

## Bursaries and Scholarships Academic Year 2022/23

### Policy and Procedure

#### 1. Scope and Purpose

- 1.1. AECC University College offers a range of undergraduate bursaries and scholarships in order to widen participation, support retention and reward high achievement on its courses of study.
- 1.2. Bursaries and scholarships are only awarded to students studying full-time on the University College's undergraduate course(s).
- 1.3. Scholarships can be withheld or adjusted to reduce an outstanding academic debt to the University College. Bursaries shall not be subject to such adjustment.
- 1.4. Students must be enrolled and engaging with the course to continue to receive bursary or scholarship payments.
- 1.5. Bursary or scholarship recipients who withdraw or suspend from the course will no longer receive payments. Students who suspend and later return to study, may be eligible for the bursary or scholarship to be reinstated.

#### 2. Key Responsibilities

- 2.1. The Academic Registrar is responsible for the overall management and implementation of this policy and the accompanying procedures.
- 2.2. The Student Finance Officer is responsible for the receiving and reporting on data from Student Finance England in relation to household income assessments.
- 2.3. The Bursaries and Scholarships Panel (see appendix 1) are responsible for making decisions on the allocation of bursaries or scholarships.
- 2.4. Under this policy and associated procedures any University College role or officeholder or officer of the Student Union may act through her or his appointed nominee.

#### 3. Bursaries

Please note the University College reserves the right to withdraw a Bursary from anyone who is found to have misled the University College about any aspect of their eligibility and to seek repayment of any monies already paid by appropriate means.

##### 3.1. The AECC University College Maintenance Bursary

The AECC University College Maintenance Bursary is available UK\* students enrolling on an undergraduate course in 2020/21 who meet the eligibility criteria. A maximum of 15 bursaries will be awarded.

Eligible students with a household income below £16,000 will receive a bursary of £2,000 a year for the standard published length of their degree (i.e. 3, 4 or 5 years dependent upon the course of study and/or year of entry) to support their living and learning costs. MChiro students who are in receipt of a Maintenance Bursary who transfer to the MSc Chiropractic will, assuming they continue to meet the core eligibility criteria, receive the bursary for the standard published length of the MSc.

Eligible students with a household income of between £16,001 and £25,000 will be eligible for a bursary of £1,800 per year for the standard published length of their degree (i.e. 3, 4 or 5 years dependent upon the course of study and/or year of entry) to support their living and learning costs.

To be eligible a student must:

- be a new full-time undergraduate student studying at the University College commencing in 2020/21
- be entering Higher Education for the first time or be transferring direct from another degree (incomplete), without a break in study, where they entered HE for the first time
- not be receiving support for fees or living expenses from a company or charity
- have a household income less than £16,000 to be eligible for the £2,000 bursary
- have a household income between £16,001 and £25,000 to be eligible for the £1,800 bursary
- complete the appropriate Student Finance England application form for funding and indicate their 'consent to share' their data with the University College. Students who do not 'consent to share' data cannot be assessed.
- have completed the Student Finance England assessment by 1 October 2020 including 'consent to share'.

\* Defined as UK nationals ordinarily resident in England (excludes Scotland, Wales and Northern Ireland due to alternative funding arrangements in those countries).

### **3.1.1. Allocation of Bursaries**

Students do not need to apply for the Bursary as all required data is available from Student Finance England if the student has given 'consent to share'.

AECC University College will award 15 Maintenance Bursary in the 2021/22 academic year. In the event that the number of eligible students exceed the number of Bursaries, the University College will allocate the bursaries to those in most financial need. The following selection process will take place:

1. All eligible enrolled students will be ranked by Student Finance from lowest to highest household income.
2. The Bursaries and Scholarship Panel will review the data and award the bursaries in order of lowest household income first.

