

THE ENGINEERING & DESIGN INSTITUTE LONDON

STUDENT FINANCIAL SUPPORT POLICY

Summary	Policy outlining TEDI-London's student financial support mechanisms.		
Policy Owner	Student Finance Committee		
Policy Sponsor	Strategic Leadership Team		
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 Student Fees Policy		
Equality impact assessment completed	[date]		
Version	3		
Approved by	Strategic Leadership Team	Approval date	August 2022
Date of implementation	August 2022	Date of next formal review	June 2023

DOCUMENT CONTROL

Date	Version	Action	Amendments
18/01/2021	1	Policy created	n/a
20/04/2021	2	Revised to remove guidance – new guidance document created	
08/2022	3	Revised	Updates to roles and committees

Contents

1.	INTRODUCTION	3
2.	PURPOSE OF THIS POLICY.....	3
3.	SCOPE OF THIS POLICY	4
4.	ROLES AND RESPONSIBILITIES	4
5.	TYPES OF FINANCIAL SUPPORT.....	4
6.	PRINCIPLES OF FINANCIAL SUPPORT	5
7.	DEADLINES AND TIMINGS.....	5
8.	BURSARY PAYMENTS	6
9.	SCHOLARSHIP PAYMENTS	6
10.	ONGOING REQUIREMENTS	7
11.	APPEALS PROCESS	7
12.	PROCESS FOR CREATING NEW FINANCIAL SUPPORT MECHANISMS.....	8
13.	TRAINING, DISSEMINATION, AND IMPLEMENTATION	8
14.	MONITORING AND REVIEW	8

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.

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 Student Finance Committee is responsible for monitoring and reviewing this policy annually and for recommending changes to the Strategic Leadership Team.
- 4.2. The Scholarships 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 Strategic Leadership Team or Academic Board, as necessary.
- 4.4. The eligibility criteria for financial support are recommended by the Student Finance Committee to the Strategic Leadership Team 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. TYPES OF FINANCIAL SUPPORT

- 5.1. We offer a range of bursaries and scholarships, as detailed on our [website](#).
- 5.2. Our financial support guidance documents contain information on roles and responsibilities, and decision making for each financial support mechanism.
- 5.3.

6. PRINCIPLES OF FINANCIAL SUPPORT

- 6.1. Any financial support offered by TEDI-London will have clearly stated eligibility criteria, purpose, justification, definitions of terms and assessment criteria.
- 6.2. 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.
- 6.3. Information about available financial support, including eligibility/ assessment criteria, amounts, and payment schedules and will be published on the TEDI-London website.
- 6.4. We will undertake equality impact assessments (EIAs) for our proposed financial support mechanisms to ensure that our financial support mechanisms have a legitimate aim and are proportionate. Our EIAs will be repeated annually when we review our financial support arrangements.
- 6.5. Students awarded a Scholarship cannot be a recipient of more than one Scholarship wholly funded by TEDI-London, but they remain eligible for a Bursary.
- 6.6. 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.

7. DEADLINES AND TIMINGS

- 7.1. The deadlines and response dates for scholarships will be published on our website.
- 7.2. We reserve the right to amend any scholarship deadlines depending on sector changes or 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.

8. BURSARY PAYMENTS

- 8.1. **Bursary** payments will be made directly into your bank account in two equal instalments on 1 December and 1 March.
- 8.2. The Bursary payment process is managed on our behalf by the Student Loans Company (SLC). They use the information you supply when you apply for a student loan to assess your eligibility against the criteria.
- 8.3. To be eligible for a bursary paid via the SLC, you should select that you wish to be considered for means tested awards.

9. SCHOLARSHIP PAYMENTS

- 9.1. Scholarships are awarded for the duration of your programme. You will receive the same amount for every year of your programme.
- 9.2. If you are a home student, you can either elect to have the scholarship offset against your tuition fee liability or to have the scholarship paid directly into your bank account.
- 9.3. If you are an international student, your scholarship will be offset against your fees.
- 9.4. Scholarships paid into your bank account 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

9.5. Scholarships 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 8.4).

9.6. Scholarships 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.
- Where you choose to use a Scholarship to offset against your 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.

10. ONGOING REQUIREMENTS

- 10.1. 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, and you are expected to remain engaged in the programme, in accordance with the Attendance and Engagement Policy.

11. APPEALS PROCESS

- 11.1. 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.

- 11.2. Current students with a concern about their financial support can use the Academic Appeals Policy.
- 11.3. Appeals submitted through both processes must conform to the criteria outlined in both Policies.

12. PROCESS FOR CREATING NEW FINANCIAL SUPPORT MECHANISMS

- 12.1. New financial support mechanisms can be suggested for consideration by any staff member or student at TEDI-London.
- 12.2. Applications for the creation of new scholarships must include the purpose, justification, eligibility criteria, and assessment criteria and should be submitted to the Student Finance Committee.
- 12.3. 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.
- 12.4. 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.

13. TRAINING, DISSEMINATION, AND IMPLEMENTATION

- 13.1. 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.

14. MONITORING AND REVIEW

- 14.1. 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.

- 14.2. 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.
- 14.3. This Policy will be reviewed 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.