

## **Rambert School Bursary Policy and Procedure** **Applicable to students commencing an** **undergraduate Course from September 2024**

<b>Policy owner:</b>	Rambert School Senior Management Team
<b>Lead contact:</b>	Academic Registrar & Head of Compliance
<b>Audience:</b>	Applicants for Rambert School undergraduate Courses of higher education / students / staff
<b>Approving body:</b>	Rambert School Executive Action Group
<b>Date approved:</b>	October 2023
<b>Policy Implementation date:</b>	This policy takes effect from September 2024
<b>Supersedes:</b>	Bursary Policy (applicable to applicants and students starting an Undergraduate course from September 2022)
<b>Previous approved version(s) dates:</b>	March 2023
<b>Review cycle:</b>	Annually
<b>Next review due date:</b>	July 2024
<b>Related Statutes, Ordinances, General Regulations</b>	OIAHE Good Practice Framework
<b>Related Policies, Procedures and Guidance:</b>	Foundation Degree Terms & Conditions; BA Hons (Top Up) Terms & Conditions; Undergraduate Fees Policy (Annex A to Terms & Conditions); Student Protection Plan, Student Complaints Procedure; Refunds and Compensation Policy
<b>UK Quality Code reference:</b>	Quality Code Expectations for Quality; Advice and Guidance: Concerns, Complaints and Appeals
<b>OfS Conditions reference:</b>	Condition A1, B2, B3, C1, C2, D, E2
<b>Equality and Diversity Considerations:</b>	Policy should be available in accessible format for all students. Additional support as reasonable adjustments can be offered to applicants to assist with understanding the terms and conditions contained within this policy.
<b>Date Equality and Diversity Assessment Completed:</b>	October 2022
<p><b>Further information:</b> This Policy sets out the terms and conditions governing Bursaries and Course Fee Waivers for undergraduate students. This policy should be read alongside the Undergraduate Fees Policy (Annex A to the Foundation Degree Terms &amp; Conditions, and to the BA Hons (Top Up) Terms &amp; Conditions).</p> <p>Any queries relating to this policy should be addressed to the Rambert School Chief Financial Officer and/or the Academic Registrar &amp; Head of Compliance.</p>	

# Rambert School Bursary Policy and Procedure Effective from September 2024

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## 1. Introduction

Rambert School aims to widen access to the School and has a long history of providing hardship and maintenance bursaries to students. This policy sets out the relevant information about financial support available to undergraduate students, how it is managed, and how to apply for it.

All financial support and bursary applications are treated in the strictest confidence. All financial support is usually paid in the May of the academic year. Students can apply for an advanced payment of financial support earlier in the year by contacting the Head of Admissions.

The financial support included in this policy is awarded based on personal circumstance and are not based on talent or merit of the student.

This Policy applies to all registered undergraduate students who register with Rambert School on a Course of Higher Education with effect from September 2024.

## 2. Types of available financial support at Rambert School

**Students must be enrolled at the School to be eligible to receive all types of financial support.**

2.1 Rambert School has the following types of financial support available to undergraduate students:

- ***Rambert School Income Assessed Bursary Award***

Rambert School Income Assessed Bursary Award is granted to eligible students who meet one of the financial household income thresholds. The amount of award varies depending on the threshold met. Please see Table 1 in this Policy for further information.

Rambert School's Income Assessed Bursary Award will be awarded for each year of your training with Rambert School, as long as personal circumstances remain within the criteria (detailed in Table 1 on page 5 of this Policy).

- ***Care Experienced Students / Estranged Students Bursary***

'**Care Experienced**'<sup>1</sup> students means UK students who have experienced being in Care at any stage in their life, including those who have been adopted. There is a difference between students who are formally recognised as having experienced Care but are not supported by their Local Authority, and those who are defined as 'Care Leavers' by the UK government. For the purposes of this Policy, Rambert School uses the definition 'Care Experienced' which includes all students who are defined as Care Leavers by the UK government, as well as those who have experienced Care but are not defined as Care Leavers.

'**Care Leavers**'<sup>2</sup> means students aged 16-25 who have been in Care at some point since they were 14 years old and/or were in Care on or after their 16<sup>th</sup> birthday. UK resident

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<sup>1</sup> Rambert School uses the Office for Students' definition of 'Care Experienced'.

