

# York Bursary Schemes Policy

## Purpose

1. The University of York offers several undergraduate bursaries to students paying home fees, which are overseen by the University's [Access and Participation Plan \(APP\)](#) governing structure. The method by which the Policy is implemented is documented in the [York Bursary Schemes Procedure](#).
2. The purpose of this Policy is to set out the University's position and underpinning principles relating to its bursary offer. It identifies the requirements that must be met, as outlined below. The University of York complies with the Equality Act 2010 by considering the needs of all protected groups when administering the York Bursary Schemes. This includes eliminating discrimination and harassment, and promoting equality of opportunity.
3. This document is publicly available and can be found on the [University of York bursaries web page](#).

## Scope

4. The Access and Participation Plan outlines how the University of York will sustain or improve equality of opportunity for underrepresented student groups to access, succeed in and progress from higher education into further study or graduate employment. Evidence indicates that students from underrepresented groups face risks to equality of opportunity due to financial barriers which can impact student outcomes.
5. In order to mitigate financial barriers, the University of York offers financial awards under the York Bursary Schemes Policy.

## Principles

6. The University has key principles which underpin the provision of the University of York Bursary Schemes. There is a clear focus on financial need and transparent eligibility criteria. The University principles underpin the commitment to access and participation, and ensure funds are responsibly allocated based on demonstrated need. This is delivered through means-testing and a fair and rigorous assessment process, aiming to provide financial support to individuals who might otherwise face economic barriers to accessing, continuing and completing higher education.
7. The Student Financial Support Team uses the data shared with the University from their UK Student Funding Provider in order to assess students' eligibility for an award.
8. The University Bursaries Scheme is delivered using a prorating policy. The principles underpinning the prorating policy are:
  - students receive financial support only for the period during which they are eligible to do so;
  - the policy is not intended to prevent a student from receiving a bursary if there are administrative delays by their Student Funding provider at the beginning of the academic year, if they would have otherwise been eligible to do so;
  - if a student becomes eligible for a bursary part way through the year, they will be automatically assessed for a prorated bursary at the next assessment period;
  - the policy applies to new and continuing students.

## Assessment and Eligibility Criteria

9. Students are assessed automatically for a bursary provided they have applied to the relevant UK Student Funding Provider (e.g. Student Finance England), had their income means tested, and neither themselves or their sponsor has opted out of the consent to share this information with the University of York.
10. Further information on eligibility and how bursaries are awarded can be found in [The York Bursary Schemes Procedure](#), for the academic year students commenced their studies.

## Responsibilities

11. It is the responsibility of the student to maintain the accuracy of their data held by the Student Loan Company and to give consent to share this information in order to determine eligibility and entitlement to the York Bursary Schemes.
12. In order to receive the maximum bursary available to them, the student must ensure the correct information is made available to the University by the last working day of the month prior to the first assessment period. Any delay may result in a prorated award.
13. 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, and updating their funding provider if their household circumstances change as soon as the changes occur.
14. 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.
15. The University is responsible for clearly communicating bursary information and changes to the policy in a timely manner and providing information and support to current students. The University will ensure this information is made available via public facing webpages for the benefit of prospective students and current students.

## Changes in Circumstances

16. If a student's circumstances change during an academic year, then their eligibility for a bursary may also change.
17. For more detailed information on changes to a student's circumstances and how bursaries are awarded, students are asked to refer to [The York Bursary Schemes Procedures](#), for the academic year they commenced their studies.

## Data Protection

18. The University is subject to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (DPA) 2018. Please refer to the [University's Data Protection Policy](#) and [student privacy notices](#) for information on how we process personal data.
19. Information shared with the University by the Student Loan Company is used for the purpose of determining and assessing eligibility for bursaries, scholarships and fee waivers. The Student Financial Support (SFS) team within the Student Education and Experience (SEE) Directorate are responsible for the administration of the procedures. Personal data provided by the Student Loan Company will not be used for wider purposes.

## Monitoring and review

20. Exceptions to policy will only be considered where policy/procedure is having an unreasonable adverse impact on specific student groups. For more detailed information on how concerns about

discrimination or unreasonable impact can be raised and are actioned, students are asked to refer to The York Bursary Schemes Procedure for the academic year they commenced their studies.

21. The policy is reviewed through appropriate consultation with stakeholders, which include the Access and Participation Strategy Group (APSG), the appropriate student representatives, and representatives from the Student Support and Advice Team.
22. The [University's Access and Participation Plan \(APP\)](#) is scheduled for review in 2027/28, however there is continual monitoring against the delivery to the plan, through the APP governance route.

## Document control

<b>Approval body:</b>	Approval body for this policy is the Access and Participation Strategy Group
<b>Policy Owner:</b>	The Policy is governed by the Access and Participation Strategy Group, which reports into the University Teaching Committee
<b>Equality Impact Assessment:</b>	Not relevant for this policy
<b>Approval date:</b>	06/06/25
<b>Effective from:</b>	06/06/25
<b>Date of next review:</b>	2025/26