

## Frequently Asked Questions (FAQ's)

### ***What is the Leeds Met Bursary?***

The Leeds Met bursary is extra financial help for students. It is paid from University funds and is different from maintenance or tuition fee loans from the Student Loans Company (SLC).

### ***Do I have to repay the Bursary?***

No the bursary is a non repayable grant. However if your circumstances change e.g if your household income is reassessed at a higher level you may have to repay your Bursary.

### ***Will the bursary have any affect on other financial support I might receive?***

Being in receipt of a bursary will not affect your eligibility for government-funded support such as maintenance grants, and loans to repay tuition fees and living costs.

### ***How much is the Bursary?***

The bursary increases in amount as you progress each year. The rates for 2010-11 are as follows:

<b>Year of Course</b>	<b>Bursary</b>
Year 1	£500
Year 2	£800
Year 3 or above	£1,000

The 2010-11 academic year is the first year that the bursary scheme is in operation so all eligible students will be paid at the Year 1 rate of £500.

### ***What are the criteria for eligibility?***

In order to be eligible for the bursary **all** of the following criteria must apply to you:

- You must be in receipt of a full Higher Education Maintenance Grant or Special Support Grant.
- You must have consented for the Student Loans Company (SLC) to share information with the University.
- You must be a student on a course being charged the full fee of £3,290 in 2010-11.
- You must remain enrolled upon the course until at least the 1<sup>st</sup> December of the relevant academic year.

### ***How do I know I find out if I meet these criteria?***

Eligibility for a Higher Education Maintenance Grant or Special Support Grant is based upon your household income. Normally in order to be eligible for a full Grant your household income must be below a certain amount. Assessment of household income is made when applying for a grant to your national student finance service (see below for links to national student finance information).

When applying for your student loan and/or maintenance grant with Student Finance Direct, the guidance notes will explain about sharing information with Universities. If you tick that you do not wish your details to be shared we will be unable to provide you with a bursary. Your sponsors (usually parents) must also consent to share their information.

The bursary and the full-time or sandwich undergraduate fee of £3,290 are only applicable to new entrants from the 2010/11 academic year. If you are starting a full-time or sandwich undergraduate course at Leeds Metropolitan University between 1<sup>st</sup> August 2010 and 31<sup>st</sup> July 2011 then the £3,290 will normally apply to you.

Upon starting your course you will be asked to sign a confirmation of attendance list. If you continue to study on your course and have not officially withdrawn from study at the University by 1<sup>st</sup> December then you will be considered as being in attendance.

***How do I apply for a Bursary?***

There is no separate application process. Students can only be awarded bursaries as a result of standard means assessments undertaken by Student Finance England (SFE), Student Finance Wales, Student Finance Northern Ireland or the Student Award Agency for Scotland. When you make your application for national student support you must opt for 'means assessment' and consent to share your information. You need take no further action to be considered for the University bursary.

***Can I apply direct to the University for a Bursary?***

No the administration of the Bursary is undertaken by the Student Loans Company. The University will only make payments to students who apply for a loan or grant.

***Where can I find information about applying for Student Support?***

Please look at the relevant student finance web pages for advice on how to apply for a loan or grant:

If you are from England visit:

[http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/DG\\_183342](http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/DG_183342)

If you are from Scotland, Wales or Northern Ireland, the links to your student finance pages can be found at the link below:

[http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/DG\\_070210](http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/DG_070210)

***What if I am not sure if I have given consent to share my information?***

If you are not sure whether you did give your consent, you can check, and if necessary amend, this section of your application by contacting Student Finance England/Wales/NI/Scotland. Any family members who wish to amend their consent must make contact separately. You cannot give your consent on behalf of another family member, and vice versa.

***How is my Bursary paid?***

Your bursary will be paid directly into your bank account by BACS (Bankers' Automated Clearing Services) in one payment. The bank account details will be those you supplied to Student Finance Direct.

