

## Guidelines for Undergraduate Fee Waivers, Bursaries and Scholarships 2012-13

### 1. Scope

These guidelines apply to Bath's undergraduate financial support framework for new students taking up a place for 2012/13. They apply to awards made under the terms of the University's 2012/13 Access Agreement and to an agreed list of scholarships supported by University donors. The guidelines do not cover financial support made under government loan or grant frameworks but are relevant to National Scholarship Programme awards.

### 2. Terminology

- i. A **fee waiver** is a sum of money which the University allocates to your fee account in place of the full fee liability you would otherwise have. It reduces the amount of fee you must pay and, if appropriate, fee loan you will need. So, for example, if the fees due for your programme are £9000 and you are allocated a fee waiver of £4500, the fees due will be £4500. If you are taking out a fee loan to pay this amount, your loan will be for £4500 not £9000. The University will ensure that the appropriate fee loan amount is communicated to the Student Loan Company (SLC) once your award has been confirmed. There is no cash alternative to a fee waiver. The money to support your waiver comes either from the University's own resources or from the National Scholarship Programme (see point v below).
- ii. A **bursary** is a non-repayable cash award to assist with course-related costs. It will be paid to you in instalments. You do not have to tell us how you are going to spend it. Bath uses the term 'bursary' for the financial awards it makes to those on household residual incomes of £16,000 or below. Bursaries come from the University of Bath's own resources and you can receive one on top of any Government grant or loan you receive.
- iii. A **scholarship** is also a non-repayable cash award. The eligibility criteria for scholarships usually involve an element of academic, sporting or other special merit. Scholarships are also paid in instalments and, again, there are no restrictions on how you spend any award. Scholarships come from a variety of sources and are mainly funded through the generosity of alumni and other donors.
- iv. **Access Agreement** refers to the written statement of agreement the University has with the Office for Fair Access. This document states in detail the fees the University is allowed to charge, the financial support it guarantees to make available to eligible students, and the outreach activity the University agrees to undertake to support fair access. The University has more than one Access Agreement because the nature of its support for students has changed over time. Your financial support arrangements are linked to the Access Agreement for 2012/13 and this Agreement will apply for the duration of your studies. Any changes to the financial support framework introduced for later student cohorts will not be applied retrospectively to you.
- v. **The National Scholarship Programme (NSP)** is a package of financial support made available to Bath by the Government. At Bath, NSP awards operate as fee waivers and work in exactly the same way as University of Bath fee waivers. Eligible

students will be awarded either a University of Bath fee waiver or an NSP fee waiver but it is not possible to hold both. NSP awards can be held in addition to other Government fee loans, maintenance grants and loans.

### 3. Eligibility

Our fee waiver, bursary and scholarship schemes have specific eligibility criteria. These are set out in the detailed information available on our website at <http://www.bath.ac.uk/students/finance/bursary-fee-waiver/eligibility/index.html> . It is the University's responsibility to identify potential award recipients on the basis of these criteria but the University cannot be responsible for any errors or omissions in the information supplied to it and on which eligibility decisions are based. The University's decision on the interpretation of eligibility criteria is final and there is no right of appeal. You must comply with all requests for additional information to establish your eligibility on the timeframes specified and you must provide any proofs requested by the stated deadline.

The following points also apply:

- i. If you join the University in 2012/13 but previously started a degree at, and then withdrew from, another UK University and you are continuing studies at Bath, you will normally be classed by the SLC as 'old scheme' for fees and support purposes. As you will be paying fees at the lower rate for pre 2012 entrants, you will not be eligible for 2012/13 fee waivers, bursaries or scholarships at Bath.
- ii. If you have already completed a qualification (including a non-UK qualification) that is the equivalent level to, or higher than, the University of Bath course you will study, you will still normally be eligible to apply for support because you will be paying fees at the higher 2012/13 rate.
- iii. Fee waivers may be University of Bath or NSP awards but you cannot hold both together. In addition to a fee waiver, you may receive a bursary. Scholarships are normally only available to those whose household income means that they could not be considered for a fee waiver or bursary but the University reserves the right to vary this policy in particular individual circumstances. Only one Bath donor-funded award can be held at any one time. The University reserves the right not to allocate or to withdraw and seek repayment of a scholarship if you already have or are later awarded an externally funded scholarship or sponsorship package.

