occur.

It is the responsibility of the student's funding provider to carry out assessments of the student's residual household income based on the information the student has provided to them.

Any information held on HEBSS is the responsibility of SLC.

## 1.3 Bursary Amounts

Bursary amounts for each academic year are approved within the Access and Participation Plan. The Access and Participation Plan has been agreed by the University Executive Board and signed off by the Registrar and Secretary before submission to the Office For Students (OFS) for approval.

HYMS undergraduate bursaries are agreed with the University of Hull.

## 1.4 Residual Household Income

The residual household income is used to determine the level of bursary to be awarded. The University of York do not assess students' residual household income, even in cases where the student believes their funding provider has calculated this incorrectly. The University of York accesses information on residual household income for each student via the Student Loans Company (SLC) database - Higher Education Bursaries and Scholarship Scheme (HEBSS).

Residual household income is the gross taxable household income less pension contributions, and an allowable deduction of £1,130 for each other child or eligible student in the household. If the student is under 25 years of age, the household income is normally that of the parents, or the parent they usually live with and their partner. If the student is over 25 years of age, this would be their income and/or partner, if they reside together.

## **1.5 Consent to Share**

Student information is shared automatically with the University of York through HEBSS unless the student has contacted their funding provider directly to ask them not to share this information.

If consent to share is withdrawn after a bursary award has been approved, any remaining disbursement payments will be cancelled. Bursaries can only be issued where the University has access to the residual household income, as this confirms that the student meets the eligibility criteria to receive the bursary.

## **1.6 Data Sharing and Storage**

Information regarding the residual household income is downloaded from HEBSS and stored in the SITS Fund Manager. Information is purged at the end of the financial year. Access to the SITS Fund Manager is limited.

Residual household income data is held anonymously by the Business Intelligence Unit and used for the purposes of future bursary planning when preparing the Access and Participation Plans. This information is purged once the plan has been approved by the OFS and after the annual evaluation of the value of financial support has been completed.

SFS do not share actual residual household income data with other University department, they will confirm levels of bursaries received and/or general residual household income levels (e.g. under £25,000), for the purpose of departmental bursary/scholarship administration.

Unless the financial student record is held elsewhere (e.g. on Agresso or SITS), SFS will retain the information for six years, either in hard copy form or electronically.

## 2. Bursary Information

### 2.1 Types of Bursary

Students may only receive one bursary per academic year, even if they meet the eligibility criteria for multiple bursaries.

#### Care Leavers and Foyer Federation

The Care Leavers Bursary is available to students aged 25 and under who have come to York having been in the care of their UK local authority. Further information regarding support for Care Leavers can be found at <https://www.york.ac.uk/students/support/care-leavers/>.

This bursary is also available for students who have come to York through the national Foyer Federation for young people classed as homeless.

The University will accept a letter from the student's local authority or the Foyer Federation as evidence to confirm eligibility for this bursary.

#### Estranged Students' Bursary

This bursary is available for students who have been assessed as independent by their funding provider because they are estranged from their parents. Information on whether a student has been assessed as estranged is usually included on the funding confirmation letter.

If you would like support in establishing estranger status with your funding provider, please contact our Student Advisers at <https://www.york.ac.uk/students/support/student-hub/>.

#### Foundation Year Bursary

The Foundation Year Bursary is available to all students studying in a foundation year (also known as year zero). The Foundation Year Bursary is always paid as a tuition fee waiver. There are two levels of bursary and the level that you receive depends on your residual household income (see section 2.2).

#### HYMS Bursary

The HYMS bursary is for students studying medicine at HYMS. Students in their fifth year of their programme will continue to receive the bursary provided they meet the other eligibility criteria. Students should request that their funding provider conducts a household income assessment for the purposes of bursary administration.

Where a HYMS student chooses to intercalate at the University of York, they will only be considered for the HYMS Bursary. The student is only able to intercalate because they are on the HYMS programme and therefore should be treated as a HYMS student during the intercalating year.

### Refugee Student Bursary

If you are an international student studying under refugee status and your residual household income is less than £25,000, you may be eligible for the Refugee Student Bursary. If you feel you may meet the criteria for this bursary, please contact our Student Advisers at <https://www.york.ac.uk/students/support/student-hub/>.

