



UCP-FIN002 Higher Education Care Leavers Support and Bursary Procedure

1. INTRODUCTION

- 1.1 University Centre Peterborough (UCP) is committed to providing all students from a Care experienced background with the support they need to enjoy a successful university experience. As such, UCP has introduced a care leavers bursary as part of its student support package.
- 1.2 This document sets out the process from marketing, application and issuing of the non-means tested Care Leavers Bursary.

2. SCOPE

- 2.1 UCP Student Support has oversight of all decision making on Care Leaver bursary applications. UCP Student Support administer the application, review and payment to Peterborough, Stamford Campus, Eastern School of Performing Arts (ESPA) and Addict Dance Academy students. The Care Leaver Bursary is available to all UCP students who meet the eligibility requirements outlined in this procedure.

3. RELATED DOCUMENTS

- IEG-GDPR01 Data Protection Policy
www.ieg.ac.uk/wp-content/uploads/2021/02/13.-Annex-10b_IEG-Data-Protection-Policy.pdf
- UCP-FIN001 Higher Education Tuition Fee Policy www.ucp.ac.uk/policies/
- Children (Leaving Care) Act 2000
<https://www.legislation.gov.uk/ukpga/2000/35/contents>
- Other sources of Information and Advice:
 - Propel.org.uk – Higher Education Website for Care
 - Leavers by the Who Cares Trust: www.becomecharity.org.uk/
 - Care Leavers Association: www.careleavers.com/

4. RESPONSIBILITIES

- 4.1 The Academic Director has overall responsibility for the procedure, but has delegated day-to-day responsibility for overseeing its implementation to the staff identified.
- 4.1 All relevant members of staff have been made aware of the procedure and have received appropriate training.

5. RISK ANALYSIS

- 5.1 UCP is committed to the provision of comprehensive, open and transparent information ensuring accurate, relevant, and current procedures are followed enabling applicants to make an informed decision. Failure to have this procedure in place or non-adherence may result in

inconsistent practices leading to dissatisfaction and poor reputation as well as failure to demonstrate the expected baseline regulatory requirements of a HE provider

6. DATA PROTECTION

6.1 In order to apply this procedure, UCP may record details of the amounts paid to students and it will store that data for a period of six years. Information collected is treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. UCP may be required to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions. We may use anonymised data collected as part of an individual's application for the purpose of fulfilling statistical and reporting requirements.

7. DEFINITIONS

- 7.1 A Care Leaver is defined by the Children (Leaving Care) Act 2000 as someone who has been looked after by a local authority for a period (prescribed under the regulations as 13 weeks), or periods amounting to this, which began after they reached 14 years of age and ended after they reached the age of 16.
- 7.2 A new entrant is defined as a student who has applied and is enrolled on a course for the first time at UCP. This includes students who have studied on a Foundation degree or HNC/D who apply and enrol to 'top-up' onto a bachelor's degree.

8 PROCEDURE

Support for Care Leaver Students

- 8.1 UCP recognises that when applying and entering higher education care experienced young people face particular difficulties that their peers are less likely to experience. This guidance explains some of the specific help available to a care leaver or those who have experienced living in a care environment.
- 8.2 Once a student has been accepted on a course at UCP, we offer Care Leavers a one-to-one meeting with a member of UCP Student Support staff or nominee. They will give guidance, which includes advice about disability, and additional needs support, accommodation and advice on student finance.
- 8.3 A student can also make an appointment with a Student Advisor by visiting the UCP Support Centre, emailing support@ucp.ac.uk or telephoning 01733 214466.

Eligibility for the Care Leaver Bursary

- 8.4 In order to access this support, students will need to identify themselves as Care Leavers in their UCAS, Student Finance and enrolment form.
- 8.5 To be eligible, a student must meet the following criteria:
- Is a new entrant to a course in the current academic year
 - is under 25 years of age on the first day of the first academic year of their course (1st September);

- is a student enrolled and in attendance on an undergraduate course at UCP;
- have been looked after by a local authority for a period (prescribed under the regulations as 13 weeks), or periods amounting to this, which began after they reached 14 years of age and ended after they reached the age of 16;
- they must not be living with parents or receiving any financial support from parents;
- be a UK national, or have ‘settled status’ (no restrictions on how long they can stay) or be an EU national with ‘leave to remain’;
- live in England, and have ordinarily been a resident in England for three years prior to the course start date. International students are not eligible to apply for this award;
- have supplied UK bank account details.