If students are still tied after the above process, the Panel will consider other widening participation criteria as set out in the Access and Participation plan and deem those who meet multiple criteria as most in need:

- a. student is from a low participation neighbourhood according to the POLAR4 postcode analysis
- b. student is from an area of Multiple Deprivation according to the Index of Multiple Deprivation
- c. student has a declared disability
- d. student is care experienced or a care leaver
- e. student is from a Black, Asian or Ethnic Minority background

### **3.1.2. Notification of Award**

Students will receive written notification of the award of a Bursary from the Bursaries and Scholarships Panel in October.

### **3.1.3. Payment**

Bursaries will be paid in 8 equal instalments (November-June) into the student's UK bank account by bank transfer. If a bursary is awarded after November, missed payments will be included in the first instalment.

Continued receipt of the bursary relies upon the student re-enrolling full time and meeting the household income criteria each year. Eligibility will be reviewed at the start of each academic year and the student will be expected to provide the necessary documentation. Students will be notified in writing of the outcome by 1<sup>st</sup> November.

If a student is no longer eligible to receive the maintenance bursary (or withdraws from the course), the bursary will be reallocated. Eligibility of students within the same year group will be decided using the above ranking process.

When a student returns from suspension, they will continue to receive the balance of the bursary remaining at the point of suspending so long as they continue to meet the eligibility criteria. Students will not normally be paid during a repeat year.

### **3.2. The AECC University College Diagnostic Instruments Bursary**

The AECC University College Diagnostic Instruments Bursary is available to all UK\* students enrolled on the undergraduate chiropractic course who meet the eligibility criteria. The purpose of the Bursary is to support the acquisition of necessary clinical diagnostic instruments for study on the undergraduate chiropractic course.

Eligible students with a household income below £25,000 will receive, free of charge, a basic set of diagnostic instruments in semester 1 of entrance year at the University College.

To be eligible a student must:

- be a new full-time undergraduate student studying at the University College commencing in 2020/21
- be entering Higher Education for the first time or be transferring direct from another degree (incomplete), without a break in study, where they entered HE for the first time
- not be receiving support for fees or living expenses from a company or charity
- have a household income less than £25,000
- complete the appropriate Student Finance England application form for funding and indicate their 'consent to share' their data with the University College. Students who do not 'consent to share' data cannot be assessed.
- Have completed the Student Finance England assessment by 1st October 2020 including 'consent to share'.

\* Defined as UK nationals ordinarily resident in England (excludes Scotland, Wales and Northern Ireland due to alternative funding arrangements in those countries).

#### **3.2.1. Notification of Award**

Students will receive written notification of the award of a Bursary from the Bursaries and Scholarships Panel in October.

#### **3.2.2. Payment**

Students will receive a basic set of diagnostic instruments. A cash alternative is not available.

If a student has already bought a kit by the time they are notified, the money will be refunded to them (to the value of the basic kit only if they have purchased one of a higher value).

### **3.3. Welcome Week Social Events Bursary**

The AECC University College Welcome Week Social Events Bursary is available to all UK\* students enrolled on an undergraduate course who meet the eligibility criteria. The purpose of the Bursary is to support students from low income households to participate in Welcome Week activities.

Eligible students with a household income below £25,000 will receive, free of charge, a wristband enabling participation in all Welcome Week activities. All applicants whose permanent home postcode is in an Index of Multiple Deprivation Quintile 1 or 2 (Deciles 1-4) are automatically eligible for this bursary. There is no need to apply.

If you do not live in one of these areas, but can prove that your household income is below £25,000 (through a Student Finance England assessment), you are also eligible for the bursary. Please contact [registry@aecc.ac.uk](mailto:registry@aecc.ac.uk) to apply in this instance before Friday 24<sup>th</sup> September 2021.

#### **3.3.1. Notification of award**

Students will receive written notification of the award at least one week before Welcome Week with instructions on how to collect the wristband.

#### **3.3.2. Payment**

Students will receive a wristband. A cash alternative is not available.

### 3.4. Travel Bursary for Students living in Halls of Residence

The AECC University College travel bursary is available to all UK\* students enrolled on an undergraduate course who meet the eligibility criteria. The purpose of the Bursary is to support students from low income households who live in halls of residence to travel to and from the University College on public transport during term time only. The Bursary is valid for one academic year.

