York Bursary Schemes Procedure 2026/27

Purpose

1. The purpose of this procedure is to provide information to staff and students about the University of York Bursary Schemes and sets out the method by which the York Bursary Schemes Policy is implemented.
2. The Procedure provides comprehensive guidance on the eligibility criteria and includes the steps a student should take in order to automatically be assessed for the financial support available to students through the York Bursary Schemes.

Scope

3. This Procedure contains an overview of the essential criteria for students to be eligible to be automatically assessed. It also provides more detailed information pertaining to each specific type of financial support on offer and also covers the value of the award, frequency of payments and how students can expect to be paid.
4. The Procedure also contains information explaining the impact on their award of any change in a student's circumstances that occur during the academic year.
5. The administration of the financial support offered is managed by the Student Financial Support (SFS) team within the Student Education and Experience Directorate.

Definitions

6. Throughout this document reference will be made to different terminology and acronyms and a table has been provided for reference:

BAS	Bursary Administration Service
HYMS	Hull York Medical School
Intercalating	When a HYMS student takes a year out from their undergraduate medical degree to study for another degree either at York or any other institution
Integrated Masters	Undergraduate degree, where the final year is at Masters level and where the course is eligible for undergraduate funding for the entire duration.
LOA	Leave of Absence
SFS	Student Financial Support team, based within Student Education and Experience Directorate
SLC	Student Loans Company
Student Funding Provider	A student funding provider is an agency that provides financial support to students, often on behalf of the government. This support can include loans, grants, and bursaries.

Assessment and Core Eligibility Criteria

7. Students are assessed automatically provided they have applied to a UK student funding provider, had their household income means tested and neither themselves or their sponsor has opted out of the consent to share this information with the University of York. Their application will also need to be approved by their student funding provider and shared with the University by the last working day of the month prior to the assessment period.

8. Assessment Periods: Bursaries are automatically assessed in October, January and April and any change to circumstances between those periods will be administered and actioned at the next scheduled assessment date. There are some circumstances where bursaries cannot be awarded retrospectively, please see details below in section 9.

   In order to be eligible to be included in the automatic assessment process, students must:

   a. Be resident in the UK and eligible for funding from a UK student funding provider
   b. Be studying an undergraduate level course (including integrated Masters programmes and undergraduate courses with a foundation year)
   c. Be studying full time
   d. Be liable for the full tuition fees for the year. For UK (home) undergraduate students, the fee is typically £9,790 per year, however this is subject to annual increase.*
   e. Meet the additional criteria listed for a specific type of bursary/financial award
   f. Have a residual household income of less than £35,000 unless otherwise stated in the additional criteria under the specific bursary types below
   g. Have the Student Funding provider means test their application (if the student or their sponsor opt out of the student funding provider sharing information with the University, we will be unable to assess eligibility under this scheme).

   *If a student's mode of study changes from full time to full time in part time attendance, they will only be eligible for an award for the year(s) that they are paying the full tuition fee.

9. Students are not eligible for an award if any of the following apply:

   a. Studying on a placement year, a year in industry or a year abroad for the current academic year*
   b. On leave of absence from active study, however, on returning to active study students will be assessed on a case by case basis, in line with section 24.1 of this procedure.
   c. Any backdating of an award for a previous academic year
   d. Any backdating of an award in a current academic year where
      i. the student becomes eligible for a different type of financial support part way through the year;
      ii. the student's circumstances have changed part way through the year;
   e. Any backdating of an award in a current academic year where the following occurs***(with the exception of the Sanctuary Bursary retrospective framework, where eligible students verified by the dedicated Student Advice team (SA) by the final working day of October will receive backdated payments to October during the January assessment run).*
      i. where the information shared with the University from the SLC, at the time of the assessment, is inaccurate or incomplete due to a delay or incorrect evidence provided by the student~~;~~
      ii. where a student has not maintained their personal information to ensure that the level of an award administered is accurate
   f. In a repeat year of study, if one or more occurrences of a repeat year of study has previously taken place. There may be extenuating circumstances which result in additional repeat years of study being eligible for an award. These are considered on a case by case basis, in line with section 26.2 of this procedure.
   g. PGCE students. Please contact the Education Department at education-pgce-admissions@york.ac.uk for information regarding potential PGCE funding
   h. From the Isle of Man or the Channel Islands.

i. Students studying on higher and degree apprenticeships.

