



# Guide to the University of York Bursary Schemes 2024/25

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# 1. Introduction

The University of York offers several undergraduate bursaries covered by the University's Access and Participation Plan for the academic year 2024/25.

The eligibility and method of payment is dependent on the terms of the Access and Participation Plan and the Bursary Guidance 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.

## 1.1 Terminology

<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>SFS</b>	Student Financial Support team, based within Student and Academic Services
<b>SLC</b>	Student Loans Company
<b>Student Funding Provider</b>	This is the agency providing access to student loans, this could be Student Finance England (SFE), Student Awards Agency Scotland (SAAS), Student Finance Wales (SFW) or Student Finance Northern Ireland (SFNI).
<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 is the responsibility of the Student Loans Company.

## 1.3 Bursary

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 a student's 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 BAS.

## 1.5 Consent to Share

Student information is shared automatically with the University of York through BAS unless the student or their sponsor has withdrawn their consent for the funding provider to share their 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.

## 2. Bursary Information

### 2.1 Assessment and Eligibility Criteria

Students are assessed automatically for a bursary provided the student has applied to a student finance provider, had their household income assessed and consent has been given to share this information with the University of York.

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
- Meet the additional criteria listed for a specified bursary, detailed in section 2.3.
- Meet the requirements of the residual household income for each bursary type.

Please note, students are only eligible to receive one bursary type per academic year, even if they believe they meet the eligibility criteria for multiple bursaries. In addition, students are not eligible for a bursary if any of the following apply:

- Studying on a placement year, a year in industry or a year abroad for the current academic year\*
- On leave of absence from active study
- Any backdating of a bursary for a previous academic year
- Any backdating of a bursary in a current academic year where
  - the student becomes eligible for a different bursary type part way through the year
  - the student's circumstances have changed part way through the year;
  - where incorrect information is shared from the SLC provider;
  - where a student has not maintained their personal information to ensure that the level of bursary administered is accurate
- In a repeat year of study if one or more occurrences of a repeat year of study has previously taken place
- PGCE student, please contact the Department of Education at [education-pgce-admissions@york.ac.uk](mailto:education-pgce-admissions@york.ac.uk) for information regarding PGCE funding
- In receipt of an NHS Social Work bursary
- From the Isle of Man or the Channel Islands
- Tuition fees are paid by an external sponsor, this includes students sponsored by the MOD.

\* Exception for Care Leavers and Foyer Federation and Estranged Student bursaries.

Bursaries are assessed in October, January and April, any change to circumstances between those periods will be administered and actioned at the next scheduled assessment date. Bursaries cannot be awarded retrospectively and awards will be made based on the period following the assessment date.

### 2.2 Payments

#### 2.2.1 Expected Payment Dates

Payment Method	Instalment Payment Dates		
	Instalment 1	Instalment 2	Instalment 3

<b>Tuition Fee</b>	Applied in October 2024		
<b>Accommodation</b>	October 2024	January 2025	April 2025
<b>Cash</b>	October 2024	January 2025	April 2025
<b>Accommodation Subsidy</b>	October 2024	January 2025	April 2025

Students should refer to their bursary award letter on e:Vision for expected payment dates, however note, these dates may differ on occasion due to payment schedules.

Bursaries cannot be awarded retrospectively. If a student has not received a bursary 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 and if not, for it to be reassessed for 2024/25. The student also needs to ensure their consent has been given to share this information with the University.

## 2.22 Tuition Fee

Tuition fee bursaries are applied directly to tuition fees in full soon after students receive an award. 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 responsible for any remaining tuition fee amount after the bursary has been applied.

## 2.23 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. Students who are not living in University accommodation will receive the bursary directly to their bank account, please refer to the Cash section below for details.

Care leaver students in receipt of the accommodation subsidy bursary, will have their bursaries 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.

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.

Please note that any overpayment of accommodation fees will be refunded by the Fees Office at the end of the academic year.

## 2.24 Cash Payments

Cash bursary payments will be paid directly to the student via their bank account in three instalments.

Students in Year 2 and subsequent years, who are living in accommodation owned by the University of York, have the option of their bursary being directly applied to their accommodation fee, rather than

being paid into the student's bank account. Students should refer to their bursary award letter on e:Vision for details of how to request this change.

Care leaver students in receipt of the accommodation subsidy and living in private accommodation, will have their bursaries paid in three equal disbursements directly to their bank account.

Students should ensure they have submitted their bank details to the University via our [secure submission](#) link on the [University Student Finance web page](#), under the Funding section. We are unable to pay any bursary 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.

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.