Eligible students with a household income below £25,000 who live in halls of residence can apply; the bursary is valued at the cost of three 90-day tickets, covering the travel zone between the Halls of residence and the University College.

To be eligible a student must:

- be a new full-time undergraduate student studying at the University College commencing in 2021/22
- be entering Higher Education for the first time or be transferring direct from another degree (incomplete), without a break in study, where they entered HE for the first time
- not be receiving support for fees or living expenses from a company or charity
- have a household income less than £25,000
- complete the appropriate Student Finance England application form for funding and indicate their 'consent to share' their data with the University College. Students who do not 'consent to share' data cannot be assessed.
- Have completed the Student Finance England assessment by 1st October 2021 including 'consent to share'.

\* Defined as UK nationals ordinarily resident in England (excludes Scotland, Wales and Northern Ireland due to alternative funding arrangements in those countries).

#### 3.4.1. Notification of award

Students should email [registry@aecc.ac.uk](mailto:registry@aecc.ac.uk) with evidence of their accommodation (such as tenancy agreement) by 8 October 2021. Eligibility will be checked with Student Finance.

#### 3.4.2. Payment

The travel bursary will be paid into the student's UK bank account by bank transfer in 3 instalments – November, January and April.

### 3.5. Care Leavers Bursary for Students

A care leaver is a young person who: has been in the care of, or been given accommodation by, their Local Authority (LA) for a period of at least 13 weeks before the age of 16 and has not reconciled with their parents between leaving care and starting their course. Care Leaver bursaries are available to students who meet this definition.

Two bursaries are available to support care leavers joining the University College. They are:

1. Care Leaver Transition Bursary. To support students as they move into their accommodation and start their course. This is a one-off payment of £500.
2. Care Leaver Annual Support Bursary. This bursary of £1800 will be paid to the care leaver annually thereafter.

To be eligible a student must:

- notify the University College of their care experience via their UCAS application
- be a new full-time undergraduate student studying at the University College commencing in 2021/22
- be entering Higher Education for the first time or be transferring direct from another degree (incomplete), without a break in study, where they entered HE for the first time
- not be receiving support for fees or living expenses from a company or charity
- have a household income of less than £25,000 and be receiving the maximum maintenance loan from Student Finance England
- complete the appropriate Student Finance England application form for funding and indicate their 'consent to share' their data with the University College. Students who do not 'consent to share' data cannot be assessed.

### **3.5.1. Notification of Award**

Students will receive written notification of the award of a Bursary from the Bursaries and Scholarships Panel in November.

### **3.5.2. Payment**

Bursaries will be paid in 8 equal instalments (November-June) into the student's UK bank account by bank transfer. If a bursary is awarded after November, missed payments will be included in the first instalment.

## **3.6. Bursary for estranged students (studying without parental support)**

The aim of the Estranged Student Bursary is to enable and encourage UK students who meet the definition of estrangement from their family to pursue their undergraduate studies at AECC University College. A non-repayable bursary of £500 per academic year is available for all undergraduate students who meet the criteria. This bursary is for new undergraduate students from the UK who are irreconcilably estranged from their parents and are aged 25 years or under at the start of the course.

The Standalone definition states that: an Estranged Student is someone that has not had verbal or written contact with both of their biological, adoptive parents or their only living parent for a significant period of time and this will not change. A significant period of time is usually considered twelve months or longer, but this can also depend on their circumstances.