* Exception for Care Leavers, Foyer Federation and Estranged Students

**To be considered for retrospective full entitlement, students have until the end of December 2026 to ensure their Student Finance application is complete, has been assessed correctly by the Student Loan Company, and neither themselves or their sponsor has withheld their consent to share. Following this date, students will be assessed on a prorated basis based on the information available to the University at the next scheduled assessment period.

If a student has not received an award but thinks they meet the eligibility criteria, they need to first contact their Student Funding Provider and check to see if their household income has been assessed correctly. If not, they need to request it be reassessed for 2026/27. The student also needs to ensure that neither themselves or their sponsor has opted out of their student funding provider sharing information with the University. The University has dedicated teams who advise and support students from underrepresented groups. Our Student Support and Advice Team provide support around cost of living worries, money management and student finance queries. More information is available on the University Student Hub webpage.

Types of Financial Awards

10. **York Bursary**

Year of Course	Award Amount	Payment Method
First year of study Students who are living in University accommodation	£1000	Accommodation offset
First year of study Students who are not living in University accommodation	£1000	Cash (directly into their bank account)
Subsequent Years	£1000	Student choice: cash or on-campus accommodation offset

11. **Care Leavers, Foyer Federation and Accommodation Subsidy**- Additional Eligibility Criteria:
    a. Under 25 years old on the first day of their course.
    b. Have been in the care of a UK Local Authority for a period of 13 weeks or more where this care ended on or after their 16th birthday, or have spent 13 weeks or more being supported by the Foyer Federation.

The University will offer an accommodation subsidy to students who are eligible for a York Bursary and meet the legal definition* of being a Care Leaver or have spent 13 weeks or more being supported by the Foyer Federation. The Accommodation Subsidy is available to students when their local authority (or other external body) is not paying for their accommodation.

The University takes additional steps to identify students and establish their care leaver status. In addition, if you let us know that you have care experience in your enrollment task, we will contact you to provide additional support. More information on care leaver status and eligibility criteria, is

available on the University Care Experienced student website.

*The legal definition of a care leaver comes from The Children (Leaving Care) Act 2000 which states that a Care Leaver is someone who has been in the care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday.

Care Leavers and Foyer Federation		
Year of Course	**Award Amount**	**Payment Method**
First year of study	£3000	Cash (directly into their bank account)
Subsequent Years	£2500 per year plus an additional £1000 paid by the end of semester two of the final year (upon notification confirming graduation)	Cash (directly into their bank account)
Year in industry, placement year or year abroad	£1250	Cash (directly into their bank account)

Accommodation Subsidy		
Year of Course	**Award Amount**	**Payment Method**
All years	Up to a maximum of £130 per week (accommodation offset)	Living on campus: paid directly towards your accommodation Living off campus: Cash (directly into their bank account)
Eligible students on a year in industry, placement year or year abroad will receive 50% of the Accommodation Subsidy alongside their bursary award. Students in the final year of their course will receive the subsidy up to the final day of their course only.		

12. **Estranged Student Bursary**. Additional Eligibility Criteria:
    a. Under 25 years old on the first day of their course.
    b. Assessed as independent by their funding provider, on the basis of estrangement from their parents, or confirmed by our dedicated support for independent students where this is not possible.
    c. If both of their biological or adoptive parents are deceased, they can contact our dedicated support for independent students to assess their eligibility.

Year of Course	Award Amount	Payment Method
First year of study	£3000	Accommodation offset

Students who are living in University accommodation		
First year of study Students who are not living in University accommodation	£3000	Cash (directly into their bank account)
Subsequent Years	£2500 per year plus an additional £1000 paid by the end of semester two of the final year (upon notification confirming graduation)	Student choice: cash or on-campus accommodation offset
Year in industry, placement year or year abroad	£1250	Cash

13. **Sanctuary Bursary**. Additional Eligibility Criteria:
    a. An undergraduate Sanctuary student with UK 'Home' fee status and have been identified by UK Government Policy as:
        i. **Refugee Status:** Individuals granted full refugee status by the Home Office.
        ii. **Humanitarian Protection:** Individuals at risk of serious harm if returned to their country.
        iii. **Ukraine Schemes:** Including Ukraine Family Scheme, Homes for Ukraine, and Extension schemes.
        iv. **Afghan Schemes:** Including Afghan Citizens Resettlement Scheme and Afghan Relocations and Assistance Policy.
    b. Residual household income under £25,000
    c. If students feel they may meet the criteria for this bursary, they should contact our dedicated support for Sanctuary students.