The following definitions apply:

UK Student	You are a UK student if you have been assessed by Bath as a Home student for tuition fee purposes. Students from the Channel Islands or the Isle of Man are not UK students according to this definition and are subject to 'Islands students' status.
EU Student	You are an EU student if you have been assessed by Bath as an EU student for tuition fee purposes. Students from the Channel Islands or the Isle of Man are not EU students according to this definition and are subject to 'Islands students' status.
Household income	This refers to the annual residual household income calculation we receive from SLC. Residual income is the household income before tax and after any pension contributions or allowances for dependent children. For full time students, a full financial assessment must have been carried out by Student Finance England or the relevant awards authority in Wales, Northern Ireland or Scotland and it is your responsibility to ensure this has been completed. For part time students,

	<p>evidence of income must be presented to the University for financial assessment. EU student incomes will be assessed through the standard procedures of Student Finance England and the figure we use will be the Sterling equivalent as supplied by SFE. Deadlines apply to the receipt of financial assessment information. The University will administer its awards in two tranches (September and February) to allow for different assessment timescales. It will not usually be possible to consider assessments received after 7 January 2013 although the University reserves the right to alter its allocation schedule to take account of any changes in the time-scale for assessment issue nationally.</p>
Campus-based	<p>These are degree or Foundation Degree programmes delivered on the University of Bath site at Claverton Down, BA2 7AY. Programmes delivered off site via agreements with partner organisations are excluded.</p>
Care Leaver	<p>This refers to a person who has been in the care of the Local Authority for a period of 13 weeks or more ending on or after the date on which he/she reached the age of 16 and before the first day of the first academic year of the course, provided that the student has not, at any time during that period, been under the charge or control of his/her parents. You must have indicated your care-leaver status on your UCAS form and have confirmed to our care leaver co-ordinator that this applies to you. You will need to provide a letter from a social worker or Leaving Care Personal Adviser confirming your care status</p>
Low participation neighbourhood	<p>This is a postcode classification which tells us what proportion of young people from your area progressed to higher education. The specific system used is POLAR 2 via the Higher Education Statistics Agency. This system groups postcodes into quintiles. We will count your postcode as low participation if it is quintile 1, 2 or 3. This data is supplied to us via UCAS. Where it is not passed on or does not exist we will not be able to use any other proxy data or alternative classification system. There is no exact equivalent for EU students. We will ask you to complete a questionnaire which will help us to determine whether your home area is in a broadly equivalent category.</p>
Low performing school or college	<p>Applicants with GCSE qualifications: we will regard you as coming from a low-performing school if your school is non-independent and 50% or less of the pupils attending achieved 5 or more GCSEs at A*-C, including English/Welsh and maths, or equivalent.</p> <p>Applicants with Scottish qualifications: we will regard you as coming from a low-performing school if your school is non-independent and 65% or less of the pupils attending achieved 5 or more SCQF level 4 including English and maths.</p> <p>This data is supplied to us via UCAS. Where it is not passed on by UCAS we reserve the right to use other nationally available data sources but make no guarantees that we will be able to do so. There is no exact equivalent for EU students. We will ask you to complete a questionnaire which will help us to determine whether your school or college is in a broadly equivalent category.</p>
Means Tested State Benefit	<p>As part of our process for determining your eligibility for support we will invite you to indicate whether you are in receipt of any qualifying means tested state benefits. You must respond to this request for information by 31 August 2012. Most UK government income assessed benefits, including child tax credit received in the year prior to university entrance, will qualify. Either you or a parent or spouse may be the benefit recipient. We are aware that there are many different benefit frameworks across the European Economic Area. We will ask you to complete a questionnaire, which will help us to determine whether you</p>

have a qualifying benefit and a face-to-face interview may be required post registration. In all cases, proof may be required for any benefit you state you or your parent has received.
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#### **4. Application and Allocation**

- 4.1 No application is required for fee waiver and bursary awards. You will be notified by email if we establish that you are eligible and we will contact you again with details of any allocation made.
- 4.2 A supporting statement is required for scholarships. You will be invited to submit a statement via our online system if we establish that you are eligible for consideration.
- 4.3 Fee waivers, bursaries and scholarships are awarded to those who meet the eligibility criteria at the time of allocation. An award will not normally be taken away if eligibility changes in any subsequent year and there will not be any routine reassessment of household income year-to-year. You will not need to repay funds paid to you if your circumstances change in this way.
- 4.4 If you are not eligible for an award in 2012/13 but subsequently believe that you meet our criteria (because, for example, your family household income has fallen), you will be able to apply to a Discretionary Student Support Fund for assistance. Separate guidelines and conditions apply to this fund which is administered by the Head of Student Support Services. Any assistance from this Fund will be for one year only but may be renewable.
- 4.5 You cannot be considered for an award if you have not responded to our notifications of your eligibility with appropriate proof, or if you have not supplied household income data by the published deadlines. Awards cannot be claimed retrospectively.

Any queries relating to these Guidelines should be addressed to the Admissions and Funding Co-ordinator, Admissions Office, University of Bath, BA2 7AY or by emailing [undergraduatefunding@bath.ac.uk](mailto:undergraduatefunding@bath.ac.uk).