### York Bursary

The York Bursary is available to students on most standard undergraduate courses and provides accommodation bursaries in year one, and cash bursaries in subsequent years paid into the student's bank account.

## 2.2 Bursary Amounts Available by Year of Study

The following information relates to the bursary amounts for 2019/20. For students whose studies began earlier than this, please visit <https://www.york.ac.uk/students/finance/bursaries-scholarships/> or contact [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk).

### Foundation Year (Year 0)

Bursary Name	Eligibility Criteria	Residual household income	Award
Foundation Year Bursary	Studying a foundation year (year 0)	£0 - £25,000	£5,600 tuition fee waiver
		Greater than £25,000 or not assessed by funding provider	£3,000 tuition fee waiver

### Year 1

Bursary Name	Eligibility Criteria	Residual household income	Award
Care Leavers Bursary	Under 25 years old and in Local Authority Care before starting course, or applied to York through the Foyer Federation	Any	£3,000

Estranged Students	Assessed as estranged from parents by funding provider	Any	£3,000
HYMS Bursary	Studying Medicine at HYMS	£0 - £25,000	£2,400 accommodation payment
Refugee Student Bursary	Refugee status holder	£0 - £25,000	£3,000
York Bursary	Studying a UG course full-time*	£0 - £25,000	£2,000 accommodation payment
		£25,001 - £35,000	

\*Nursing students in receipt of the NHS Bursary are not eligible.

#### Subsequent Years (Year 2 onwards)

Bursary Name	Eligibility Criteria	Residual household income	Award
Care Leavers Bursary	Under 25 years old and in Local Authority Care before starting course, or applied to York through the Foyer Federation	Any	£2,500 per year* plus £1,000 to be paid in term three of final year.
Estranged Students	Assessed as estranged from parents by funding provider	Any	£2,500 per year* plus £1,000 to be paid in term three of final year.
HYMS Bursary	Studying Medicine at HYMS	£0 - £25,000	£2,400 directly to student
Refugee Student Bursary	Refugee status holder	£0 - £25,000	£2,500 per year* plus £1,000 to be paid in term three of final year.
York Bursary	Studying a UG course full-time**	£0 - £25,000	£1,100 directly to student
		£25,001 - £35,000	£1,000 directly to student

\*Students on a sandwich year, placement year, or year abroad will receive £1,250.



**\*\*Nursing students in receipt of the NHS Bursary, Social Work students receiving the NHS Social Work Bursary, or students on a placement year, year in industry, or year abroad are not eligible for the York Bursary.**

## **2.3 Assessment Process**

Students do not need to apply separately to be assessed for a bursary. Providing the student has applied for student support and their household income has been assessed, the University of York will receive information on student residual household income via HEBSS.

Information is passed to the University in late September, shortly before the beginning of the Autumn term. SFS will confirm the bursary and disbursements date before 31 October. If you have not received this by this date, please contact [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk).

### **Eligibility Criteria**

In order to be eligible for a bursary, students must:

- Be resident in the UK or EU,
- Be studying an undergraduate level course (including integrated Masters programmes),
- Be studying full time,
- Be liable for the full £9,250 tuition fees for the year,
- Not be studying on a placement year, a year in industry or a year abroad for the current academic year,
- Not be in receipt of an NHS Social Work bursary,
- Not be in receipt of an NHS Nursing bursary,
- Not be from the Isle of Man and the Channel Islands.

Graduates are eligible but they must apply to their funding provider for a residual household income assessment.

Students studying on a Degree Apprenticeship are not eligible for a bursary as they are not liable for the full £9,250 tuition fee amount.

PGCE students are not eligible for the bursaries listed within their document. The PGCE is administered via the Department of Education, who can be contacted at [education-pgce-admissions@york.ac.uk](mailto:education-pgce-admissions@york.ac.uk) for more information.

If the student's tuition fees are paid by external sponsor, they will not be eligible for a bursary. This includes students sponsored by the MOD.

Students studying on a placement year, year in industry, or year abroad will not usually be liable for tuition fees of £9,250 and will not be eligible for a bursary.

The level of bursary, eligibility and method of payment is dependent on the terms of the Access and Participation Plan that corresponds to the academic year the student began their programme of study.