Please note: As an exemption to standard bursary framework rules, the University reserves the right to alter or withdraw the bursary duration/eligibility for active student cohorts mid-programme should underlying government asylum or resettlement policies undergo change.

To qualify for a full-year award backdated to October, eligible students must present 'Right-to-Study' documentation to the Visa Compliance Team by 19 October, with eligibility verification completed by the dedicated SA Team by the final working day of October. Students verified after this window will be assessed on a standard prorated basis at the next scheduled assessment period.

Year of Course	Residual Household Income	Award Amount	Payment Method
First year of study Students who are living in University accommodation	£0 - £25,000	£2000	Accommodation offset

First year of study Students who are not living in University accommodation	£0 - £25,000	£2000	Cash (directly into their bank account)
Subsequent Years	£0 - £25,000	£2000 per year	Student choice: cash or on-campus accommodation offset

14. **HYMS Bursary (aligned with the HYMS Bursary offered at University of Hull).**

    Additional Eligibility Criteria:

    a. Studying medicine at HYMS and based at York
        i. In order for HYMS students to continue to be eligible for inclusion in the automatic assessment process for **all** years of their study, regardless of the requirements of receiving the NHS Bursary, they need to ensure they continue to have their household income means-tested in their Student Finance application.
        ii. Where a HYMS student chooses to intercalate at the University of York, they will be assessed for the HYMS Bursary.

Year of Course	Award Amount	Payment Method
First year of study Students who are living in University accommodation	£1000	Accommodation offset
First year of study Students who are not living in University accommodation	£1000	Cash (directly into their bank account)
Subsequent Years	£1000	Student choice: cash or on-campus accommodation offset

Payment Schedule

15. Expected payment dates:

Payment Method	Instalment Payment Periods		
	Instalment 1	Instalment 2	Instalment 3
Accommodation	October 2026	January 2027	April 2027
Cash	October 2026	January 2027	April 2027
Accommodation Subsidy	October 2026	January 2027	April 2027

Students should refer to their award letter on e:Vision for expected payment dates, however, these dates may differ on occasion due to payment schedules. The letter can be found in the Finance Section of your e:Vision account, under 'Correspondence'.

Payment Award Summary

Year of course	Paid into student's bank account	Accommodation offset
Foundation Year 0 and First Year undergraduate living on campus		✅
Foundation Year 0 and First Year undergraduate living off campus	✅	
Subsequent years	Student choice: cash or on-campus accommodation offset, or split between	

All years	Paid into student's bank account	Accommodation offset
Care Leaver Accommodation Subsidy on campus		✅
Care Leaver Accommodation Subsidy off campus	✅	

16. Students in year 0 and first year of undergraduate study who are living in University accommodation will have their accommodation bursary paid towards their accommodation costs in three equal disbursements. Students who are not living in University accommodation will receive the award directly to their bank account, please refer to the Cash section below for details.
17. Care leaver students in receipt of the accommodation subsidy, will have their award paid in three equal disbursements. These will be made directly towards their accommodation costs when living on campus. Students who are living in private accommodation will receive the accommodation subsidy directly to their bank account, please refer to the Cash section below for details.

Cash Section

18. Cash payments will be paid directly to the student via their bank account in three instalments.
19. Students in Year 2 and subsequent years, who are living in accommodation owned by the University of York, have the option of their award being directly applied to their accommodation fee, rather than being paid into the student's bank account. Students should refer to their award letter on e:Vision for details of how to request this change.
20. Care leaver students in receipt of the accommodation subsidy and living in private accommodation, will have their award paid in three equal disbursements directly to their bank account.
21. Students should ensure they have submitted their bank details to the University via the secure submission link on the University Student Finance web page, under the Funding section. The University is unable to pay any awards to students who have not yet submitted these details. Bank details need to be submitted a minimum of 9 working days before their payment due date for the payment to be made on the expected date.

22. Students will receive a remittance email from the Accounts Payable Office to their university email account approximately 2-3 days before the payment is due to arrive in their bank accounts. This email will confirm the amount and the exact payment date.

Changes to Circumstances

23. If a student's circumstances change during an academic year, then their eligibility may also change. See below for changes that can impact eligibility:
    a. Changes to the household income assessment
    b. If the student or their sponsor(s) opt out of their student funding provider sharing information with the University
    c. Changes to the student registration status (for example, withdrawing from their programme, and taking or returning from a period of leave of absence)
    d. Changes to student status which results in them being eligible for a different type of award
    e. Changes to the student's programme including moving to a foundation year or changes to mode of study
    f. Changes to a student's circumstances which results in repeat years of study
24. Any change to circumstances will be identified and actioned at the next scheduled assessment date and the outcome of the changes will be reflected in the student's award letter, which the student will receive via their University email account. Awards cannot be paid retrospectively due to change in circumstance and the value of the award will be prorated based on the period following the next scheduled assessment date.

