

# Guide to the University of York Bursary Schemes 2022/23

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# 1. Introduction

The University of York offers several undergraduate bursaries covered by the University of York's Access and Participation Plan for the academic year 2022/23.

This document refers to bursaries offered to the following students;

- students studying at the Hull York Medical School (HYMS)
- students on the Foundation Year of extended degrees (including students in Year 0 at York College)
- Care Leaver and Foyer Foundation students
- students classed as estranged by their funding provider
- students who have refugee status in the United Kingdom.

The level of bursary, eligibility and method of payment is dependent on the terms of the Access and Participation Plan that corresponds to the academic year the student began their programme of study.

This document is drafted bearing in mind the University's legal duties under the Equality Act 2010 and the University's obligations under relevant data protection legislation including the General Data Protection Regulation. It operates in conjunction with the University's commitment to promoting widening participation.

This document is available to students and academic and administrative staff.

Prior versions of this information are available upon request from [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk).

## 1.1 Terminology

<b>Accommodation offset</b>	Bursary payment paid directly towards the student's University accommodation fees
<b>BAS</b>	Bursary Administration Service
<b>HYMS</b>	Hull York Medical School
<b>Intercalculating</b>	When a HYMS student takes a year out from their undergraduate medical degree to study for another degree (for example, a Masters) at any institution
<b>Integrated Masters</b>	Undergraduate degree, where the final year is at Masters level and where the course is eligible for undergraduate funding for the entire duration.
<b>LOA</b>	Leave of Absence
<b>PGR</b>	Postgraduate Research
<b>PGT</b>	Postgraduate Taught

<b>SAAS</b>	Student Awards Agency for Scotland
<b>SFE</b>	Student Finance England
<b>SFNI</b>	Student Finance Northern Ireland
<b>SFS</b>	Student Financial Support team, based within Student Services
<b>SFW</b>	Student Finance Wales
<b>SLC</b>	Student Loans Company
<b>UG</b>	Undergraduate

## 1.2 Responsibility

The administration of the University of York bursaries is managed by the Student Financial Support (SFS) team within Student Administration and Academic Affairs.

Students who are in receipt of a bursary have a responsibility to maintain their personal information to ensure that the level of bursary administered is accurate. This includes providing their bank details to the University of York to enable payments, advising the University of York of any changes to their studies (for example, a leave of absence, change in mode of attendance, or withdrawal) as soon as the changes occur, and updating their funding provider if their household circumstances change as soon as the changes occur.

It is the responsibility of the student's funding provider to carry out assessments of the student's residual household income based on the information the student has provided to them.

Any information held on the Bursary Administration Service (BAS) is the responsibility of Student Loans Company (SLC).

## 1.3 Bursary Amounts

Bursary amounts for each academic year are approved within the Access and Participation Plan. The Access and Participation Plan has been agreed by the University Executive Board and signed off by the Registrar and Secretary before submission to the Office For Students (OFS) for approval.

HYMS undergraduate bursaries are agreed with the University of Hull.

## 1.4 Residual Household Income

The residual household income is used to determine the level of bursary to be awarded. The University of York does not assess students' residual household income, even in cases where the student believes their funding provider has calculated this incorrectly. The

University of York accesses information on residual household income for each student via the SLC database - BAS.

Residual household income is the gross taxable household income less pension contributions, and an allowable deduction of £1,130 for each other child or eligible student in the household. If the student is under 25 years of age, the household income is normally that of the parents, or the parent they usually live with and their partner. If the student is over 25 years of age, this would be their income and/or partner, if they reside together.

## **1.5 Consent to Share**

Student information is shared automatically with the University of York through BAS unless the student has contacted their funding provider directly to ask them not to share this information.

If consent to share is withdrawn after a bursary award has been approved, any remaining disbursement payments will be cancelled. Bursaries can only be issued where the University has access to the residual household income, as this confirms that the student meets the eligibility criteria to receive the bursary.

## **1.6 Data Sharing and Storage**

Information regarding the residual household income is downloaded from BAS and stored in the SITS Fund Manager. Information is purged at the end of the financial year. Access to the SITS Fund Manager is limited.