If a student transfers to a different course resulting in them starting Year 1 again, the student will receive the year one York Bursary for both years. I.e. If a student started one programme in 2018/19 and then transferred so Year 1 of the second course was 2019/20, they will receive the Year 1 rate for both 2018/19 and 2019/20

## **EU Students**

Students whose fee status is classed as EU are not income assessed by Student Finance England by default. The Non UK Team at Student Finance England will carry out an income assessment for bursary purposes for EU students upon request. It is the student's responsibility to request this.

The University pays the SLC a higher rate for the assessment of EU students. Therefore, these students are only assessed once, and this assessment will apply for all future years.

If the student believes there has been a change in their household income of 15% or more after the initial assessment, they should contact SFS to advise. SFS will then ask the Non UK Team at Student Finance England to carry out a reassessment. The University of York will be charged for this service.

## **2.4 Payments**

### **Accommodation Payments**

Students in their first year of study and living in University accommodation will have their bursaries paid towards their accommodation costs in three equal disbursements to the October, January and May accommodation fee installments.

The University Accommodation Invoice will not take into account bursaries being offset against accommodation fees. It is strongly recommended that students set-up a Direct Debit to pay accommodation fees. If a Direct Debit has been set up, students will receive a notification email ten working days before each payment confirming the amount to be taken. A Direct Debit will take into account any accommodation bursary that has been applied and so will be for less than the original invoice.

If you have not set up a Direct Debit to pay your accommodation fees, please check how much is outstanding on your current accommodation fee instalment before making a payment.

In the event that a first year student living in University accommodation has misunderstood the bursary disbursement process to cover accommodation costs and instead used their funding to pay the full amount to the Accommodation Office and can therefore not meet living costs, the student should contact SFS to discuss the possibility of an earlier payment of their bursary. Refunds will be issued for overpayment of accommodation fees by the Fee Office at the end of the academic year.

Students living in University accommodation in subsequent years of study, will receive the bursary payments directly to their bank accounts and will be expected to pay the full costs of accommodation fees directly between themselves and the Accommodation Office.

Students in their first year of study who are not living in University accommodation will receive the bursary directly to their bank account.

### **Cash Payments**

Cash payments are made directly to the student via their bank account in three termly installments. Students who will receive the money in this way include:

- Students in their first year who are living in non-University accommodation
- Students who are living at home during term-time
- Students in their subsequent years of study.

Students should ensure they have submitted their bank details to the University via the following secure webpage: <https://www.york.ac.uk/students/finance/bank-details/>. We are unable to pay any bursary awards to students who have not yet submitted these details.

Standard payment dates for the academic year are in October, February and May. Students receive a remittance email from the Payments Office to their university student email account a week before the payment is due to arrive in their bank accounts, which confirms the amount and the exact payment date.

### **Tuition Fee Waivers**

Tuition fee waivers are applied directly to tuition fees in full soon after students are awarded a bursary. If students have taken a tuition fee loan from their funding provider, we will inform the funding provider of the change to the fee amount and they will adjust the loan accordingly.

Students are still responsible for any remaining tuition fee amount after the bursary has been applied.

If the student withdraws from the programme, takes a leave of absence, or resumes their studies part way through the academic year, the tuition fee waiver will be prorated in line with the tuition fee liability.

### **Reassessment and Bursary Adjustments**

In the event that a student's residual household income is reassessment at any time during the academic year, the bursary entitlement may alter. This may result in a different level of award or no award if the household income rises above the residual household income threshold for the relevant bursary scheme.

If a reassessment concludes that the student should be awarded a higher bursary amount than they were awarded originally, any remaining bursary disbursements will be adjusted accordingly. If all disbursements for the academic year have already been made, SFS will contact the student to make sufficient arrangements for this to be awarded as a lump sum into their bank account.

### **Overpayments**

An overpayment of a bursary may occur if the student is reassessed by their funding provider at a later point in the academic year, or when the student has changed their mode of attendance (for example, from full-time to part-time study), taken a period of leave of absence, or withdrawn from their studies completely.

Where possible, an overpayment will be corrected by adjusting future disbursements for the academic year. If all disbursements for the academic year have already been made, no further attempt will be made to recoup the money.