To be eligible a student must:

- be domiciled in the UK with Home fee status;
- be aged under 25 and have been classified as an independent student on the grounds of estrangement by Student Finance;
- Be enrolled and currently studying a full-time undergraduate degree at AECC UC.
- Students are expected to apply for their full student finance loans entitlement and prove their status as an independent student based on estrangement for the purposes of Student Finance

About the Bursary

- a. The Bursary is worth £500 per academic year of study, plus £500 to help with start-up costs and a further £500 on graduation – a maximum of £3,500 over a 5-year programme including a placement year.
- b. Awards cannot be claimed retrospectively for previous academic years.
- c. Awards will not normally be terminated nor repayment required on the basis of academic failure.
- d. Awards will be paid for one repeat year or part-year only. Students who have more than one year of repeat study, will need to evidence exceptional personal circumstances in order to be considered for additional support.
- e. The University College reserves the right to terminate an award and demand repayment of funds already paid in the case of disciplinary action against an award-holder. Cases will be considered on an individual basis by Student Finance.
- f. Students cannot receive more than one Care Leaver or Estranged student bursary. If you meet the eligibility criteria for more than one of these Bursaries then it will be at the discretion of the Student Bursaries and Scholarships Panel which Bursary you receive.
- g. If your situation or status changes during your studies, and this could affect your entitlement to the bursary, you must let AECC UC Student Finance know as soon as possible.

### **3.7.2 Payment**

This bursary is paid in two instalments each academic year: normally December and March.

## **3.7. Disclosure and Barring Service (DBS) Grant**

The DBS grant covers the costs of a DBS check to support applicants from a low-income background applying for courses which have this requirement.

To be eligible a student must:

- be from an Index of Multiple Deprivation Quintile 1 or 2 household

### **3.7.1. Notification of Award**

Students will receive written notification of the award from the Registry Team when asked to start the DBS application process. They will not be charged for the check. There is no cash alternative.

### **3.8. Pre-entry Grants to support attendance at open days, offer-holder days and interviews**

To support students from disadvantaged backgrounds to attend an open day and offer-holder day or interview, we can support travel costs.

Students must come from a POLAR4 or IMD Quintile 1 or 2 postcode. This grant is only open to UK nationals ordinarily resident in England.

To apply for this grant, students should email [wideningaccess@aecc.ac.uk](mailto:wideningaccess@aecc.ac.uk) with the following details:

1. Date of open day/offer holder day/interview they wish to attend
2. Time of trains they wish to catch including to and from stations
3. Reason for application for support with travel costs
4. A contact email address and/or telephone number

Travel tickets will be purchased and emailed directly to the prospective student.

## **4. Scholarships**

Please note the University College reserves the right to withdraw a Scholarship from anyone who is found to have misled the University College about any aspect of their eligibility and to seek repayment of any monies already paid by appropriate means.

### **4.1. The Hugh Gemmell Memorial Scholarship**

The Hugh Gemmell Memorial Scholarship is open to all students of any nationality and is endowed to reward academic excellence when entering the clinical setting by supporting learning and living expenses in year 4 of the MChiro or MSc Chiropractic.

It is awarded annually to the student with the best student mark profile in Year 3 the MChiro course and is to the value of £2,500 for one year.

To be eligible a student must:

- have completed MChiro Year 3 studies at AECC University College
- have successfully completed the Clinic Entrance examination
- have the highest student mark profile at the Year 3 MChiro assessment board (or equivalent)

#### **4.1.1. Allocation**

The scholarship is awarded by the Bursaries and Scholarships panel, no application is needed.

In the event that of two or more students have the same mark profile, the University College will divide the scholarship equally among students.

#### **4.1.2. Notification of Award**

Students will receive written notification of the award of a Scholarship from the Bursaries and Scholarships Panel in November.

#### **4.1.3. Payment**

Scholarships will be paid twice yearly (50% at the beginning of the Spring Term and 50% at the beginning of the summer term) into a UK bank account.

### **4.2. Sport Scholarship**

Sports Scholarships are available to the most outstanding student athletes who show evidence of achievement at regional, national or international levels. The scheme is committed to delivering sporting excellence and support to students who display outstanding sporting ability or show the potential to reach that level in the near future. The scholarship supports all students and sports that meet the eligibility criteria.

