

Undergraduate Bursaries and Scholarships Academic Year 2017/2018 Policy and Procedure

1. Scope and Purpose

- 1.1. AECC offers a range of undergraduate bursaries and scholarships in order to widen participation, support retention and reward high achievement on its programmes of study.
- 1.2. Bursaries and scholarships are only awarded to students studying full-time on the College's undergraduate chiropractic programme(s).
- 1.3. Scholarships can be withheld or adjusted to reduce an outstanding academic debt to the College. Bursaries shall not be subject to such adjustment.
- 1.4. Students must be enrolled and engaging with the programme to continue to receive bursary or scholarship payments.
- 1.5. Bursary or scholarship recipients who withdraw or suspend from the programme will no longer receive payments. Students who suspend and later return to study, may be eligible for the bursary or scholarship to be reinstated.

2. Key Responsibilities

- 2.1. The Academic Registrar is responsible for the overall management and implementation of this policy and the accompanying procedures.
- 2.2. The Student Finance Officer is responsible for the receiving and maintaining any data from Student Finance England in relation to household income assessments.
- 2.3. The Bursaries and Scholarships Panel (see appendix 1) are responsible for making decisions on the allocation of bursaries or scholarships.
- 2.4. Under this policy and associated procedures any College role or officeholder or officer of the Student Union may act through her or his appointed nominee.

3. Bursaries

3.1. The AECC Maintenance Bursary

The AECC Maintenance Bursary is available UK* students enrolling on the College's undergraduate chiropractic programme in 2017/18 who meet the eligibility criteria. A maximum of 10 are available.

Eligible students with a household income below £16,000 will receive a bursary of £2,000 a year for 4 or 5 years (dependent upon entering into year 1 or year 0 respectively) to support their living and learning costs.

Eligible students with a household income of between £16,001 and £25,000 will be eligible for a bursary of £1,800 per year 4 or to 5 years (dependent upon entering into year 1 or year 0 respectively) to support their living and learning costs.

To be eligible a student must:

- be a new full-time undergraduate student studying at the College commencing in 2017/18

- be entering Higher Education for the first time or be transferring direct from another degree (incomplete), without a break in study, where they entered HE for the first time
- not be receiving support for fees or living expenses from a company or charity
- have a household income less than £16,000 to be eligible for the £2,000 bursary
- have a household income between £16,001 and £25,000 to be eligible for the £1,800 bursary
- complete the appropriate Student Finance England application form for funding and indicate their 'consent to share' their data with the College. Students who do not 'consent to share' data cannot be assessed.
- have completed the Student Finance England assessment by 13 October 2017 including 'consent to share'.

* Defined as UK nationals ordinarily resident in England (excludes Scotland, Wales and Northern Ireland due to alternative funding arrangements in those countries).

3.1.1. Allocation of Bursaries

Students do not need to apply for the Bursary as all required data is available from Student Finance England if the student has given 'consent to share'.

The AECC Maintenance Bursary are limited to 10 in the 2017/18 academic year. In the event that the number of eligible students exceed the number of Bursaries, the College will allocate the bursaries to those in most financial need. The following selection process will take place:

1. All eligible enrolled students will be ranked by Student Finance from lowest to highest income.
2. The Bursaries and Scholarship Panel will review the data and award the bursaries in order of lowest income first.

If students are still tied after the above process, the Panel will consider other widening participation criteria as set out in the Access Agreement and deem those who meet multiple criteria as most in need:

- a. student is from a low participation neighbourhood
- b. student attended a state school for A Levels or equivalent
- c. student is a mature aged entrant (as defined by the Higher Education Statistics Agency as 21 and over at the point of entry).

3.1.2. Notification of Award

Students will receive written notification of the award of a Bursary from the Bursaries and Scholarships Panel in October.

3.1.3. Payment

Bursaries will be paid in 8 equal instalments (November-June) into the student's UK bank account by bank transfer.

Continued receipt of the bursary relies upon the student re-enrolling full time and meeting the household income criteria each year.

When a student returns from suspension, they will continue to receive the balance of the bursary remaining at the point of suspending.

Students will not normally be paid during a repeat year.