### **Issues Accessing Residual Household Income**

With the exception of when a student has withdrawn their consent to share, in the event that SFS have difficulty accessing student residual household income information, SFS will make an attempt to verify the residual household income through alternative means. For example, contacting the funding provider directly.

If alternative methods prove unsuccessful and there is likely to be a delay in the issuing of bursary disbursements, SFS will inform all affected students at the earliest possible convenience.

### **Early Bursary Payments**

Students are expected to have sufficient provisions in place to assist them in the first weeks of study before their bursary payment clears.

However, in exceptional circumstances SFS may be able to consider bringing forward a future bursary payment. Students should contact SFS directly to discuss this.

### **Closing Date for Bursary Eligibility**

Students who think they may be eligible for a bursary but who have not yet received confirmation of their award before 31 October, should contact SFS at [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk).

If a student believes they have become eligible throughout the academic year, they should contact SFS to confirm no later than 30 June. This date applies even if the student is waiting for their funding provider to update their records to reflect the change in circumstances

### **Retrospective Payments**

Bursaries will not be paid retrospectively for the current academic year after 30 June, unless the student has already contacted SFS prior to this date.

Students should apply to the University of York's Student Support Fund if they are facing financial difficulty as a result of not receiving their bursary award. Information on how to apply for the Fund can be found at <https://www.york.ac.uk/students/finance/hardship/>.

### 3. Changes in Circumstances

If a student's circumstances change during an academic year, then their eligibility for a bursary may also change. Changes that can impact a bursary include:

- Changes to the household income assessment
- Changes to the student registration status (for example, withdrawing from their programme, and taking or returning from a period of leave of absence)
- Changes to the student's programme or mode of study.

Students who are in receipt of a bursary have a responsibility to maintain their personal information to ensure that the level of bursary administered is accurate. This includes providing their bank details to the University of York to enable payments, advising the University of York of any changes to their studies as soon as the changes occur, and updating their funding provider if their household circumstances change as soon as the changes occur.

#### Changes to Residual Household Income

The funding provider can update or change the residual household income information throughout the academic year. SFS will update the bursary assessments based on this new information from the funding provider. This could result in the student becoming eligible for a bursary, losing their eligibility of a current bursary, or the overall bursary amount changing.

#### Changes to Registration Status

The entitlement to a bursary may change if the student's registration status changes. The bursary level is linked to the student's liability for tuition fees for the academic year. If a student only studies for part of the year and are only charged part of the full tuition fee amount, SFS will prorate the bursary entitlement to match the proportion of the tuition fee for which the student is liable for.

Upon notification from Student Services that the student has taken a leave of absence or has withdrawn from their programme, all future bursary installments will be cancelled. The student will **not** be expected to repay any amounts already paid to them.

If the student is planning on withdrawing from their studies, they should ensure that they inform their funding provider as soon as possible, as this could have an effect on their loan repayments.

If the student takes a leave of absence and returns to repeat the full year again, or they transfer programmes resulting in a repeat year of study, then the student will be entitled to receive the full bursary amount for the repeat year regardless of what was paid to them in the previous year.

If the student takes a leave of absence part way through the academic year and returns to their study with no repeat study, then the student will receive a partial bursary award for the remaining study of that academic year.

### **Changes to Fee Waiver**

If the student's entitlement to a fee waiver increases or decreases throughout the academic year, SFS will automatically alter the bursary amount to reflect this and inform the funding provider of the changes.

### **Changes to Accommodation or Cash Payments**

SFS will alter future remaining payment to reflect any changes should the student's entitlement to an accommodation or cash bursary payment increases, ensuring that the student receives all of the amount that they are entitled to.

In the event that all the payments have already been made, SFS will contact the student to confirm that the remaining amount will be paid as a cash payment.

## 4. Contact Details

For bursary related enquiries, please contact:

Student Financial Support

+44 (0)1904 324043

[sfsu@york.ac.uk](mailto:sfsu@york.ac.uk)

(Office Hours: Monday to Friday, 10am - 4pm)

For other financial queries, you can find the relevant contact details at <https://www.york.ac.uk/students/finance/contacts/>.