Residual household income data is held anonymously by the Business Intelligence Unit and used for the purposes of future bursary planning when preparing the Access and Participation Plans. This information is purged once the plan has been approved by the OFS and after the annual evaluation of the value of financial support has been completed.

SFS do not share actual residual household income data with other University departments. They will confirm levels of bursaries received and/or general residual household income levels (e.g. under £25,000) for the purpose of departmental bursary/scholarship administration.

Unless the financial student record is held elsewhere (e.g. on Agresso or SITS), SFS will retain the information for six years, either in hard copy form or electronically.

## 2. Bursary Information

### 2.1 Types of Bursary

Students may only receive one bursary per academic year, even if they meet the eligibility criteria for multiple bursaries.

#### Care Leavers and Foyer Federation

The Care Leavers Bursary is available to students aged 25 and under who have come to York having been in the care of their UK local authority. Further information regarding support for Care Leavers can be found on the [University Care Leavers webpage](#).

This bursary is also available for students who have come to York through the national Foyer Federation for young people classed as homeless.

The University will accept a letter from the student's local authority or the Foyer Federation as evidence to confirm eligibility for this bursary.

#### Estranged Students' Bursary

This bursary is available for students who have been assessed as independent by their funding provider because they are estranged from their parents. Information on whether a student has been assessed as estranged is usually included on the funding confirmation letter.

If you would like support in establishing estranged status with your funding provider, please visit our [Estranged Student webpage](#) for further information.

#### Foundation Year Bursary

The Foundation Year Bursary is available to all students studying in a foundation year (also known as year zero). The Foundation Year Bursary is always paid as a tuition fee waiver. There are two levels of bursary and the level that you receive depends on your residual household income (see section 2.2).

#### HYMS Bursary

The HYMS bursary is for students studying medicine at HYMS. Students in their fifth year of their programme will continue to receive the bursary provided they meet the other eligibility criteria. Students should request that their funding provider conducts a household income assessment for the purposes of bursary administration.

Where a HYMS student chooses to intercalate at the University of York, they will only be considered for the HYMS Bursary. The student is only able to intercalate because they are on the HYMS programme and therefore should be treated as a HYMS student during the intercalating year.

## Refugee Student Bursary

If you are an international student studying under refugee status and your residual household income is less than £25,000, you may be eligible for the Refugee Student Bursary. If you feel you may meet the criteria for this bursary, please contact our Student Advisers via the [self-referral form online](#).

## York Bursary

The York Bursary is available to students on most standard undergraduate courses and provides accommodation bursaries in year one (cash for students not living in University accommodation), and cash bursaries in subsequent years paid into the student's bank account.

## 2.2 Bursary Amounts Available by Year of Study

The following information relates to the bursary amounts for 2022/23. For students whose studies began earlier than this, please visit our [bursary webpage](#) or contact [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk).

### Foundation Year (Year 0)

Bursary Name	Eligibility Criteria	Residual household income	Award
Foundation Year Bursary	Studying a foundation year (year 0)	£0 - £25,000	£5,600 tuition fee waiver
		Greater than £25,000 or not assessed by funding provider	£3,000 tuition fee waiver

### Year 1

Bursary Name	Eligibility Criteria	Residual household income	Award
Care Leavers Bursary	Under 25 years old and in Local Authority Care before starting course, or applied to York through the Foyer Federation	Any	£3,000
Estranged Students	Assessed as estranged from parents by funding provider	Any	£3,000

HYMS Bursary	Studying Medicine at HYMS	£0 - £25,000	£2,400 accommodation payment (directly to student if living in non-University accommodation)
Refugee Student Bursary	Refugee status holder	£0 - £25,000	£3,000
York Bursary	Studying a UG course full-time	£0 - £25,000	£2,000 accommodation payment (directly to student if living in non-University accommodation)
		£25,001 - £35,000	

#### Subsequent Years (Year 2 onwards)

Bursary Name	Eligibility Criteria	Residual household income	Award
Care Leavers Bursary	Under 25 years old and in Local Authority Care before starting course, or applied to York through the Foyer Federation	Any	£2,500 per year* plus £1,000 to be paid in term three of final year.
Estranged Students	Assessed as estranged from parents by funding provider	Any	£2,500 per year* plus £1,000 to be paid in term three of final year.
HYMS Bursary	Studying Medicine at HYMS	£0 - £25,000	£2,400 directly to student
Refugee Student Bursary	Refugee status holder	£0 - £25,000	£2,100
York Bursary	Studying a UG course full-time**	£0 - £25,000	£1,100 directly to student
		£25,001 - £35,000	£1,000 directly to student

\*Students on a sandwich year, placement year, or year abroad will receive £1,250.



