

University Centre Calderdale College  
 Francis Street,  
 Halifax,  
 HX1 3UZ

October, 2020

## £500 UNIVERSITY CENTRE BURSARY SCHEME

Dear Level 4 University Centre student,

I am writing to you with important information about the £500 Level 4 Bursary Scheme. We recognise that you are likely to have financial pressures and responsibilities that may sometimes add extra stress during your student experience. This Bursary has been put in place to try and alleviate this by helping with some of the costs of being a student.

It is an expectation that all University Centre students make every effort to submit, by the deadline set, every scheduled component for assessment, and make every effort to attend every timetabled class.

You might consider using the money for such things as buying books and study materials, your travel to and from the University Centre or the costs associated with trips and visits as part of your course. If you are enrolled on the first year of a full-time foundation degree (FD), the first year of a higher national diploma (HND) or on a higher national certificate (HNC) then you are eligible to opt-in. Please complete the form on page 3 in full.

The total Bursary award of £500 will be split into three instalments and the award of each Bursary instalment will depend on you hitting the targets that have been set:

Checkpoint	Criteria	Target	Instalment	Payment due <sup>1</sup>
A. November 2020	i. Attendance	90% attendance	A. £150	December 2020
B. February 2021	ii. Attendance	90% attendance		
	iii. Coursework	100% of coursework submitted by the deadline in semester 1	B. £150	February 2021
C. July 2021	iv. Attendance	90% attendance	C. £200	July 2021
	v. Coursework	100% of coursework submitted by the deadline in semester 2		

If you have any queries or questions then do not hesitate to get in touch with David Clapham via email on [davidcl@calderdale.ac.uk](mailto:davidcl@calderdale.ac.uk)

Yours sincerely,



**Katie Walker**  
 Head of Higher Skills  
 University Centre Calderdale College

<sup>1</sup> Subject to all applicable criteria being met at the checkpoint – for terms and conditions see page 2

**Terms and conditions:**

- 1) The Level 4 Bursary award is available only to full-time higher education students enrolled at Level 4 (Year 1). This includes year one of foundation degree (FD) programmes, year one of higher national diploma (HND) programmes and higher national certificate (HNC) programmes at University Centre Calderdale College.
- 2) Any payment due for tuition fees must be up-to-date before any Bursary award can be issued – whether paid for by the student or through the Student Loans Company. This will be checked at each checkpoint before any payments are issued.
- 3) Only one Bursary award will be issued per student\*\*:
  - a) The Bursary is available during the first year of higher education study only.
  - b) Where a student eligible to receive the Bursary award transfers from one course to another they will be eligible to receive the remaining instalments\*\*.
  - c) Where a student leaves during one academic year and re-enrols in a subsequent academic year, or has enrolled on a full-time Level 4 (Year 1) programme having previously received a Bursary award, they shall not be entitled to receive a second Bursary award under any circumstances.
- 4) \*\*Subject to applicable criteria being met by hitting the targets set at each checkpoint. If applicable criteria are not met, an instalment will not be issued. These criteria and targets are:
  - a) **Checkpoint A:** i. 90% attendance
  - b) **Checkpoint B:** ii. 90% attendance AND iii. Submission of all coursework for semester 1\*
  - c) **Checkpoint C:** iv. 90% attendance AND v. Submission of all coursework for semester 2\*
- 5) Should a query arise about the validity or currency of the data used to make a judgment at a checkpoint, that query shall be resolved to the satisfaction of the University Centre before any judgment is deemed final. Queries of this kind are likely to result in the delay of payment of the associated instalment.
- 6) Submission of all coursework:
  - a) It is an expectation that all higher education students make every effort to submit, by the deadline set, every scheduled component for assessment.
  - b) Coursework includes any work assessed as part of the normal schedule of assessments and included in an end-of-semester Board of Examiners meeting.
  - c) A valid submission must be received by the scheduled deadline for every assessment to meet criteria iii. and v. in order to receive an instalment at checkpoints B and C (given that all other applicable criteria are met).
  - d) Should the coursework target be missed at the first end-of-semester checkpoint (B), this shall not prevent a student being awarded the subsequent instalment should the coursework target be met at the second end-of-semester checkpoint (C).
  - e) Semester 1 Board of Examiners meetings are scheduled for Wednesday 10<sup>th</sup> and Friday 12<sup>th</sup> February. Semester 2 Board of Examiners Meetings are scheduled for Wednesday 7<sup>th</sup> and Friday 9<sup>th</sup> July.
  - f) \*Students who have successfully applied for Extenuating Circumstances will be considered according to the merits of their circumstances as specified in the ECs claim. However, any assessed components not included in the successful claim for Extenuating Circumstances must be submitted by the applicable deadline (criteria iii. and v.).
- 7) Attendance:
  - a) It is an expectation that all higher education students make every effort to attend every timetabled class.
  - b) A minimum of 90% attendance is required to meet criteria i., ii. and iv. in order to receive an instalment at checkpoints A, B and C (given that all other applicable criteria are met).
  - c) Should the attendance target be missed at one checkpoint, this shall not prevent an instalment being issued at subsequent checkpoints. For example, where the target of 90% attendance is not met at checkpoint A, but is met at checkpoint B, instalment B can be issued (given that all other applicable criteria are met).
  - d) Any authorised absences must be authorised by a tutor before each checkpoint.
  - e) Where Extenuating Circumstances have been successfully applied for and attendance is also adversely affected by those circumstances, this can be taken into account when calculating that student's attendance at the checkpoint.