Care Leaver Application

- 8.6 UCP Student Support will oversee the distribution of the Care Leaver’s bursary eligibility questionnaire to new entrant students by the end of week 3 of the students first semester of the academic year. Students can apply separately by requesting an eligibility questionnaire from UCP Student Support. The advertised deadline for applications to be completed and returned needs to be met.
- 8.7 Students may be eligible to apply for this award in future academic years, however this is subject to funds being made available and is not guaranteed. Bursaries are reviewed on a regular basis and UCP reserves the right to withdraw, amend or introduce new bursaries at any time.
- 8.8 Peterborough campus students, should email the completed questionnaires and copies of supporting evidence to support@ucp.ac.uk.
- 8.9 Stamford campus students and those at partner institutions (Eastern School of Performing Arts or Addict Dance Academy) should email the completed questionnaires and copies of supporting evidence to support@ucp.ac.uk and mark FAO HJ.

Care Leaver Bursary Evidence Requirement

- 8.10 Students are required to submit evidence to confirm their care leaver status when they apply for the bursary. This will normally be a letter from their Personal Advisor or Leaving Care Service who can verify that they are a care leaver. It is likely to be the same evidence they submitted to Student Finance England/Wales/NI/SAAS to apply for their maintenance loan.

Timescales and Deadlines

- 8.11 The deadline for applying for the Care Leaver Bursary is week 11 of the students first semester of the academic year.
- 8.12 Students who applied by week 4 and who are assessed as eligible by UCP Student Support will have payments made in week 6 of their first semester of the academic year.
- 8.13 Any further confirmation of a student's eligibility after week 4 will have their first payment made in week 12.
- 8.14 No applications will be accepted after week 11 of the students first semester of the academic year.
- 8.15 Bursaries must be assessed and paid within the academic year and cannot be backdated for previous years.

Care Leaver Bursary Assessment

- 8.16 UCP Student Support team will record that the Care Leaver bursary questionnaire has been received. The date received and the application with supporting documentation will be recorded. The record is kept confidential to the Student and Student Support team and is only used to track specific student's claims.
- 8.17 Students may be invited to attend a wellbeing meeting with UCP Student Support to establish eligibility for financial and other support. This can be either in person or by telephone appointment.

Payment of the Care Leaver Bursary

- 8.18 Payments will only be to students who are enrolled and attending at UCP (on either campus or with its partners) on an undergraduate course and have provided UCP with evidence of care leaver status by the deadline specified in their award email.
- 8.19 The full time £500 bursary is paid in one instalment in the current academic year. Part time student's bursary payment will be pro-rata i.e., a student studying 90 credits will receive £375 paid in one instalment. See 8.11-15 for the timing of payments.
- 8.20 The payment is only made to students who meet the conditions outline in 8.4-8.5 of this procedure.
- 8.21 Payments will be made directly to a UK bank account and therefore students are required to supply accurate bank account details within the requested time. Failure to provide current valid UK Bank account details will result in delayed payment.

Withdrawal of Care Leaver Bursary

- 8.22 UCP reserves the right to withdraw a bursary from anyone who is found to have misled UCP about any aspect of their eligibility and to seek repayment of any monies already paid by appropriate means.
- 8.23 Payment will not be made to students on a placement year or if a student is in a retrieval package.
- 8.24 If a student changes to a different mode of study, their eligibility for a bursary is reviewed. Bursary payments made prior to changing to part-time will not be requested to be repaid. However, entitlement to all future bursary payments is reviewed. If the bursary has not been paid, prior to changing mode the bursary amount is recalculated based on the total credit weighting of modules the student studies in the academic year.
- 8.25 Students who commence their studies and subsequently make an alteration that involves starting again on a course will not be eligible for a new award against the new course.
- 8.26 A student who intermits from their study at UCP and who is in receipt of a bursary award will cease to receive bursary payments. Bursary payments made prior to intermitting will not be requested to be repaid.
- 8.27 A student who withdraws from their course and who is in receipt of the bursary will not normally be requested to repay bursary payments made up to the point of withdrawal. However, entitlement to all future bursary payments cease immediately when a student withdraws.

