

## Bursary Scheme

*Last reviewed: 30/08/2023*

### Introduction

Spirit Studios is aware that the costs of Higher Education have risen over the years and that some students may face difficult financial decisions when deciding to commit to a course. This policy sets out our intention to provide financial support by means of a bursary to eligible students, and the process of applying. This policy is for the academic year 2024/25.

### Eligibility

In order to be assessed as eligible for the scheme you must meet the following criteria:

- You must be paying the maximum tuition fee (£9,250) for your full time degree course **or** the maximum tuition fee (£5,995) for your Foundation Entry year
- You must be studying full-time on an eligible undergraduate Bachelor's Degree programme in 2024/25
- You have an assessed household income of under £20,000 from Student Finance England
- You have consented with Student Finance England for your data to be shared with the University of Central Lancashire (UCLan)
- You must be fully enrolled with UCLan, and with Spirit Studios, and in attendance at the time of each payment
- You have validated bank details registered on our secure system

Because of funding regulations, students from Wales/EU/Channel Islands and international students are not eligible for Spirit Studios' Bursary Scheme. Students whose tuition fees are paid or part-paid through a sponsorship arrangement, for example by an employer, are also ineligible.

If you have any queries regarding your eligibility status, please contact our Admin team at: [bursary@spiritstudios.ac.uk](mailto:bursary@spiritstudios.ac.uk), either to ask a question, or to make an appointment for advice.

Further details on funding and eligibility can be found here: <https://www.gov.uk/student-finance>

## **The Bursary**

The Bursary Scheme is financial support offered to students from low income households, and is provided in cash payments, made across the academic year directly into the student's bank account.

### **For a full time degree course**

- The Scheme will pay £2000 in total across 3 academic years for a full time degree course, £500 in year 1, £750 in year 2 and £750 in year 3.
- Once eligibility has been confirmed and bank details submitted to us, payments will be made in 2 instalments each year for a full time degree course. The first instalment of £300 will be paid at the end of November and the second of £200 will be paid at the end of February to those who are eligible at the time. In years 2 and 3, payments will be £400 in November and £350 in February.

### **For a Foundation Entry year**

- The Scheme will pay £450 in total for the Foundation Entry year.
- Payments will be made in 2 instalments across the year. The first instalment of £250 will be paid at the end of November and the second of £200 will be paid at the end of February to those who are eligible at the time.
- If eligible for The Scheme during the Foundation Entry year, students will not have to re-apply for the subsequent three year degree course i.e. you will automatically be enrolled onto the full time degree course scheme.

Any students who become eligible or submit their bank details after the deadline for each payment, will receive follow up payments as details are confirmed.

Payments will not be paid where there is an outstanding debt to the university.

## **Application**

To apply for a Spirit Studios bursary, you must first have applied to Student Finance England for funding and to have your household income assessed. When applying for household income assessments, both students and their sponsors (parents, guardians, etc.) **must consent** that Student Finance can share their data with UCLan. You will not be eligible without this. You must also register your bank details with Spirit Studios in order to be eligible for the scheme.

To register your bank details and your intention to apply for the bursary, please send an email to: [bursary@spiritstudios.ac.uk](mailto:bursary@spiritstudios.ac.uk).

Once enrolment with UCLan is completed, and confirmation of household income from Student Finance has been received by the university, we will then begin assessing for eligibility. Eligible students will be notified by email confirming their eligibility as each payment approaches.

Student Finance will determine your eligibility on your application going into first year and will base their decision on your previous year's financial records.

If your financial circumstances change in your second or third year of studies, and you believe you have become eligible, you can reapply to Student Finance to ask them to consider your current year's financial records to determine a new eligibility status. You must also consent to allow this information to be shared with us. On application for the bursary entering second or third year, all other eligibility factors still apply, and bursary payment structures remain the same.

## **Terms and Conditions**

You must maintain above 70% attendance in each academic year of the course to remain eligible for continued payment in the following academic year.

Attendance recording is set out in the document [Attendance and Engagement Policy](#).

Payments will be terminated if you withdraw from the course, transfer to another institution, fail in your programme of study\*, or interrupt or suspend studies.

\*Failure is deemed by the university as being unable to proceed to the next year.

## **Extraordinary Circumstances**

In some cases where dire financial circumstances may impact negatively on a student's ability to attend, consideration may be given to an early payment of a bursary instalment. These are considered on an individual evidential basis.

The early payment is considered to be a loan which is nulled at the instalment due date. Where a partial payment of an instalment has been issued early, this loan is nulled at the instalment due date and the remainder of the bursary instalment paid.

Where a student defaults on any of the criteria that deems eligibility for bursary payments prior to an instalment payment date, the student then becomes liable for any pre-payments made before that date.

Applications for early payments in extraordinary circumstances should be made via [bursary@spiritstudios.ac.uk](mailto:bursary@spiritstudios.ac.uk). Decisions made by Spirit Studios on granting early payments are made without prejudice and are final.