

UCFB Student Bursary Terms and Conditions

Owner:	Amy Platts – Head of Student Services
Author:	Darren Williamson – Access & Widening Participation Manager
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Approved By:	Katie Drapes – Director of Student and Academic Services
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Date for Next Review:	November 2026

Bursary Application

1. UCFB provides two bursary schemes to assist undergraduate applicants from lower income, disadvantaged and traditionally underrepresented backgrounds in Higher Education, by providing them additional financial assistance and support with the costs of their studies. These are the means tested 'Low Income Household bursary', and the evidence-based 'Care/Estranged Student bursary'.
2. Students who meet the criteria for either bursary will be awarded the one with greater value.
 - Applicants who decide to defer their studies to the next academic year will have their bursary application withdrawn and will be asked to reapply for a bursary the following year. Any awards issued prior to deferral will not be carried over.
3. All applicants for a UCFB Bursary or additional support payment must meet the below criteria:
 - Accepted an offer to study at UCFB for the 2026-27 academic year.
 - Be enrolling on the **first year** of a UCFB Undergraduate degree course. This may be at our Wembley or Manchester campus, or Distance (with attendance).
 - Be a **UK resident** paying **home fees** rate.
 - Have a **full tuition fee loan** in place.

Additionally, applicants for an additional support payment must be eligible under at least one of the bursary categories above.

4. The Bursary award cannot be used to subsidise or cover the expenses of any person other than the applicant themselves.
 - The Bursary amount per student will vary depending on the applicant's financial and contextual circumstances. All bursary awards are at the discretion of UCFB.
5. No payment will be made prior to formal enrolment.
6. Unless advised otherwise, bursary payments links for September entry will be made:
 - 1st Instalment – w/c 16th November 2026.
 - 2nd Instalment – w/c 5th April 2027
 - 3rd Instalment (*Care Leaver/Estranged Bursary Students only*) – w/c 7th June 2027
7. To continue to receive payments, applicants are expected to:
 1. maintain an attendance level of at least 80% during the academic year;
 2. have a minimum of a 2:2 average throughout all years of study at UCFB.UCFB reserve the right to reduce or withdraw any future bursary payments if these conditions are not met.
8. Applicants who are found to have received an overpayment agree to repay the difference. Where this is because of incorrect or inaccurate information being provided to UCFB this may result in repayment in full.
9. UCFB reserves the right to reclaim bursary payments made to applicants who interrupt, withdraw or have their enrolment terminated part-way through the year. Overpayment will be calculated on a pro-rata basis.
10. Disciplinary action by UCFB or any partners against a UCFB student may affect the eligibility to continue to receive a bursary. Each situation will be subject to a review process and looked at on a case-by-case basis.
11. Applications for a bursary should be submitted (and evidenced) by the notified deadline. Any applications submitted after that date will not be considered.
12. UCFB will retain all documents we receive in connection to the Bursary Programme in accordance with our Privacy Notice, and the Data Protection Act 2018, under the General Data Protection Regulation (GDPR).

Bursary Renewal

1. Bursary awards can be renewed into further years of a degree programme with UCFB. Applicants wishing to renew this award will be given the opportunity to request this prior to starting their next year of study. All renewal applications must be submitted prior to the deadline. Any applications to renew that are received after that date will not be considered.
2. Any applicant wishing to renew their bursary into a subsequent year is expected to have met the requirements of point 8 in the previous section.
3. Following a reassessment, the bursary award amount may be reduced if students have not met points 8.1 and 8.2 under 'Bursary Application' above.
4. Students who do not complete and/or fail any part of their year may still be eligible to renew their bursary depending on their circumstances. Each bursary renewal from those students will be considered on a case-by-case basis.

Sharing of Information

UCFB continues to review our processes to improve the student experience and bring you the best opportunities. The following information may be shared with the wider Student Support team, the UCFB Employability and Careers Planning (ECP) Team and the UCFB Events and Marketing team so that we can tailor support and opportunities which may be relevant for you.

- student id
- name
- UCFB email address
- course
- year of study
- campus
- disclosure of circumstances