

TEDI-LONDON

STUDENT FINANCIAL SUPPORT POLICY

Summary	Policy outlining TEDI-London's student financial support mechanisms, including how to apply and how TEDI-London will assess eligibility and suitability for financial support.		
Policy Owner	Director of Student Recruitment and Admissions		
Policy Sponsor	Deputy Dean		
Policy applies to	All TEDI-London staff		
Relevant legislation and policy	Access and Participation Plan Admissions Policy Assessment Regulations Attendance and Engagement Policy Equality Act 2010 Student Contract		
Equality impact assessment completed	[date]		
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Approved by	Executive	Approval date	
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DOCUMENT CONTROL

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1. INTRODUCTION

- 1.1. It is one of TEDI-London's stated aims that we will help address the global shortage of engineers and provide a diverse engineering workforce which will transform the discipline, seeking to attract capable students from non-traditional engineering backgrounds.
- 1.2. The principal purpose of offering financial support is to help attract a diverse cohort of students with the right attitude, aptitude, and ability to succeed at TEDI-London, by lowering or removing financial barriers to study.
- 1.3. The aim of our financial support mechanisms is to help students who may face barriers to attending full-time education, enabling them to access a degree at TEDI-London. It is hoped that by accessing financial support from us, students will have fewer financial worries, rely less on income from paid employment and have more time to concentrate on their studies.
- 1.4. We offer three main types of financial support:
 - a. **Bursaries**
Awarded to home students from low-income households or care leavers. Bursaries are awarded automatically.
 - b. **Merit-based Scholarships**
Awarded to home or international students from identified underrepresented backgrounds in engineering. Applicants should make a separate application for these, as outlined in the [TEDI-London Scholarships Portfolio and Assessment Criteria](#).
 - c. **Assessment Centre-based scholarships**
Awarded to home or international students based on eligible candidates' combined assessment centre project and assessment centre interview scores. Eligible candidates with the highest combined assessment centre scores will be offered scholarships in rank order. Further information is available in the [TEDI-London Scholarships Portfolio and Assessment Criteria](#).
- 1.5. Financial support arrangements will be reviewed annually, at which point we may introduce new incentives or remove others. We will not amend our financial support arrangements during an admissions cycle. Financial support

arrangements will last for the duration of your programme of study, subject to the ongoing eligibility requirements outlined in section 11 of this document.

2. PURPOSE OF THIS POLICY

- 2.1. This Policy exists to ensure that TEDI-London meets its legal requirements under the Equality Act 2010 and considers our stated values of being inclusive, courageous, inspiring, collaborative and to work with integrity when it comes to TEDI-London's provision of financial support.
- 2.2. This Policy provides guidance to prospective students on the types of financial support available from TEDI-London and how they are awarded.
- 2.3. This Policy provides guidance to all those who are actively engaged in the creation of new financial support mechanisms and the awarding of financial support to prospective students.
- 2.4. This Policy supports the achievement of our commitment as stated in our Access and Participation Plan to improve equality of opportunity for underrepresented groups to access, succeed in and progress from higher education.

3. SCOPE OF THIS POLICY

- 3.1. This Policy applies to all employees of TEDI-London responsible for administering student financial support, and to any prospective student applying for or in receipt of financial support from TEDI-London.
- 3.2. This Policy is non-contractual and will be amended from time to time to reflect developing equality legislation, case law, codes of practice and overall effectiveness in helping to deliver TEDI-London's strategic aims.

4. ROLES AND RESPONSIBILITIES

- 4.1. The Director of Student Recruitment and Admissions is responsible for monitoring and reviewing this policy annually and for recommending changes to the Academic Board.
- 4.2. The [Student Finance Committee](#) makes decisions on which students will be awarded financial support, based on assessment criteria outlined in the [TEDI-London Scholarships Portfolio and Assessment Criteria](#). The Student Finance

Committee oversees the implementation and administration of the financial support.

- 4.3. The Equality, Diversity, and Inclusion Committee monitors the impact of financial support awarded, reporting to the Academic Board, as necessary.
- 4.4. The eligibility criteria for financial support are recommended by the Student Finance Committee to the Executive for approval and are provided to the Academic Board for information.
- 4.5. The Board of Trustee Directors will oversee the effectiveness of financial support through its monitoring of progress against our Access and Participation Plan.