The scholarship is split into three difference levels (Gold, Silver and Bronze). The level at which a student is supported is based upon their level of performance; a student can progress up through the levels as performance level increases. The specific support provided at each level is outlined in the table below:

<i>Service</i>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
Scholarship support tutor	✓	✓	✓
Chiropractic support	✓	✓	✓
Sport Psychology profiling	x	✓	✓
Sport psychology 1-to-1 support	x	x	✓
Performance-focused workshops	✓	✓	✓
Financial support ( <i>That can be applied for</i> )	£0	£250	£500
Dietary assessment	x	✓	✓
Nutrition advice	x	x	✓
Biannual Physiological testing	✓	✓	✓
Bespoke performance testing	x	x	✓
Press, media and communication training	✓	✓	✓

Students in receipt of the Sport Scholarship are required to:

- Attend an induction event outlining their role within the University College
- Undertake 1 (Bronze), 2 (Silver) or 3 (Gold) marketing, promotion, or outreach activities per year. These activities could include (but are not limited to): open days, school visits, interviews, and filming for online videos.

#### **4.2.1. Eligibility**

To be eligible for the Sport Scholarship, a student must:

- be enrolled on OR applied for a full-time undergraduate or postgraduate course at AECC University College
- meet the criteria set out in Section **A** and at least 1 subcategory in Section **B**:

#### **A.**

- Have the necessary academic background to successfully gain a position on a course at AECC University College, and be enrolled in a full academic schedule of work (student's repeating years or units may not be eligible).

#### **B.**

- Be of regional (Bronze), national (Silver) or international (Gold) standard in their sport and/or show strong evidence of future outstanding potential, AND Represent AECC University College in their respective BUCS individual or team competitions.
- Be of regional, national or international standard in a Sport England recognised sport
- Be of National or International standard in their sport.
- Be in a professional sports academy, development squad or team.

#### **4.2.2. Application**

Students must apply for the Sport Scholarship annually, and continue to prove their eligibility each year in order to continue to receive support. The application form will be published on the Policies for Students website and the VLE.

Students must meet the application deadline 28 September 2021 and reapply annually thereafter.

Subsequent application rounds may be opened at the discretion of the University College.

#### **4.2.3. Allocation of Sport Scholarship**

The Bursaries and Scholarships Panel will rank applicants based on the information provided in the application form and award students a Bronze, Silver or Gold Scholarships based on the following:

- That the sport in which they compete is a Sport England recognised Sport
- Level of achievement within their sport. Broadly speaking applicants at regional level will gain a Bronze level of support. Applicants at a National level will gain a Silver level of support. Finally, applicants at an International level will gain a Gold level of support.
- The timeliness of the highest level of competition will also be taken into consideration. Greater weighting will be awarded to individuals currently competing at the level they are applying for (compared with applicants who cite competing at that level earlier in their career).

#### **4.2.4. How the scholarship is paid**

There is no direct payment for this scholarship; recipients will be able to apply for the reimbursement of expenses and costs associated with competing in their particular sport dependent on their level on the scheme. The Bronze level no reimbursement is available. For the silver level it is up to £250 and the gold level it is £500.

In order to apply for reimbursement, students should submit copies of their expenses with a detailed explanation of what the expense was for, when it was incurred and other relevant information within 2 months of incurring the expense, to [registry@aecc.ac.uk](mailto:registry@aecc.ac.uk).

#### **4.2.5. Notification of Award**

Students will receive written notification of the award of a Sport Scholarship from the Bursaries and Scholarships Panel in October. As no direct payment is made, students will need apply for reimbursement of expenses as outlined in section 4.2.4.

### **4.3. The AECC University College Global Partnership Scholarship**

The AECC University College Global Partnership Scholarship is available to international\* students enrolling on the University College's undergraduate courses from in 2021/22 who meet the eligibility criteria. The Scholarship is in recognition of the importance of a growing and thriving global community at the AECC University College.

The award is for a £3,000 fee reduction in the first year of study only.