\*\* Social Work students receiving the NHS Social Work Bursary, or students on a placement year, year in industry, or year abroad are not eligible for the York Bursary.

## 2.3 Assessment Process

Students do not need to apply separately to be assessed for a bursary. Provided the student has applied for student support and their household income has been assessed, the University of York will receive information on student residual household income via the Bursary Administration Service online portal administered by Student Loans Company (SLC).

Information is passed to the University in late September, shortly before the beginning of the Autumn term. SFS will notify students awarded a bursary in October by email. If you have not received notification by 31 October, and you are expecting to be in receipt of a bursary please contact [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk), quoting your nine digit student number.

### Eligibility Criteria

In order to be eligible for a bursary, students must:

- Be resident in the UK and eligible for funding from a UK SLC provider,
- Be studying an undergraduate level course (including integrated Masters programmes),
- Be studying full time,
- Be liable for the full £9,250 tuition fees for the year,
- Not be studying on a placement year, a year in industry or a year abroad for the current academic year,
- Not be in receipt of an NHS Social Work bursary,
- Not be from the Isle of Man and the Channel Islands.

Graduates are eligible but they must apply to their funding provider for a residual household income assessment.

Students studying on a Degree Apprenticeship are not eligible for a bursary as they are not liable for the full £9,250 tuition fee amount.

PGCE students are not eligible for the bursaries listed within this document. The PGCE is administered via the Department of Education, who can be contacted at [education-pgce-admissions@york.ac.uk](mailto:education-pgce-admissions@york.ac.uk) for more information.

If the student's tuition fees are paid by an external sponsor, they will not be eligible for a bursary. This includes students sponsored by the MOD.

Students studying on a placement year, year in industry, or year abroad will not usually be liable for tuition fees of £9,250 and will not be eligible for a bursary.

The level of bursary, eligibility and method of payment is dependent on the terms of the Access and Participation Plan that corresponds to the academic year the student began their programme of study.

### **Repeat Study**

A student may not be eligible for a bursary in a repeat year if one or more occurrences of a repeat year of study have previously taken place.

If a student is eligible for a bursary for a repeat year of study and has transferred to a different programme of study, the bursary amount would correspond to the year of the course.

Please note for recipients of the HYMS bursary, students will not receive any award for periods of study, e.g. repeated years, for which awards have already been made. Where the HYMS student is not eligible for a HYMS bursary, e.g. during a repeat year, they are not eligible for any other bursary from the University of York during this period.

### **EU Students**

Students whose fee status is classed as EU are not income assessed by Student Finance England by default. The Non UK Team at Student Finance England will carry out an income assessment for bursary purposes for EU students upon request. It is the student's responsibility to request this.

The University pays the SLC a higher rate for the assessment of EU students. Therefore, these students are only assessed once, and this assessment will apply for all future years.

If the student believes there has been a change in their household income of 15% or more after the initial assessment, they should contact SFS to advise. SFS will then ask the Non UK Team at Student Finance England to carry out a reassessment. The University of York will be charged for this service.

Any continuing EU students who were income assessed by Student Finance England and confirmed as eligible for a bursary prior to the UK's withdrawal from the European Union will remain in receipt of their bursary for the remainder of their programme. However, new EU students will have a fee status of "overseas" and will be ineligible to receive a bursary unless Student Finance can carry out an income assessment.

## **2.4 Payments**

### **Accommodation Payments**

Students in their first year of study and living in University accommodation will have their bursaries paid towards their accommodation costs in three equal disbursements to the October, January and May accommodation fee instalments.

Students living in University accommodation in subsequent years of study, will receive the bursary payments directly to their bank accounts and will be expected to pay the full costs of accommodation fees directly between themselves and the Accommodation Office.