5. PRINCIPLES OF FINANCIAL SUPPORT

- 5.1. Any financial support offered by TEDI-London will have clearly stated eligibility criteria, purpose, justification, definitions of terms and assessment criteria.
- 5.2. There will be financial support mechanisms for both home fee status students and international fee-paying students. Information about who is eligible for the different types of financial support will be published on our website.
- 5.3. Information about available financial support and assessment criteria will be published on the TEDI-London website.
- 5.4. Where the eligibility criteria for the award use protected characteristics, the scholarships will fall within the scope of positive action under the Equality Act.
- 5.5. Where a scholarship may be indirectly discriminatory, the justification for the scholarship will clarify how the scholarship is a proportionate means of meeting a legitimate aim.
- 5.6. Students awarded a Scholarship cannot be a recipient of more than one Scholarship wholly funded by TEDI-London, but they remain eligible for a TEDI-London Bursary.
- 5.7. If a student has a sponsor who will be paying the full and/or part balance of their Tuition Fees, they will not be eligible for a Scholarship. Should a student start to become sponsored during their study, they will cease to be eligible for a Scholarship from that point onwards.

6. BURSARIES

- 6.1. Bursaries are automatically awarded to students from low-income families or to care leavers. The aim of these Bursaries is to reduce or remove barriers to attending full-time education, enabling access to a degree at TEDI-London.
- 6.2. Eligibility criteria, amounts, and payment schedules can be found in the 'TEDI-London Bursaries' document, available on our website [link].
- 6.3. Please note that we will only award one Bursary, even if you are eligible for more than one. We will ensure that the Bursary you are awarded is the one with the greatest value.

7. MERIT-BASED SCHOLARSHIPS

- 7.1. Merit-based scholarships are awarded to students from defined underrepresented backgrounds in engineering.
- 7.2. The aim of these scholarships is to:
 - increase the diversity of engineering students,
 - open new markets,
 - signify that TEDI-London welcomes applications from diverse backgrounds,
 - to reduce the financial barrier for those who would otherwise be unable to take up a place.
- 7.3. The Executive, on the advice of the Student Finance Committee will agree the underrepresented backgrounds targeted for TEDI-London financial support on an annual basis, based on information from the engineering sector and on the diversity of the TEDI-London cohort from previous years. For our first year of operation in 2021, we have defined the shortage areas based on data from Engineering UK¹ and HESA.
- 7.4. For 2021/22, the areas of underrepresentation have been defined as:

Female	Any person who self-identifies as being female.
BAME	Individuals from Black, Asian, and Minority Ethnic backgrounds.

¹ https://www.engineeringuk.com/media/1576/7444_enguk18_synopsis_standalone_aw.pdf

Mature	Defined by UCAS as 21 years of age or over at the start of their programme
Local community	Have a permanent home address is within a London Borough AND with a POLAR4 score that places their postcode in quintile 1 or 2, in accordance with the Office for Students' POLAR classifications . Where there are no eligible candidates, the requirement for a POLAR4 score placing postcodes in quintiles 1 or 2 can be removed at TEDI-London's discretion to meet our legitimate aim.

- 7.5. The assessment criteria for the Merit-based Scholarships can be found in the [TEDI-London Scholarships Portfolio and Assessment Criteria](#).

8. ASSESSMENT CENTRE-BASED SCHOLARSHIPS

- 8.1. Our Assessment Centre-based Scholarships are used to achieve our aim to attract students with the right aptitude, attitude, and ability to study engineering, and rewards good performance at the assessment centre.
- 8.2. The Assessment Centre-based Scholarships are awarded to applicants scoring highly at the assessment centre project and assessment centre interview.
- 8.3. You do not need to apply separately for this type of Scholarship. You will be considered for the Scholarship as part of your application for the programme.
- 8.4. Eligible candidates with the highest combined Assessment Centre scores will be offered scholarships in rank order. We have mechanisms for dealing with situations where two candidates achieve equal scores:
- Where two candidates have equal combined scores and there is only a single scholarship left available to be awarded, the candidate with the higher score on their assessment centre project will be awarded the scholarship.
 - Where two candidates have equal combined scores and identical scores on their assessment centre project, the candidate with the higher score on the interview question 'Why do you want to do this degree at TEDI-London?' will be awarded the scholarship.

- Where two candidates have equal combined scores and identical scores on their assessment centre project and the identical scores on the interview question 'Why do you want to do this degree at TEDI-London?', the value of the remaining scholarship will be divided in half, with each eligible candidate being offered 50% of the available value.

9. DEADLINES AND TIMINGS

9.1. Eligible students will be able to apply for Merit-based Scholarships on receipt of an offer to study at TEDI-London.

