

Guidelines for Undergraduate Fee Waivers, Bursaries and Scholarships 2013-14

1. Scope

These guidelines apply to the University of Bath's undergraduate financial support framework for new students taking up a place of study for 2013/14 paying fees of £9,000 per year for campus based programmes or £7,500 for franchised non campus based programmes. They apply to awards made under the terms of the University's 2013/14 [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 that 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 £3000, the fees due will be £6000. If you are taking out a fee loan to pay this amount, your loan will be for £6000 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 (please note: we would therefore advise you to apply for the maximum UK government fee loan on your initial application). 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 with household residual incomes of £16,000 or below and who meet certain additional specified criteria. 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 (with the exception of the National Scholarships Programme, which is a fee waiver: see below). The eligibility criteria for scholarships usually involve an element of academic, sporting or other special merit and, in some cases, are based on your student loans household income assessment. 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. If you are awarded a fee waiver and/or bursary, you cannot be considered for those on our web pages badged as income related scholarships. Corporate scholarships and some department allocated schemes may (e.g. Lloyds/BP) allow students to hold a fee waiver and bursary in addition to their scholarship award.
- 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 2013/14 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 which are also set out on our web pages www.bath.ac.uk/study/ug/funding

University of Bath and National Scholarship Programme Fee Waivers (campus based programmes)

These fee waivers are available to identified UK and EU students only, who are studying full time campus based undergraduate or foundation degree programmes and who meet the specified eligibility criteria. Eligible students will receive:

- a fee waiver of £3,000 in Years 1 and 2
- a full fee waiver during a placement (paid/unpaid) or study abroad period

Information on fee charges is available from the [Student Finance Office](#).

Eligibility criteria for the University of Bath and the National Scholarship Programme Fee Waiver (campus based programmes)

You need to:

- be an eligible UK or EU student *and*
- be registered on a full-time campus based undergraduate or foundation degree programme *and*
- have a household income assessment of £16,000 or below *and*
- meet one or more of the following criteria:
 1. your home is in a neighbourhood with [low participation in higher education](#) *or*
 2. your school/college performance is below average (as supplied by UCAS) *or*
 3. you are a [care leaver](#) *or*
 4. you or your family receive a state [means-tested benefit](#) *or*
 5. you have completed an [Access to HE Diploma](#)

University of Bath Bursaries (campus based programmes)

These bursaries are available to identified UK students only who are studying full time campus based undergraduate or foundation/top-up degree programmes and who meet the specified eligibility criteria. They are designed to help you with course costs or other living expenses. These will be paid in instalments.

Eligible students will receive:

- a £3,000 bursary in Year 1 and 2 and
- a £1,000 bursary in their final and/or any additional years of study, except for placement years
- up to £1,500 bursary during a placement period (unpaid placement or study abroad only)

(Fee waivers and bursaries are calculated pro rata across Year 2 & 3 of your studies for students undertaking a thin sandwich programme.)

Eligibility criteria for the University of Bath Bursary (campus based programmes)

You need to:

- be an eligible UK student *and*
- be registered on a full-time campus based undergraduate or foundation/top-up degree programme *and*
- have a household income assessment of £16,000 or below *and*
- meet one or more of the following criteria:
 1. your home is in a neighbourhood with [low participation in higher education](#) *or*
 2. your school/college performance is below average (as supplied by UCAS) *or*
 3. you are a [care leaver](#) *or*
 4. you or your family receive a state [means-tested benefit](#) *or*
 5. you have completed an [Access to HE Diploma](#)

Bursaries for the Foundation Degree in Addictions Counselling (franchised non campus based)

Eligible students will receive:

- a £3,000 bursary in Year 1 and 2

Eligibility criteria for the Foundation Degree in Addictions Counselling bursary

You need to:

- be an eligible UK student *and*
- be registered on the full-time Foundation Degree in Addictions Counselling programme *and*
- have a household income assessment of £16,000 or below

Bursaries for the Honours Year Top Up Degree (franchised non campus based)