Students in their first year of study who are not living in University accommodation will receive the bursary directly to their bank account.

The University Accommodation Invoice will not take into account bursaries being offset against accommodation fees. It is strongly recommended that students set-up a Direct Debit to pay accommodation fees. If a Direct Debit has been set up, students will receive a notification email ten working days before each payment confirming the amount to be taken. A Direct Debit will take into account any accommodation bursary that has been applied and so will be for less than the original invoice.

If you have not set up a Direct Debit to pay your accommodation fees, please check how much is outstanding on your current accommodation fee instalment before making a payment.

In the event that a first year student living in University accommodation has misunderstood the bursary disbursement process to cover accommodation costs and instead used their funding to pay the full amount to the Accommodation Office and can therefore not meet living costs, the student should contact SFS to discuss their options. Refunds will be issued for overpayment of accommodation fees by the Fee Office at the end of the academic year.

### Cash Payments

Cash payments are made directly to the student via their bank account in three termly instalments. Students who will receive the money in this way include:

- Students in their first year who are living in non-University accommodation
- Students in their first year who are living at home during term-time
- Students in their subsequent years of study.

<b>Bursary</b>	<b>Payment Dates for 2022/23</b>
York Bursary HYMS Bursary Care Leavers Bursary Estranged Students' Bursary Refugee Bursary	Term 1: By 21 October 2022 Term 2: By 10 February 2023 Term 3: By 12 May 2023

Students should ensure they have submitted their bank details to the University via our [secure submission page](#). We are unable to pay any bursary awards to students who have not yet submitted these details.

Students receive a remittance email from the Payments Office to their university student email account a week before the payment is due to arrive in their bank accounts, which confirms the amount and the exact payment date.

### **Tuition Fee Waivers**

Tuition fee waivers are applied directly to tuition fees in full soon after students are awarded a bursary. If students have taken a tuition fee loan from their funding provider, we will inform the funding provider of the change to the fee amount and they will adjust the loan accordingly.

Students are still responsible for any remaining tuition fee amount after the bursary has been applied.

If the student withdraws from the programme, takes a leave of absence, or resumes their studies part way through the academic year, the tuition fee waiver will be prorated in line with the tuition fee liability.

### **Reassessment and Bursary Adjustments**

In the event that a student's residual household income is reassessed at any time during the academic year, the bursary entitlement may alter. This may result in a different level of award or no award if the household income rises above the residual household income threshold for the relevant bursary scheme.

If a reassessment concludes that the student should be awarded a higher bursary amount than they were awarded originally, any remaining bursary disbursements will be adjusted accordingly. If all disbursements for the academic year have already been made, SFS will contact the student to make sufficient arrangements for this to be awarded as a lump sum into their bank account.

### **Overpayments**

An overpayment of a bursary may occur if the student is reassessed by their funding provider at a later point in the academic year, or when the student has changed their mode of attendance (for example, from full-time to part-time study), taken a period of leave of absence, or withdrawn from their studies completely.

Where possible, an overpayment will be corrected by adjusting future disbursements for the academic year. If all disbursements for the academic year have already been made, no further attempt will be made to recoup the money.

Where an error has been made and the student receives a payment twice, there is an expectation that the student will repay the overpayment. Failure to repay this amount will not result in the student failing to progress or graduate.

### **Issues Accessing Residual Household Income**

With the exception of when a student has withdrawn their consent to share, in the event that SFS have difficulty accessing student residual household income information, SFS will work with the student to resolve the issue.

If those efforts prove unsuccessful and there is likely to be a delay in the issuing of bursary disbursements, SFS will inform all affected students at the earliest possible convenience.

### **Early Bursary Payments**

Students are expected to have sufficient provisions in place to assist them in the first weeks of study before their bursary payment clears. We regret that we are unable to pay any bursary payment in advance for any reason.

If the student is experiencing extreme financial hardship, they should explore the [University's Assistance Funds](#).

### **Closing Date for Bursary Eligibility**

Students who think they may be eligible for a bursary but who have not yet received confirmation of their award before 01 November, should contact SFS at [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk).