3.2. The AECC Diagnostic Instruments Bursary

The AECC Diagnostic Instruments Bursary is available to all UK* students enrolled on the undergraduate chiropractic programme who meet the eligibility criteria. The purpose of the Bursary is to support the acquisition of necessary clinical diagnostic instruments for study on the undergraduate chiropractic programme.

Eligible students with a household income below £25,000 will receive, free of charge, a basic set of diagnostic instruments in semester 1 of entrance year at the College.

To be eligible a student must:

- be a new full-time undergraduate student studying at the College commencing in 2017/18
- be entering Higher Education for the first time or be transferring direct from another degree (incomplete), without a break in study, where they entered HE for the first time
- not be receiving support for fees or living expenses from a company or charity
- have a household income less than £25,000
- complete the appropriate Student Finance England application form for funding and indicate their 'consent to share' their data with the College. Students who do not 'consent to share' data cannot be assessed.
- Have completed the Student Finance England assessment by 13 October 2017 including 'consent to share'.

* Defined as UK nationals ordinarily resident in England (excludes Scotland, Wales and Northern Ireland due to alternative funding arrangements in those countries).

3.2.1. Notification of Award

Students will receive written notification of the award of a Bursary from the Bursaries and Scholarships Panel in October.

3.2.2. Payment

Students will receive a basic set of diagnostic instruments. A cash alternative is not available. If a student has already bought a kit by the time they are notified, the money will be refunded to them (to the value of the basic kit only if they have purchased one of a higher value).

4. Scholarships

4.1. The Hugh Gemmell Memorial Scholarship

The Hugh Gemmell Memorial Scholarship is open to all students of any nationality and is endowed to reward academic excellence when entering the clinical setting by supporting learning and living expenses in year 4 of the MChiro programme.

It is awarded annually to the student with the best student mark profile in Year 3 of the MChiro programme and is to the value of £2,500 for one year.

To be eligible a student must:

- have completed MChiro Year 3 studies at AECC
- have successfully completed the Clinic Entrance examination
- have the highest student mark profile at the Year 3 MChiro assessment board

4.1.1. Allocation

The scholarship is awarded by the Bursaries and Scholarships panel, no application is needed.

In the event that of two or more students have the same mark profile, the College will divide the scholarship equally among students.

4.1.2. Notification of Award

Students will receive written notification of the award of a Scholarship from the Bursaries and Scholarships Panel in November.

4.1.3. Payment

Scholarships will be paid twice yearly (50% at the beginning of the Spring Term and 50% at the beginning of the summer term) into a UK bank account.

5. Appeals

5.1. Appeals will only be considered where there is evidence that a procedural irregularity has occurred in implementing this policy.

5.2. Students wishing to appeal should write to the Academic Registrar by 30 October 2017.

6. Disclaimer

6.1. Bursaries and scholarships shall be reviewed on a regular basis and the College reserves the right to introduce new Scholarships or to cease the award of Scholarships at any time.

Version:	2.0
Ratified by:	Academic Board
Originator/Author	Academic Registrar
Reference source:	AECC
Date approved:	28 June 2017
Effective from:	2017/18 year of entry (version 2.0 effective from 28/6/17)
Review date:	annually
Target:	Admissions staff, UG programmes Office staff and (prospective) undergraduate students.
Policy location:	Website, Moodle and SIP
Equality analysis	<ul style="list-style-type: none">- No major impact.- Monitoring will be undertaken to assess whether there is any differential impact in the handling of cases

Appendix 1

Bursaries and Scholarships Panel

Membership

Vice-Principal Undergraduate Studies & Quality (Chair)
Undergraduate Programme Leader
Year Tutor for Year 0
Year Tutor for Year 1
SU Exec Member

In Attendance: Academic Registrar (Panel Secretary)

Terms of Reference:

- To receive and review applications (or where applications are not needed, the relevant data) for scholarships and bursaries from the College's undergraduate student population.
- To determine the merit of the scholarship applications received.
- To make decisions on the award of scholarships.
- To review the College's scholarships and bursaries policy annually, and to make recommendations on the continued award of such support.
- To identify potential new categories of support for award in response to changes from time to time in Government funding policy for students in Higher Education.