Eligible students will receive:

- a £1,000 bursary (pro rata for part time)

Eligibility criteria for the Honours Year Top Up Degree bursary

You need to:

- be an eligible UK student *and*
- be registered on a full or part-time franchised non campus based honours year top up degree programme *and*
- paying the higher rate tuition fees of £7,500 (pro rata for part time) *and*
- have a household income assessment of £16,000 or below

Income Related Scholarships (undergraduate campus based programmes)

You will be considered for these discretionary scholarships based on your student loans assessed household income, academic achievements, a supporting statement and other relevant eligibility criteria as indicated below. Awards are limited and so not all applications will be successful.

We will ask you to provide a supporting statement via your Bath Application Tracker during late Spring.

Eligibility criteria for the income related scholarship awards

You need to:

- be an eligible UK student *and*
- be registered on a full-time campus based undergraduate honours degree programme
- not already hold an honours degree
- have a student finance household income assessment at, or below £42,611 *and*
- have entry grades of AAB at A Level or equivalent *and*
- not be eligible for, or in receipt of, a University of Bath fee waiver, bursary, National Scholarship Programme or other University of Bath scholarship (some scholarship exceptions may apply).

As part of our shortlisting process we will also take into account the following information, if it applies to you, if:

1. your home is in a neighbourhood with [low participation in higher education](#)
2. your school/college performance is below average (as supplied by UCAS)
3. you are a [care leaver](#)
4. you or your family receive a state [means-tested benefit](#)

However, meeting one of the four criteria above is not essential to be selected for a scholarship.

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 within the timeframes specified and you must submit any evidence requested by the stated deadline.

The following points also apply:

- i. If you join the University in 2013/14 but previously started a degree in 2012 at, and then withdrew from, another UK University and you are entering into Year 1 of studies at Bath, you will be considered for a fee waiver and bursary according to the year of entry that you commence studies at the University of Bath.
- ii. If you join the University in 2013/14 and are transferring directly into Year 2 of your studies your eligibility for our funding packages will be considered differently. We will base our support on the scheme applicable to the year of entry for your most recent programme of study at higher education level. Our Terms & Conditions state that eligibility for a fee waiver and bursary or income related scholarship is determined in Year 1 of studies. As a result, you will miss our deadlines for consideration for these schemes as you would not have been a new entrant during the assessment of eligibility phase.

However, if you meet the general eligibility criteria for our bursary scheme for 2012 entrants then you may apply to the Discretionary Student Support Fund (DSSF) to be considered for a bursary award. This is administered by the Funding Advice Team in Student Services.

- iii. If you are normally classed by the SLC as 'old scheme' for fees and support purposes, you will be paying fees of £3,465 for pre 2012 entrants. You will not therefore be eligible for 2013/14 fee waivers, bursaries or scholarships at the University of Bath.
- iv. If you have already completed a degree qualification (including a non-UK degree qualification) that is the equivalent level to, or higher than your planned programme of study at the University of Bath, you will still normally be eligible to apply for one of the University of Bath Fee Waiver and Bursary because you will be paying fees at the higher 2013/14 rate. However, you will not be eligible for a NSP award or an income related scholarship.
- v. 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. Income Related Scholarships (IRS) are normally only open to those who are not in receipt of a fee waiver and/or bursary and whose household income is within the threshold set for that year. The University reserves the right to vary this policy in particular individual circumstances. Only one IRS 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	Eligible UK students are those that are classed as UK (England, Wales, Scotland or Northern Ireland), as assessed for student support purposes, as determined by Student Finance England (SFE) or other relevant UK student loans awarding agency. 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	Eligible EU students are those that are classed as EU (European), as assessed for student support purposes, as determined by SFE. 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 the 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 SFE 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, evidence of income must be presented to the University for financial assessment. EU student incomes will be assessed through the standard procedures of SFE and the figure we use will be the £ Sterling equivalent as supplied by SFE. Deadlines apply to the receipt of financial assessment information.
Campus-based	These are undergraduate degree or foundation degree programmes delivered on the University of Bath site at Claverton Down, BA2 7AY. Programmes delivered off site via franchised agreements with partner organisations are excluded and have a different bursary scheme in place.
Care Leaver	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 Coordinator 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. EU students who are regarded as care leavers by their home country will be required to provide evidence as appropriate for consideration by the University.