If a student believes they have become eligible throughout the academic year, they should contact SFS to confirm no later than 30 June 2023. This date applies even if the student is waiting for their funding provider to update their records to reflect the change in circumstances.

### **Retrospective Payments**

Bursaries will not be paid retrospectively for the current academic year after 30 June, unless the student has already contacted SFS prior to this date.

Students should apply for an Emergency Loan from the University of York if they are facing financial difficulty as a result of not receiving their bursary award. Further information can be found on our [Assistance Funding webpage](#).

## 3. Changes in Circumstances

If a student's circumstances change during an academic year, then their eligibility for a bursary may also change. Changes that can impact a bursary include:

- Changes to the household income assessment
- Changes to the student registration status (for example, withdrawing from their programme, and taking or returning from a period of leave of absence)
- Changes to the student's programme or mode of study.

Students who are in receipt of a bursary have a responsibility to maintain their personal information to ensure that the level of bursary administered is accurate. This includes providing their bank details to the University of York to enable payments, advising the University of York of any changes to their studies as soon as the changes occur, and updating their funding provider if their household circumstances change as soon as the changes occur.

### 3.1 Changes to Residual Household Income

The funding provider can update or change the residual household income information throughout the academic year. SFS will update the bursary assessments based on this new information from the funding provider. This could result in the student becoming eligible for a bursary, losing their eligibility of a current bursary, or the overall bursary amount changing.

### 3.2 Changes to Registration Status

The entitlement to a bursary may change if the student's registration status changes. The bursary level is linked to the student's liability for tuition fees for the academic year. If a student only studies for part of the year and is only charged part of the full tuition fee amount, SFS will prorate the bursary entitlement to match the proportion of the tuition fee for which the student is liable for.

Upon notification from the Student Records Team that the student has taken a leave of absence or has withdrawn from their programme, all future bursary instalments will be cancelled. The student will **not** be expected to repay any amounts already paid to them whilst they were correctly recorded as a registered student.

If the student is planning on withdrawing from their studies, taking a leave of absence or otherwise changing their registration status, they should ensure that they inform their funding provider as soon as possible. As this could have an effect on their loan repayments and/or eligibility for future borrowing.

#### Leave of Absence

Upon notification from the Student Records Team that a student has taken a leave of absence, all future bursary instalments will be cancelled. As notification of a change in a student's registration status is an automated process, a delay can occur in SFS being notified of the change. If a student is paid a bursary instalment during their leave of absence,

the student should contact SFS regarding returning the payment. If SFS is not contacted, any instalments paid during the leave of absence period will be deducted from any bursary amount that the student may be eligible for upon their return to study.

If the student takes a leave of absence part way through the academic year and returns to their study with no repeat study, then the student will receive a partial bursary award for the remaining study of that academic year based on the percentage of tuition fees charged for the year.

If the student takes a leave of absence and returns to repeat the full year again, or they transfer programmes resulting in a repeat year of study, then the student may be entitled to receive the full bursary amount for the repeat year. See the Repeat Study section in 2.3 *Assessment Process* for further details.

### **Withdrawal**

Upon notification from the Student Records Team that a student has withdrawn, all future bursary instalments will be cancelled.

### **3.3 Changes to Fee Waiver**

If the student's entitlement to a fee waiver increases or decreases throughout the academic year, SFS will automatically alter the bursary amount to reflect this and inform the funding provider of the changes.

### **3.4 Changes to Accommodation or Cash Payments**

SFS will alter future remaining payment to reflect any changes should the student's entitlement to an accommodation or cash bursary payment increase, ensuring that the student receives all of the amount that they are entitled to.

In the event that all the payments have already been made, SFS will contact the student to confirm that the remaining amount will be paid as a cash payment.

## 4. Contact Details

For bursary related enquiries, please contact:

Student Financial Support  
+44 (0)1904 324043  
[sfsu@york.ac.uk](mailto:sfsu@york.ac.uk)  
(Office Hours: Monday to Friday, 10am - 4pm)

Please ensure you quote your student number within any correspondence, including telephone calls.

For other financial queries, you can find the relevant contact details on our [contacts webpage](#).

For help and advice, including information on budgeting and alternative sources of support available, please contact our Student Advisers via the [online Self-Referral Form](#).