9.2. the deadlines and response dates for scholarships are:

Scholarship type	Offer received	Deadline	Outcome received by
Merit-based Scholarship	On or before 4 July 2021	17:00 18 July	15 August 2021
Assessment Centre-based Scholarship	On or before 4 July 2021	N/A	15 August 2021
Assessment Centre-based Scholarship	After 4 July 2021	N/A	10 September 2021

9.3. We reserve the right to amend any scholarship deadlines depending on TEDI-London's operational needs and resourcing considerations. Candidates will always have a minimum period of 14 days between receiving their offer and any scholarship application deadlines. Any changes to the deadline will be clearly communicated to eligible candidates.

10. PAYMENTS

10.1. **Bursary** payments will be made directly into your bank accounts in two equal instalments on 1 December and 1 March.

10.2. For **Scholarships**, you can either elect to have the award offset against your tuition fee liability or to have the award paid directly into your bank account.

10.3. Scholarships will either be paid two or three instalments, depending on the value of the award:

Value of Award	Instalments
Equivalent to 100% of tuition fee	3 instalments of 1/3 value in line with the deadlines for payment of tuition fees*
Equivalent to 50% of tuition fee	3 instalments of 1/3 value in line with the deadlines for payment of tuition fees*
Equivalent to less than 50% of tuition fee	2 instalments of 1/2 value in line with the first two payment deadlines for tuition fees

10.4. **Awards paid into bank accounts**

- Where you choose to have your award paid into your bank account, the first payment will be made within four weeks of your enrolment at TEDI-London. The first payment will only be made if you are engaged in the programme, in line with the requirements in the Attendance and Engagement Policy.
- Where you choose to have your award paid into your bank account, each instalment will be paid in line with the deadlines for payment of tuition fees as set out in the Student Fees Policy, except for the first payment (see 10.4).

10.5. **Awards offset against tuition fees**

- Where you choose to use a Scholarship to offset against your tuition fee and the value of the award is equivalent to 50% or more of the annual tuition fee, each instalment will be paid in line with the deadlines for payment of tuition fees as set out in the Student Fees Policy. The instalment dates for the 2021/22 academic year are:
 - 30 September 2021
 - 1 January 2022
 - 11 April 2022
- Where you choose to use a Scholarship to offset against their tuition fee and the value of the award is equivalent to less than 50% of the annual tuition

fee, each instalment will be paid in line with the first two deadlines for payment of tuition fees as set out in the Student Fees Policy. The instalment dates for the 2021/22 academic year are:

- 30 September 2021
- 1 January 2022

11. ONGOING REQUIREMENTS

11.1. Continued payments of scholarship instalments will rely on your continued adherence to the TEDI-London Student Contract, which includes attendance and engagement requirements, as outlined in the Attendance and Engagement Policy. In addition, your academic performance will be expected to remain satisfactory, as determined by the Student Finance Committee.

12. APPEALS PROCESS

12.1. If you are concerned about the way your application for financial support was handled, you may use the Admissions Appeals Process procedure outlined within the Admissions Policy to inform us of your concerns.

12.2. Current students with a concern about their financial support can use the Academic Appeals Policy.

12.3. Appeals submitted through both processes must conform to the criteria outlines in both Policies.

13. PROCESS FOR CREATING NEW FINANCIAL SUPPORT MECHANISMS

13.1. New financial support mechanisms can be suggested for consideration by any staff member or student at TEDI-London.

13.2. Applications for the creation of new scholarships must include the purpose, justification, eligibility criteria, and assessment criteria and should be submitted to the Secretary of the Student Finance Committee.

13.3. Applications for the creation of new financial support mechanisms will be reviewed by the Student Finance Committee. On review they can either reject a proposal, request further information on a proposal or recommend a proposal to the Executive for approval.

- 13.4. New financial support mechanisms recommended by the Student Finance Committee will be reviewed by the Executive, who will either reject a proposal, request further information on a proposal or approve a proposal.

14. TRAINING, DISSEMINATION, AND IMPLEMENTATION

- 14.1. Relevant TEDI-London staff will be introduced to this Policy during their induction process when they join the organisation. Regular training will be provided to all staff, and staff will be informed of any changes made when the Policy is updated on an annual basis.

15. MONITORING AND REVIEW

- 15.1. The Student Finance Committee will be responsible for ensuring compliance with this Policy and for reporting their findings to the Academic Board at the end of the annual admissions cycle.
- 15.2. Data on financial support awarded by the mechanisms outlined in this Policy will be reported to the Equality, Diversity, and Inclusion Committee, which is responsible for monitoring our access and participation goals, in line with the Access and Participation Plan. The findings of the Equality, Diversity, and Inclusion Committee will be reported to the Board of Trustee Directors along with recommendations relating to any remedial action required.
- 15.3. This Policy will be reviewed at least on an annual basis to enable financial support arrangements for the next academic year to be confirmed in time for the next application cycle which starts each year in September. The next review date is July 2021.