## 2.25 Payment summary

Year of course	Paid into student's bank account	Accommodation offset	Tuition Fees
Year 0			✓
Year 1 living on campus		✓	
Year 1 living off campus	✓		
Year 2 onwards	Student choice: cash or on-campus accommodation offset, or split between		

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

## 2.3 Types of Bursary

### 2.31 York Bursary

Year of Course	Residual Household Income	Bursary Amount	Payment Method
Year 1	£0 - £35,000	£2000	Accommodation
Subsequent Years (year 2 onwards)	£0 - £25,000	£1100 per year	Cash
	£25,001 - £35,000	£1000 per year	Cash

## 2.32 Foundation Year Bursary

### Additional Eligibility Criteria:

- Studying on a foundation year (also known as year 0)
- Residual household income determines the amount of the bursary

Year of Course	Residual Household Income	Bursary Amount	Payment Method
Year 0	£0 - £25,000	£5600	Tuition fee
	£25,000+ Or not assessed by funding provider	£3000	Tuition fee

## 2.33 Care Leavers and Foyer Federation Bursary

### Additional Eligibility Criteria:

- Under 25 years old on the first day of their course
- Been in the care of their UK local authority for the period of 13 weeks or more, and spanning their 16th birthday, or applied for their course through the Foyer Federation.
- Residual household income of £0-£35,000.

We will offer an accommodation subsidy to students who are eligible for a York Bursary and have been assessed by the Student Finance Provider as care leaver status; details are included in the box below. The University takes additional steps to identify students whose care leaver status has not been shared. More information on care leaver status and eligibility criteria, is available on the [University Care Experienced student website](#).

Care Leavers and Foyer Federation Bursary		
Year of Course	Bursary Amount	Payment Method
Year 1	£3000	Cash
Subsequent Years (year 2 onwards)	£2500 per year plus an additional £1000 paid by the end of semester two of the final year	Cash
Year in industry, placement year or year abroad	£1250	Cash

Accommodation Subsidy		
Year of Course	Bursary Amount	Payment Method
All years	Up to a maximum of £130 per week	Living on campus: paid directly towards your rent  Living off campus: Cash

## 2.34 Estranged Student Bursary

### Additional Eligibility Criteria:

- Assessed as independent by their funding provider on the basis of estrangement from their parents. Information on whether a student has been assessed as estranged is usually included on the funding confirmation letter.
- Residual household income of £0-£35,000.

Year of Course	Bursary Amount	Payment Method
Year 1	£3000	Accommodation
Subsequent Years (year 2 onwards)	£2500 per year plus an additional £1000 paid by the end of semester two of the final year	Cash
Year in industry, placement year or year abroad	£1250	Cash

## 2.35 Refugee Bursary

### Additional Eligibility Criteria:

- An international student studying under refugee status
- Residual household income under £25,000
- If you feel you may meet the criteria for this bursary, please contact our Student Advisers via the [self-referral form online](#) to apply for this bursary.

Year of Course	Residual Household Income	Bursary Amount	Payment Method
Year 1	£0 - £25,000	£3000	Accommodation
Subsequent Years (year 2 onwards)	£0 - £25,000	£2100 per year	Cash

## 2.36 HYMS Bursary

### Additional Eligibility Criteria:

- Studying medicine at HYMS
- Residual household income under £25,000

Students in their fifth year of their programme will continue to receive the bursary provided they meet all of 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.

Year of Course	Residual Household Income	Bursary Amount	Payment Method
Year 1	£0 - £25,000	£2400	Accommodation
Subsequent Years (year 2 onwards)	£0 - £25,000	£2400 per year	Cash

### 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
- Removing or sharing consent for a student funding provider to share information with the University
- 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 student status which results in them being eligible for a different type of bursary
- Changes to the student's programme including moving to a foundation year or changes to mode of study.
- Changes to a student's circumstances which results in repeat years of study

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 students award letter, which the student will receive via their University email account. Bursaries cannot be awarded retrospectively and awards will be made based on the period following the assessment date.

#### 3.1 Changes to Information from Student Funding Providers

The student funding provider can update or change the residual household income information throughout the academic year. Any changes to information on students will be included in the next scheduled bursary assessment. 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, we 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. Any overpayment to a student whilst on leave of absence will be taken into account when calculating entitlement for any subsequent years of study.

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.

### 3.21 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 3.22 Repeat Study section below for further details.

### 3.22 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.

### 3.23 Withdrawal

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

## 3.3 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.

### **Changes to Fee Bursary**

If the student's entitlement to a fee bursary 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.

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

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

#### **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. If an error has been made and the student receives an overpayment, there is an expectation that the student will repay the overpayment amount, overpayments will be corrected by adjusting future disbursements, in the first instance.

## **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.

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