***When will the payment be made?***

Normally a single payment for the whole amount payable will be made in the third week of February

***When will I hear about my bursary?***

Bursary assessment letters notifying students of whether they are successful in receiving a bursary and if so the value, are normally sent out to your home address in January. If you are reassessed during the year, e.g. if you change course or your Student Finance assessment changes then you will receive a reassessment notification.

***My circumstances have changed will this effect my bursary and what do I need to do?***

If your circumstances change you need to let Student Finance England/Wales/NI/Scotland know as this could change your statutory support assessment and also your University bursary assessment.

***I am a continuing/existing student am I eligible for a bursary?***

If you are a full-time or sandwich continuing students who started prior to the 2010/11 academic year then you will not be eligible for a bursary for the duration of your course as your fees will be lower than students who start in 2010/11.

If you started in the 2010/11 academic year and you are continuing your studies on the same course in 2011/12 then you will be eligible as long as you meet the criteria for eligibility during each year. (see guidance above)

***I will be going on a placement as part of my course, what will happen to my Bursary during this time?***

If you are on a full year placement and charged a reduced fee you will not be eligible for a Bursary during this year.

***I am transferring to Leeds Met and entering year 2. Will I be eligible for the Bursary.***

No. Even though you are a new student you would be charged the fee rate for continuing students. As you are only required to pay the lower fees you would not be eligible for the Bursary.

***I am enrolled on a teacher training course am I eligible for a Bursary.***

As long as you meet the criteria above you will be eligible for a Bursary

***I am enrolled on an NHS course am I eligible for a Bursary.***

As long as you meet the criteria above you will be eligible for a Bursary

***I am in receipt of a partial maintenance grant from the Student Loan Company (SLC). Will I still receive a Bursary?***

No. The Bursary is only payable to students in receipt of the full maintenance grant.

***I am a part time student, am I eligible for the Bursary.***

No. The Bursary is only payable to students on full time courses who meet all the criteria.

***I am an International student, am I eligible for the Bursary.***

No. The Bursary is only payable to UK students who meet all the criteria.

***I am repeating a year of study, am I still eligible for the bursary scheme?***

If you are repeating a year of study you would still be eligible for a bursary providing you meet all the criteria.

***NOTE: The guidance made above is intended to assist with queries and any difference between the Fee Policy 2010/11 is unintentional. The Fee Policy 2010/11 has primacy over any guidance presented above. Please note the paragraphs 9 through 16 within the Fee Policy for 2010/11 relating to bursaries***

***([http://www.leedsmet.ac.uk/metoffice/gov/student\\_regulations\\_200910.htm](http://www.leedsmet.ac.uk/metoffice/gov/student_regulations_200910.htm))***

## **Bursaries**

9. The statutory minimum bursary available for students in receipt of a full Higher Education Maintenance Grant or Special Student Support is £329 (10% of £3,290). The University offers a bursary above the minimum level required.

10. The Leeds Met bursary scheme aims to assist students with course related costs. The scheme is structured to provide an incentive for students to progress from one year to the next within their programme of study. For 2010/11, the bursary amounts are as follows:

Year of Programme	Bursary
Year 1	£500
Year 2	£800

Year 3 or above	£1,000
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11. The University will provide a bursary to all students who meet all the following criteria:

In receipt of full Higher Education Maintenance Grant or Special Support Grant

Have provided consent for the Student Loans Company (SLC) to share information with the University

Are charged tuition fees of £3,290

In attendance on the 1 December

12. A single payment for the total award for that academic year will normally be made on the third Wednesday in February.

13. The bursary is serviced via Student Loans Company (SLC) and they handle the applications and the payments.

#### Bursary Exceptions

14. Due to the specific statutory requirements and University sector practice support arrangement for some courses, there are a number of exceptions to the rules regarding eligibility for a bursary as follows:

Students who receive state bursaries will be eligible for a Leeds Met bursary, if they meet the bursary criteria above.

Students on a placement year out who are charged a reduced fee will not receive a bursary payment in the year of placement

15. The University also makes available additional bursaries to certain students on full time undergraduate courses

16. Additional guidance for students can be found on the University web pages.