<sup>2</sup> Rambert School uses the UK Government's definition of 'Care Leavers'.

Care Leavers are statutorily entitled to some ongoing help and support from their local authority after they leave Care.

**'Estranged Students'**<sup>3</sup> means students who have no communicative relationship with either of their living biological parents and often their wider family networks as well. This could be for any number of reasons. Estranged students do not have the same legal protections as Care Leavers, and Local Authorities have no statutory responsibilities for their welfare.

Students who meet the definition of Care Experienced or Estranged Students will be eligible to apply for the Care Experienced Students/Estranged Students Bursary.

Care Experienced Student / Estranged Student Bursary will be awarded for each year of your training with Rambert School.

- **Hardship Fund**

Where students are not eligible for the Rambert School Income Assessed Bursary Award Scheme, for example because they have a UK household income above £42,875 or are an 'Overseas' student, the hardship fund can be applied for in particular regard to an individual's personal circumstances.

Hardship funds will be awarded for one academic year only, not for the duration of the course. Successful applicants who have previously been awarded a hardship fund may apply again the following academic year but will not automatically receive another award and will be subject to a review of circumstances.

If preferred, the hardship fund can be used towards course fees, as detailed below.

- **Course Fee Waivers**

As a small specialist institution, Rambert School has limited financial resources, however we are committed to providing financial support to students in need as far as we can. In certain cases, Course Fee waivers will be considered if a student is ineligible to apply for full-time, higher education student finance to pay course fees. An application is no guarantee that a Course Fee Waiver can be granted, and where applications are successful Course Fee Waivers may not cover the full Course Fee amount.

Course Fee Waivers will be awarded for one academic year only, not for the duration of the course. Successful applicants who have previously been awarded a course fee waiver may apply again the following academic year but will not automatically receive another award and their application will be reviewed as a new application. Applications will neither be awarded nor rejected on the basis that a student has previously received a Course Fee Waiver in a previous academic year.

2.2 Students studying from September 2024 onwards will be able to apply for the following financial support set out in Table 1 below on page 5 of this Policy:

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<sup>3</sup> Rambert School uses the Office for Students' [definition](#) of Estranged Students

**Table 1 Summary of Rambert School Financial Support & Bursaries**

Award	Who is eligible?	How it is allocated	How to apply	Value	Bursary type
Rambert School Income Assessed Bursary Award	Home Fees undergraduate students	Household income £25,000 or less	The School will identify eligible students via the Student Loans Company. Self-funding students with income under the threshold may be eligible.	£1,250 per year for each year of training	Cash bursary
		Household income £25,001 – £35,000		£750 per year for each year of training	Cash bursary
		Household income £35,001 – £42,875		£500 per year for each year of training	Cash bursary
Care Experienced / Estranged Student Bursary	Home Fees undergraduate students who meet the definition of a Care Experienced or Estranged student	Awarded to all eligible students who meet the definition of a Care Experienced or estranged student	Self-identify as a Care Experienced or Estranged student. A formal assessment will then take place through Rambert School	£1,000 per year for each year of training (in addition to any other awards)	Cash bursary
Hardship fund	Home and Overseas undergraduate students who face unexpected and significant hardship during their training	Awarded at the discretion of the school subject to individual circumstance	Submit a letter of application to the School Principal setting out the need for financial support, accompanied by 3 months of bank statements	Amounts awarded are discretionary and will vary depending on circumstance; normally no less than £250 will be awarded for any successful application	Cash bursary
Course Fee Waiver	Home Fees undergraduate students who face unexpected and significant hardship during their training	Awarded at the discretion of the school subject to individual circumstance	Submit a letter of application to the School Principal setting out the need for financial support, accompanied by 3 months of bank statements	Amounts awarded are discretionary and will vary depending on circumstance; normally no less than £250 will be awarded for any successful application	Partial waiving of annual Course fee amount

### 3. Application procedures

- ***How to apply for Rambert School's Income Assessed Bursary Award Scheme***

3.1 The School will identify eligible students that have shared their household income with the School through the Student Loans Company. All eligible students will receive email confirmation of the bursary awarded. Students with household income under £42,875 that do not receive funding from the Student Loans Company may be eligible for an income assessed bursary. A student must inform the Head of Admissions, Registry and Student Support that they wish to apply.

