



<b>Policy Name</b>	<b>Academic Excellence Bursary</b>
<b>Department</b>	<b>The Bedford Sixth Form</b>
<b>Created by (Job Title)</b>	<b>Head of The Bedford Sixth Form and Technical Accountant</b>
<b>Date Reviewed</b>	<b>May 2022</b>
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<b>Pathway</b>	<b>Connect/Departments/Finance/Finance - Policies</b>
<b>E &amp; D Policy Disclaimer</b>	<p>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.</p>

## Contents Page

1. Introduction
2. Eligibility criteria
3. Assessment Criteria
4. Awards
5. Payments
6. Appeals
7. Data privacy policy

# 1. Introduction

- 1.1. This Policy Document outlines the terms and conditions of the Academic Excellence Bursary Scheme.
- 1.2. The Bedford Sixth Form recruits from a wide catchment and we know that coming to a new college brings with it additional costs. We want more people to benefit from this first class sixth form experience, so in addition to our wide range of student support packages we offer the Academic Excellence Bursary Scheme to eligible students.
- 1.3. The purpose of the scheme is to ensure our highest-performing students are not distracted by having to look for work to meet travel and other costs. This is therefore not means tested.
- 1.4. Students who meet our eligibility requirements will qualify for up to £4,000 over their two-year programme; depending on whether they meet the criteria for the bursary payment to be released.

# 2. Eligibility criteria

2.1. Eligibility for the Academic Excellence Bursary requires that a student

- be aged 16 or over but under 19 on 31 August 2021 or
- be aged 19 or over on 31 August 2021 and have an Education, Health, and Care Plan (EHCP)
- be aged 19 or over on 31 August 2021 and continuing a study programme they began aged 16 to 18 ('19+ continuers')
- meet the residency criteria in [ESFA funding regulations](#) for post-16 provision before the start of the course
- has applied for a full-time place as a student at The Bedford Sixth Form
- has submitted a complete application via our online portal before 30 September of the first academic year studying at Bedford Sixth Form.
- has achieved five GCSEs with grades 9 – 7, including English Language and Mathematics.

2.2. The following categories are not eligible for the Academic Excellence Bursary:

- Students aged 19 or over on 31 August 2021 unless
  - they have an Education, Health, and Care Plan (EHCP), or
  - are continuing a study programme they began aged 16 to 18
- Students participating through partnership arrangements
- Students on apprenticeship programmes, or any waged training
- Students on higher education programmes.

2.3. Student awarded an Academic Excellence Bursary are ineligible for any other bursary offered by Bedford College.

### 3. Initial assessment criteria

- 3.1. Complete applications with all required evidence attached are assessed in chronological order based upon last online submission date.
- 3.2. Applicants are expected to provide evidence of GCSE results to confirm they met the eligibility criteria.
- 3.3. Online Applications are available to all eligible students until the specific funds closure dates or when funds are exhausted, whichever is sooner. The Head of Bedford Sixth Form reserves the right to bring forward or extend the closing date of a fund.

### 4. Awards

- 4.1. Eligible students will be £2,000 for each year of the course, up to a maximum of £4,000.
- 4.2. Awards for both academic years are awarded based upon a single application submitted before 30 September of a learner's first academic year studying at Bedford Sixth Form.

### 5. Payments

- 5.1. Awards are made in 8 installments each of £500 each (4 per academic year) by BACS.
- 5.2. Awards will normally be paid into your bank account and can only be paid into another person's account in exceptional circumstances.
- 5.3. If you do not have a bank account, you will need to open one. See <https://www.moneyadviceservice.org.uk/en> for information on bank accounts.
- 5.4. Before each instalment is due each the progress of each student is reviewed by a Deputy Head of Bedford Sixth Form using the following criteria
  1. **Attend at least 95% of all timetabled sessions in the period since the previous payment.**
  2. **Arrive punctually to at least 95% of all timetabled sessions.**
  3. **Maintain a clean disciplinary record.**
  4. **Attend any activities/trips that The Bedford Sixth Form deems essential or necessary for the successful completion of my programme**
  5. **Hand in all set work to deadline**
  6. **Have an effort grade of at least 3 in all subjects**

**A student must meet all six criteria before each payment is released.  
Payments due to students who do not meet the criteria are cancelled.**

- 5.5. A Deputy Head of Bedford Sixth Form may consider any mitigating circumstances which prevented a student from meeting these criteria when conducting their review.
- 5.6. A student will be notified of the outcome of the review at least 5 school days before payment is due to be made.
- 5.7. Appeals against a decision to withhold/cancel a payment should be submitted in line with the processes outlined in section 6.

## 6. Appeals

- 6.1. If a student does not agree with any decision made under this policy, then they can appeal in writing to the Head of Bedford Sixth Form.
- 6.2. All appeals should be made within 10 school days of the decision being notified and addressed to the Head of Bedford Sixth Form.
- 6.3. Appeals should be submitted to [studentservices@bedfordsixthform.ac.uk](mailto:studentservices@bedfordsixthform.ac.uk)
- 6.4. Appeals will be acknowledged within 3 school days by the Student Finance Advisor and the Student will receive a response and a decision within 10 school days of the appeal.
- 6.5. The outcome of the appeals is to be decided by the Head of Bedford Sixth Form.
- 6.6. If a student does not agree with the appeal decision, they can raise a complaint using the College's complaint procedure.

## 7. Data privacy policy

- 7.1. The privacy and security of our student's personal information is extremely important to us. Our Student Privacy Notice sets out what we do with the information we collect and what we do to keep it secure. It also explains where and how we collect this information, as well as the students' rights over their personal information.
- 7.2. A full copy of the Data Privacy Policy is available on the college website under Downloads: <https://www.bedford.ac.uk/downloads>; please refer to the policy for more information.
- 7.3. The policy applies to students at The Bedford College Group (registered Bedford College), which includes the brands Bedford College, National College for Motorsport, Shuttleworth College, The Bedford Sixth Form and Tresham College. It also includes any other brands we add to this group in the future.