

# THE BOSTON COLLEGE HIGHER EDUCATION (HE) FINANCIAL SUPPORT SCHEME 2024- 2025

This policy is annually reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: <b>Chief Operating Officer</b> Reviewed by: <b>Assistant Principal: Student Experience, Head of Safeguarding &amp; Wellbeing</b>	
Date of next review	August 2025

This policy and procedure is subject to The Equality Act 2010 which recognises the following as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation, and Disability

## 1. Document Control

### 1.1. Document Details

Title	The Boston College Higher Education (HE) Financial Support Scheme 2024-25
Author	Debbie Holland / Abid Hussain / Sharon Posey / Cary Edwards
Version	3.1
Date	September 2024
Status	Published

### 1.2. Revision History

Version	Date	Author	Comments
1.0	June 2020	Vicki Locke / Gill Bush	Definitive Release
2.0	August 2022	Heather Marks / Gill Bush	Definitive Release
3.0	August 2024	Debbie Holland / Abid Hussain/ Sharon Posey / Cary Edwards	Definitive release - Job title/date changes. Amendment to 4.1.3
3.1	Sept 2024	Sharon Posey	Definitive Release – Amendment to 4.1.1, 4.1.3. Removal of Annex A and B

### 1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

## **1. Scope and Purpose**

- This Financial Support Scheme is for applicants, students, and staff of Boston College.
- These policy and procedures must be followed when making Boston College Bursary, Fee waivers and Hardship fund awards and are also for use when considering potential student appeals.

## **2. Key responsibilities**

- Overall responsibility for maintenance and operation of Boston College Bursaries and Hardship funds lies with the Head of Safeguarding and Wellbeing.
- The key responsibility of the Head of Safeguarding and Wellbeing with the support of the Chief Operating Officer is to assess applications and confirm awards as per the procedure. Students will be advised of awards made, and payment will be authorised by the Chief Operating Officer or Head of Safeguarding and Wellbeing and paid through the Finance team via BACS.
- Boston College is committed to a fair and transparent policy in respect of the award and administration of its bursaries.
- Boston College reviews its Financial Support Scheme annually. Bursaries are liable to change year on year in line with funding changes.

## **3. Bursaries for 2024-2025**

The criteria set out in the guidance below has been written in line with our Access and Participation Plan for 2022/23 to 2026/27 with the intent of ensuring the limited funds are allocated to identified target groups.

Number Available	Amount Awarded	Criteria ( <i>Evidence source</i> )
21	£500 (Pro rata for PT Students)	<p>Awards will be based on all the below eligibility criteria being met:</p> <ul style="list-style-type: none"> <li>• Students on undergraduate HE Provision (<i>Enrolment</i>)</li> <li>• Household income £25,000 or under</li> <li>• Student's fee is neither paid or part paid through a sponsorship arrangement</li> <li>• Student is not NHS funded</li> <li>• Student is not undertaking a postgraduate initial teacher training course leading to Qualified Teacher Status</li> <li>• If there are more applications than bursaries available, priority will be given to applicants who meet Boston College eligibility criteria which include one or more of the following: <ol style="list-style-type: none"> <li>1. <i>Individual income below £20,319 per annum</i></li> <li>2. <i>Mature student with dependent children</i></li> <li>3. <i>Student undertaking part time study and not eligible for maintenance grants.</i></li> <li>4. <i>First in family to undertake a higher education award.</i></li> <li>5. <i>Identified as 'leaving care' as per Children Act 2004</i></li> </ol> </li> </ul>

The number of bursaries available may be subject to change.

**Awards will be made in two instalments in December and April – this will be dependent on production of the required evidence and 90% course attendance.**

### **Eligibility**

- Be enrolled/holding an offer (as confirmed by Registry) on a Boston College HE programme on a full or part time basis
- Be paying the expected tuition fee in full
- Be registered as a UK student.
- Meet the appropriate income criteria as set as less than £25,000.
- Be willing to partake in a student focus groups and case studies to evaluate the outcomes of the bursary fund.

## 4. Administration Process for 2024-2025 for Bursaries administered by Boston College

### 4.1 Application

- 4.1.1 Eligible students are required to submit HE bursary applications and evidence via the PayMyStudent portal [Boston College Bursary Portal \(paymystudent.com\)](https://paymystudent.com). Information for applications can be found at [Financial Assistance | Boston College](#)
- 4.1.2 If a student does not 'consent to share' Boston College is unable to assess the student's financial situation and therefore it is not possible to award a Bursary.
- 4.1.3 The opening date for applications is **1<sup>st</sup> October 2024**. The closing date to submit applications is 30<sup>th</sup> October 2024. These dates will be communicated to students via their tutor groups and Microsoft Teams.
- 4.1.4 The number of bursaries is limited, so meeting the eligibility criteria cannot guarantee an award. Bursaries will be awarded by priority of need based on the evidence provided and above criteria in section 3.
- 4.1.5 Bursaries are awarded at the discretion of Boston College and are not a student entitlement.

### 4.2 Payment

- 4.2.1 Bursaries will be paid in 2 equal instalments throughout the year, expected to be in December and April each year: on condition that the recipient has achieved a target of 90% attendance at college.
- 4.2.2 Where bursary eligibility changes (for example, due to non-attendance at college) Boston College will recover any payment by either:
  - reducing any subsequent bursary payments to recover the overpaid amount (this may occur where a student is continuing with their studies)
  - requesting the overpayment be repaid in full. Failure to repay the amount due may result in commencement of litigation.

## 5. Partial Fee Waivers: Leaving Care Students

- 5.1 This award will be made to any student who is currently a Care Leaver. This is a non-means tested partial fee waiver of £2,000 per annum.
- 5.2 To apply for the partial fee waiver, a letter including the date you are eligible for Leaving Care support from your Leaving Care team would need to be uploaded as evidence on enrolment to the course. Please speak to the Registry department if any support or guidance is required.

## **6. Hardship Funds**

- 6.1 Where a student experiences hardship that impacts upon continuation, achievement, or progression, regardless of household income and outside of the bursary facility they may be able to access the HE Hardship Fund.
- 6.2 The application form is available via the PayMyStudent portal.

## **7. Outstanding fees and other monies owing to Boston College**

- 7.1 Where a student has fees or other monies owing to Boston College relating to their studies, Boston College will withhold the bursary payment until such time as the outstanding amount has been paid. Please see Boston College's Fees Policy for further information about non-payment of fees.

## **8. Withdrawals**

- 8.1 Students must be fully enrolled at the time that the Bursary payment is due. No payment will be made to students who have interrupted or suspended their studies. Students who withdraw prior to the payment date will not be entitled to a pro rata payment.

## **9. Appeals**

- 9.1 Unsuccessful applicants wishing to appeal should write to the HE Quality Manager within 10 working days of the date of notification of the outcome of their application clearly stating the grounds for appeal.
- 9.2 Appeals will only be considered where there is evidence that a procedural irregularity has occurred in processing the application. Appeals against the content of the published Boston College Bursary guidance itself cannot be accepted.