3.2 All enrolled UK applicants that are eligible will receive this award, and evidence must be provided each academic year (by sharing household income on the Student Finance portal, or by contacting the Head of Admissions, Student Support and Registry).

- ***How to apply for Rambert School's Care Experienced / Estranged Student Bursary***

3.3 Students should identify themselves to the Head of Admissions, Registry & Student Support as a Care Experienced and/or Estranged student. They can do this in the course of the application process once their offer of a place on the Foundation Degree or the BA Hons (Top Up) Degree has been confirmed by the School, or they can do this once they are enrolled at the School.

3.4 If self-identifying as Care Experienced and/or Estranged to the School prior to enrolment, students can identify themselves by emailing [admissions@rambertschool.ac.uk](mailto:admissions@rambertschool.ac.uk). However, students must be enrolled with the School before any Bursary may be awarded. The Head of Admissions, Registry & Student Support (or their nominee) will contact the student to make arrangements for a support meeting and may gather more information so that the application can be processed once the student has enrolled.

3.5 Current students should contact the Head of Admissions, Registry & Student Support either in writing (via email) or in person to self-identify as a Care Experienced and/or Estranged student. On receipt of that notification, the Head of Admissions, Registry & Student Support will gather information from the student necessary to process their application. This may be gathered in person or in writing (via email/MS TEAMS).

- ***How to apply for Hardship Fund / Course Fee Waiver***

3.6 If a student is ineligible for Rambert School's Income Assessed Bursary Award Scheme and needs additional financial support, they can apply for the Hardship Fund and/or Course Fee Waiver by writing a letter of application to the School Principal providing any relevant evidence of hardship that the applicant wishes to include, a full picture of the student's income and outgoings and supporting evidence (three months of bank statements).

3.7 Applications should be submitted before the first Monday after February half term<sup>4</sup> 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.

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<sup>4</sup> Term dates can be found at: <https://www.rambertschool.org.uk/courses/term-dates/>

- **Hardship Fund /Course Fee Waiver Consideration process**

3.8 The Principal will meet with the Head of Admissions, Registry & Student Support and the Chief Financial Officer to review the applications and determine which satisfactorily meet the respective criteria for the awards to be approved.

3.9 In the event that either the Principal, the Head of Admissions, Registry & Student Support, and/or the Chief Financial Officer are not available for an extended period to consider an application, any of the following staff may step in to consider the application on behalf of the unavailable member of staff:

- Deputy Principal
- Head of Participation, Outreach & Widening Participation
- Academic Registrar & Head of Compliance

- **When and how is financial support awarded?**

3.10 All Rambert School bursaries and financial support are awarded and paid by bank transfer in May of each year, once all tuition fees for that year have been settled. Advanced payments can be arranged if required by contacting the Head of Admissions, Registry and Student Support.

- **When and how are fee waivers awarded?**

3.11 Any Rambert School fee waivers will be granted in May of each year and set against the third term's fees.

## **4. Appeals against Hardship Funds and Course Fee Waiver decisions**

4.1 Rambert School Hardship Fund awards and Course Fee Waivers are discretionary, and not guaranteed. The granting of a hardship fund/course fee waiver in one year does not guarantee it will be awarded in a following or subsequent year of study. Complaints that a hardship fund/course fee waiver has not been awarded will not be considered by the School.

4.2 However, if a student has unsuccessfully applied for a Rambert School hardship fund/course fee waiver award and believes there has been an administrative error, they can appeal the 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 receipt of the request for a review of the case.

## **5. Completion of Procedures**

5.1 Following an appeal, 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 Academic Registrar & Head of Compliance on [heather.newton@rambertschool.org.uk](mailto:heather.newton@rambertschool.org.uk).

5.2A Completion of Procedures letter will be issued within 28 days of receipt of the request 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, within 12 months of the date of the Completion of Procedures Letter.

5.3 Any queries regarding Completion of Procedures can be raised with the Academic Registrar & Head of Compliance.