Publicity/Promotion

- 8.28 UCP recognises that young people who are care leavers, can face additional challenges than their peers. We offer pre-entry advice and guidance through outreach events and work with organisations to provide support and information for care leavers.

9. CARE LEAVER BURSARY TIMELINE

STAGE	TASK	RESPONSIBILITY	TIME FRAME
1	Student indicates on their UCAS, Student Finance and/or UCP Enrolment Form that they are a Care Leaver	<ul style="list-style-type: none"> Student 	By week 3 of students first semester of the academic year
2	Management Information Service set up a report for UCP Student Support to run which indicates students who have declared on UCAS, Student Finance and/or their enrolment form	<ul style="list-style-type: none"> Management Information Service 	By July in each preceding academic year
3	Students contacted via their student email address and asked to complete and return the Care Leaver Bursary Questionnaire. Evidence requirements and the deadline date for return is confirmed in the email	<ul style="list-style-type: none"> Peterborough and Stamford Campus: UCP Student Support Partnership Manager Eastern School of Performing Arts and Addict Dance Academy 	By week 4 of students first semester of the academic year
4	Formal notification of successful / unsuccessful claims is sent to student via their student email address. The date payment will be made by is confirmed in the email to successful students.	<ul style="list-style-type: none"> Peterborough and Stamford Campus: UCP Student Support Partnership Manager at Eastern School of Performing Arts or Addict Dance Academy 	Within 10 working days of a completed application and supporting evidence received
5	Notification of successful claims is sent to UCP Finance Team.	<ul style="list-style-type: none"> Student Support 	As 4 above.
6	UCP Finance team make payment to eligible students who have provided UK bank account details OR Payment is made to Partnership Managers at Eastern School of Performing Arts or Addict Dance Academy who then coordinate payment to eligible students.	<ul style="list-style-type: none"> UCP Finance Team 	No later than 30 working days from the form authorisation
7	Final date bursary applications and require evidence is accepted	Information only	Week 11 of the students first semester of the academic year.



Student ID:

Full Name:

Date of submission of this form (dd/mm/yy):

COURSE DETAILS

Course Title:

Mode of Course: Full Time Part Time

If this a repeat year? Yes No

ELIGIBILITY

Date of Birth (dd/mm/yy):

Name of Local Authority:

Name of Social Worker:

Please be advised that, before this application is considered, we require the following: ✓

- Evidence of your care leaver status from your Local Authority
- Student Finance Breakdown letter for the current academic year
- Copy of your University ID card.

Please confirm the following: ✓

- I confirm that I am enrolled and in attendance on the course stated above
- I will be under 25 years old on 1st September 2022 in the first year of my study
- I am a UK national/British citizen
- There are no restrictions on my stay and I am therefore settled within the United Kingdom (UK) (i.e. have the Right of Abode in the UK or have Indefinite Leave to Enter/Remain [ILE/R] in the UK) on the first day of the first academic year of your course
- I have been looked after by a UK Local Authority for a period of thirteen weeks or more (or periods amounting in all to that period) after my 14th birthday and before my 16th birthday
- I am in receipt of the full tuition fee loan and maintenance loan from Student Finance
- I declare that the information that I have given on this form is correct and complete to the best of my knowledge

The data collected on this form is recorded on a management information system that complies with the principles of the Data Protection Act 1998, the General Data Protection Regulation (GDPR) and IEG policy. Physical copies of this form are also held securely on the premises. Access to this data is limited to Admissions, Management Information Systems and UCP administrative staff. Data is retained and securely held for 7 years and then destroyed in line with the IEG policy.

Student Signature _____ Date: _____

Type your name if submitting an electronic copy

All communication will be sent to your UCP/Addict/ESPA student email address. It is your responsibility to check your student email account regularly for updates/progress of your application, failure to do so may result in delays.