24.1 Leave of Absence

Upon notification from the Student Records Team that a student has taken a leave of absence, all future 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 an 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 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 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 amount for the repeat year based on other criteria contained in this procedure.

24.2 Repeat Year of Study

A student may not be eligible for an award in a repeat year if one or more occurrences of a repeat year of study have previously taken place. Any extenuating circumstances which result in additional repeat years of study are considered on a case by case basis.

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

Students studying medicine at HYMS 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 award from the York Bursary Schemes during this period.

24.3 Withdrawal

Upon notification from the Student Records Team that a student has withdrawn, all future instalments will be cancelled. If an overpayment has been made there is an expectation that the student will repay the overpayment amount as per 29.2.

Changes to Information

25. The student funding provider can update or change the residual household income information throughout the academic year. Any changes to a student's information will be included in the next scheduled assessment run. This could result in the student becoming eligible, losing their eligibility, or the overall award amount changing.
26. The entitlement to an award may change if the student's registration status changes. The level of the award 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, we will prorate the entitlement to match the proportion of the tuition fee for which the student is liable for.
27. Upon notification from the Student Records Team that the student has taken a leave of absence or has withdrawn from their programme, all future instalments will be cancelled. Following the next assessment period, the student will receive a letter detailing their change in circumstances. The student will not be expected to repay any amounts already paid to them whilst they were correctly recorded as a registered student. Any overpayment to a student whilst on leave of absence will be taken into account when calculating entitlement for any subsequent years of study.
28. 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.
29. If a student in receipt of the Sanctuary Bursary becomes a British Citizen during the course of their current programme, this change in status will not affect their entitlement to the Sanctuary Bursary as long as all other eligibility criteria is met. Any other change in circumstance will be reflected following the next bursary assessment run. Any resulting adjustment to their bursary will be applied prospectively from that point onward. Changes in citizenship status do not permit the retrospective backdating or recalculation of awards for previous assessment periods within the current or prior academic years, and the student will otherwise remain subject to standard reassessment for ongoing eligibility under the general procedure criteria (such as changes to household income or registration status).

Reassessment and Adjustments

30. In the event that a student's residual household income is reassessed at any time during the academic year, their 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.

29.1 Changes to Accommodation or Cash Payments

SFS will alter future remaining payment(s) to reflect any changes should the student's entitlement change. Students will receive a revised entitlement letter for any awards which have been adjusted.

29.2 Overpayments

An overpayment 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. If a student receives an overpayment, in the first instance any future awards will be adjusted accordingly to take this into account. If however the student has withdrawn from their studies, there is an expectation that the student will repay the overpayment amount. Students can contact the fees-office@york.ac.uk or sfsu@york.ac.uk for details of how to repay any overpayment.

Monitoring and review

31. The Procedure is reviewed on an annual basis and any revisions will be implemented in the next academic year. There are no expectations to revise the procedure or any elements within the procedure mid year. Exceptions may only occur following concerns raised regarding discrimination or unreasonable impact on specific student groups. In these circumstances, an Equality Impact Assessment would be completed and reviewed by the APSG.
32. The York Bursary Schemes Procedure is reissued each academic year and any changes are approved through appropriate consultation with stakeholders, which include the Access and Participation Strategy Group (APSG), representatives from the Student Support and Advice Team, and the appropriate student representatives.
33. The University's Access and Participation Plan (APP) has a full review on a 4-cycle, however there is continuous monitoring through the governance route.

Data Protection

34. 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.
35. Information shared with the University by the Student Loan Company is used for the purpose of determining and assessing eligibility for bursaries and scholarships. 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.

Document control

Approval body:	Access and Participation Strategy Group (APSG)
Procedure Owner:	Student Financial Support
Responsible Service:	Student Education and Experience (SEE) Directorate
External regulatory and/or legal requirement addressed:	Access and Participation Plan (APP) Office for Students (OfS)
Equality Impact Assessment (EIA):	
Approval date:	17 August 2026 (r1)
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Date of next review:	September 2026 for 2027/28

For bursary related enquiries, please contact:
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