Low participation neighbourhood	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 submit documentary evidence which will help us to determine whether your home area is in a broadly equivalent category.
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 submit documentary evidence which will help us to determine whether your school or college is in a broadly equivalent category.</p>
Means Tested State Benefit	As part of our process for determining your eligibility for support, we will invite you, in late Spring, to indicate whether you or your family are in receipt of any qualifying state means-tested benefit . You must respond to this request for information by 30 th August 2013 for National Scholarship Programme fee waiver, by 30 th October 2013 for income related scholarships and by 24 th January 2014 for University of Bath fee waivers and bursaries. 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 submit documentary evidence, which will help us to determine whether you have a qualifying benefit.
Access to HE Diploma	The Access to (Higher Education) HE Diploma prepares students (usually mature students, although there is no minimum or maximum age requirement) to study for an undergraduate degree at university. You will automatically qualify for the funding package on offer (fee waiver & bursary for UK students or fee waiver for EU students) if you enter studies at the University of Bath with this qualification and your household income is at or below £16,000.

4. Application and Allocation

- 4.1 You will be asked to submit any additional evidence we may require during late Spring via Bath Application Tracker. You will be notified by email if we establish that you are eligible for a fee waiver or bursary with details of any allocation made. Details on the timeline of events when notifications will be sent out can be found on our webpages www.bath.ac.uk/study/ug/funding
- 4.2 Our IRS awards are based on a supporting statement as well as student loan household income assessment, academic merit and other widening participation criteria. You will be asked to submit a supporting statement during late Spring via Bath Application Tracker. Details on the timeline of events and allocation of scholarships can be found on our webpages www.bath.ac.uk/study/ug/funding

- 4.3 Fee waivers and bursaries 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 Scholarships may be withdrawn if you no longer meet any specific programme requirements or other specific grade progression criteria. This is at the discretion of the [Department of Alumni Relations](#). An award will not normally be taken away if your household income eligibility changes in any subsequent year, there will not be any routine reassessment of household income year-to-year. If you make a change to your original programme of study you must notify the Department of Alumni Relations about this, as it may affect your continued eligibility.
- 4.5 If you suspend or withdraw from your studies then any fee waiver will be applied to your tuition fees on a pro rata basis. Any scholarship or bursary paid to you will not have to be repaid but you will not be eligible for any subsequent payments that may be due in that year.
- 4.6 If you are not eligible for a bursary award in 2013/14 but subsequently believe that you meet our criteria in a future academic year (for example if your family household income has fallen), you may be able to apply to the Discretionary Student Support Fund for assistance. Separate guidelines and conditions apply to this fund which is administered by the Funding Advice Team in [Student Services](#). Any assistance from this fund will be for one year only but may be renewable.
- 4.7 You cannot be considered for an award if you have not responded to our notifications of your eligibility with appropriate evidence, or if we have not received your assessed household income data from the SLC by the published deadlines. Awards cannot be claimed retrospectively.
- 4.8 The final deadline date to be considered for a NSP is the 30th August 2013.
- 4.9 The final deadline date to be considered for an income related scholarship is the 30th October 2013.
- 4.10 The final deadline date to be considered for a University of Bath Fee Waiver and Bursary scheme is the 24th January 2014, although the University reserves the right to alter its allocation schedule.
- 4.11 This document should be read in conjunction with the Terms & Conditions for Undergraduate Fee Waivers, Bursaries and Scholarships 2013-14.

Any queries relating to these Guidelines should be addressed to the Admissions and Funding Coordinator, Admissions Office, University of Bath, BA2 7AY or by emailing undergraduatefunding@bath.ac.uk