

Rambert School Bursary Policy and Procedure - September 2022 onwards

1. Background

Rambert School aims to widen access to the School and has a long history of providing hardship and maintenance bursaries to students. In certain cases, fee waivers will be considered if a student is ineligible to apply for full-time, higher education student finance to pay course fees. However, due to the limited financial resources of the School, applications may not be successful.

All bursary applications are treated in the strictest confidence.

Bursaries are paid in May after all fees have been received. Students who are self-funding may request any bursary be offset against outstanding fee payments.

Students studying from September 2022 onwards will be awarded bursaries under the new Rambert School Bursary Award Scheme for the year 2022-23. The Rambert School Bursary Award Scheme will also apply to continuing students.

Award	Who is eligible?	How it is allocated	How to apply	Value	Bursary type
Rambert School Income Assessed Scholarship	Home Fees undergraduates students who are new to HE	Household income £25,000 or less	Income assessment through Student Finance or through Rambert School	£2,000 per year for each year of training	Cash bursary
Care Leavers / Estranged Student Bursary	Home Fees undergraduates who meet the definition of a care leaver or estranged student	Awarded to all eligible students	Self-identify as a care leaver or estranged student and then a formal assessment will take place through Rambert School	£2,000 per year for each year of training (in addition to any other awards)	Cash bursary
Overseas / General Bursary Fund	All undergraduate students. See 2. below	Awarded to all eligible students	Submit a letter of application to the School Principal setting out the need for a bursary, accompanied by 3 months of bank statements		

2. Rambert School Overseas/General Bursary fund

Where students cannot apply for to the Rambert School Bursary Award Scheme, for example because they are designated as 'Overseas' students and/or have a household income above £25,000 the School has internal bursaries that can be awarded in response to formal applications submitted by students and have particular regard to an individual's personal income and outgoings.

3. Application procedure

3.1 Students must be enrolled at the School to be eligible to apply for all bursaries and should contact the Head of Admissions, Registry & Student Support in the first instance.

How to apply for Rambert School Bursary Award Scheme

3.2 To apply for an award under the Rambert School Bursary Award Scheme, a student must inform the Head of Admissions, Registry & Student Support that they wish to apply and must share their household income on the Student Finance portal.

How to apply for General Bursary Fund

3.3 If a student is ineligible to apply to the Rambert School Bursary Award Scheme, and needs additional financial support, they can apply to the General Bursary Fund by writing a letter of application to the Principal setting out their need for a bursary, accompanied by three months of bank statements. Applications should be submitted before the first Monday after February half term¹ each academic year. The Head of Admissions, Registry & Student Support is available to meet with applicants to help them complete the letter of application to the Principal. The application should provide a full picture of the student's income and outgoings, with supporting evidence (three months of bank statements plus any other relevant evidence the applicant wishes to include for consideration).

Consideration process

3.4 Applications will be submitted to the Principal. The Principal will meet with the Head of Admissions, Registry & Student Support and the Chief Operating Officer & Finance Director to review the applications and determine which satisfactorily meet the respective criteria for the awards to be approved.

Duration of awards

3.5 Bursaries will be awarded for one academic year only, not for the duration of the course. Successful applicants who have previously been awarded a bursary may apply again the following academic year, but will not automatically receive another award and will be subject to the same application process as new applicants. Applicants will receive notification of their award by email at the start of the summer term.

3.6 Applications for fee waivers will be made in the same way.

¹ Term dates can be found at: <https://www.rambertschool.org.uk/courses/term-dates/>

When and how are the bursaries awarded?

3.7 All Rambert School bursaries are awarded and paid by bank transfer in May of each year, once all tuition fees for that year have been settled.

Appeals against bursary decisions

3.8 Rambert School Bursaries and fee waivers are discretionary, and not guaranteed. The granting of a bursary in one year does not guarantee it will be awarded in a following or subsequent year of study. Complaints that a bursary has not been awarded will not be considered by the School.

3.9 However, if a student has unsuccessfully applied for a Rambert School bursary award and believes there has been an administrative error, they can appeal the bursary decision on these grounds by requesting a review of their application and outcome. This request should be made to the School Principal, who will nominate an officer of the School to review the case. This review will normally be undertaken within 15 working days of the date of request.

3.10 The outcome of the review is final. In the event that the student is still dissatisfied and wishes to escalate their appeal, they can request a Completion of Procedures Letter from the School by emailing the School Principal. A Completion of Procedures letter will be issued within 28 days of receipt of this email. On receipt of the Completion of Procedures Letter, the student can take their case to the [OIA](#), the ombudsman for student complaints in higher education.