#### **4.3.1. Eligibility Criteria**

To be eligible a student must:

- be a new full-time undergraduate student studying at the University College commencing in 2021/22
- have their entry qualification awarded overseas and be assessed as needing to pay overseas tuition fees
- enrolled on the University census date of 1 December 2021
- meet the academic requirements, equivalent to A Level grades ABB, set out below or have achieved first class honours (or equivalent) in an undergraduate degree.



Country	A-level equivalent qualification	Grades required
Austria	Reifesprufung/Matura from Allgemeinbildende Höhere Schulen	Average grade of 2 or better
Belgium	Diploma van Hoger Secundair Onderwijs	8/10 or 80% average grade
Canada	Canada	75% or above average from 5 grade 12 subjects
Cyprus	Apolytirion	Average grade of 18 or above
Denmark	Bevis for Studentereksamen	Average grade of 10 or above
Finland	Studentexamen	Average grade of 5 or above
France	French Baccalauréat	Average grade of 14 or above
Germany	Abitur	Final grade of 2.0 or better
Greece	Apolytirion	Average grade of 18 or above
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE)	Grades 555 or above from 3 subjects
Iceland	Stúdentspróf	Average grade of 8/10 or above
Italy	Diploma Esame Di Stato	Average grade of 85% or above
Netherlands	Diploma Voorbereidend Wetenschappelijk Onderwijs (VWO)	Average grade of 7.25 or above
Norway	Vitnemal	Overall grade of 4.25 or above
South Africa	National Senior Certificate NSC (Matriculation)	Overall grades of 66666 or above from 5 subjects
Sweden	Slutbetyg	Average grade of VG or above
Switzerland	Matura	Average grade of 5 or above

Where country not listed, the Admissions & Immigration Compliance Manager will review entry qualification and determine equivalency.

#### 4.3.2. Exclusions

- Students who are in receipt of another AECC University College scholarship, grant or bursary are not eligible
- Students in receipt of NHS bursary are not eligible

#### 4.3.3. Allocation of Scholarships

Scholarships are automatically awarded to those who meet the academic requirements outlined above, students do not need to apply.

#### 4.3.4. Notification of Award

Students will receive written notification of the award of a scholarship from the Bursaries and Scholarships Panel after the 1 December census date.

#### 4.3.5. Payment

Once approved, the award will be deducted equally from the next two fee instalments.

## 5. Appeals

- 5.1. Appeals will only be considered where there is evidence that a procedural irregularity has occurred in implementing this policy.
- 5.2. Students wishing to appeal should write to the Academic Registrar within 10 days of the outcomes of the Bursaries and Scholarships Panel being published.

## 6. Disclaimer

- 6.1. Bursaries and scholarships shall be reviewed on a regular basis and the University College reserves the right to introduce new Bursaries or Scholarships or to cease the award of Bursaries or Scholarships at any time.

Version:	1.0
Ratified by:	Academic Board
Originator/Author	Academic Registrar
Reference source:	AECC University College
Date approved:	4/11/2021
Effective from:	2022/23 year of entry
Review date:	Annually
Target:	Admissions staff, Registry, ASU and (prospective) undergraduate students.
Policy location:	Website, Moodle and SIP
Equality analysis	<ul style="list-style-type: none"><li>- No major impact.</li><li>- Monitoring will be undertaken to assess whether there is any differential impact in the handling of cases</li></ul>

## **Appendix 1**

### **Bursaries and Scholarships Panel**

#### **Membership**

Deputy Vice-Chancellor  
Head of School of Psychology, Sport and Physical Activity  
Head of Library & Student Services  
Student Finance Officer  
Academic Registrar  
Access and Participation Manager  
SU Exec Member

**In Attendance:** Academic Governance Administrator (Panel Secretary)

#### **Terms of Reference:**

- To receive and review applications (or where applications are not needed, the relevant data) for scholarships and bursaries from the University College's student population.
- To determine the merit of the scholarship applications received.
- To make decisions on the award of bursaries and scholarships.
- To review the University College's bursaries and scholarships policy annually, and to make recommendations on the continued award of such support.
- To identify potential new categories of support for award in response to changes from time to time in Government funding policy for students in Higher Education.