



## MLA COLLEGE BURSARY SCHEME 2020/2021

### 1. MLA COLLEGE BURSARY SCHEME

- i. MLA College is committed to a fair and transparent policy in respect of the award and administration of its bursaries.
- ii. MLA College reviews its Bursary Scheme annually.
- iii. Overall responsibility for the maintenance and operation of MLA College Bursaries lies with the Head of Academic Operations and a nominated MLA College administrator.
- iv. The key responsibility of the administrator will be to assess applications and confirm bursary awards as per the Policy and Procedure and advise students of the decision and award details. Payment will then be authorised and paid via BACS.
- v. Bursaries are assessed and awarded by MLA College Admissions staff and payments are administered by the Finance Service.

### 2. AVAILABLE BURSARIES FOR 2020-2021

MLA College will make bursaries available for each of its intakes (currently September, January and May of each academic year). Each bursary awarded will be for the period of registration and the single payment of £500 (please note this is **not** an annual award) will be made on completion of the initial enrolment process (including payment of tuition fees via an agreed instalment plan) following the production of the required evidence.

#### 2.1 Bursary 1 – 6 bursaries of £500 for UK students over 25 years of age on enrolment.

Each bursary awarded will be for the period of registration and the single payment of £500 (please note this is **not** an annual award) will be made on completion of the initial enrolment process (including payment of tuition fees) following the production of the required evidence.

##### ***Eligibility to apply***

- Be enrolled/holding an offer (as confirmed by the relevant course tutor) on a MLA College Higher Education programme
- Be paying the expected tuition fee in full
- Be registered as a UK Student.
- Meet the appropriate income criteria as set as less than £25,000 (normally evidenced via evidence of 3 months' salary)

#### 2.2 Bursary 2 – 6 bursaries of £500 for non-UK students over 25 years of age on enrolment

Each bursary awarded will be for the period of registration and the single payment of £500 (please note this is **not** an annual award) will be made on completion of the initial enrolment process (including payment of tuition fees via an agreed instalment plan) following the production of the required



### ***Eligibility to apply***

Be enrolled/holding an offer (as confirmed by the relevant course tutor) on a MLA College Higher Education programme on a full-time basis

- Be paying the expected tuition fee in full
- Be registered as a non-UK Student.
- Meet the appropriate income criteria as set as less than £25,000) (normally evidenced via evidence of 3 months' salary)

### **2.3 Bursary 3 – 6 bursaries of £500 for women over 25 years of age on enrolment for UK and non-UK students**

Each bursary awarded will be for the period of registration and the single payment of £500 (please note this is **not** an annual award) will be made on completion of the initial enrolment process (including payment of tuition fees via an agreed instalment plan) following the production of the required evidence.

### ***Eligibility to apply***

- Be enrolled/holding an offer (as confirmed by the relevant course tutor) on a MLA College HE programme on a part time basis
- Be paying the expected tuition fee as agreed with MLA College during the offer process
- Be registered as a UK or non-UK Student.

## **3. ADMINISTRATION PROCESS FOR ALL MLA COLLEGE BURSARIES**

### **3.1 Application**

- i. Eligible students are required to complete the Student Bursaries application form
- ii. If a student does not provide evidence of income MLA may be unable to make an assessment of the student's financial situation and/or award a Bursary.
- iii. The opening date for bursary applications is 4<sup>th</sup> May 2020 and a bursary application form will be available to download on [MLA College website](#).
- iv. The number of bursaries is limited and will be awarded on a first come first served basis.
- v. Bursaries are awarded at the discretion of MLA College and are not a student entitlement.
- vi. Applications must be received before noon on **Monday, 10<sup>th</sup> August 2020 for September 2020 applicants**
- vii. Applications must be received before noon on **Monday, 7<sup>th</sup> December 2020/21 for January 2021 applicants**
- viii. Applications must be received before noon on **Monday, 5<sup>th</sup> April 2021 for May 2021 applicants**

### **3.2 Payment**

- i. Bursaries which are awarded to students will be paid in full on completion of the initial enrolment process (including payment of tuition fees) following the production of the required evidence.



- ii. Where bursary eligibility changes (for example, due to interrupted studies), MLA College reserves the right to recover any payment by either:
  - reducing any subsequent bursary payments to recover any overpaid amount (this may occur where a student is continuing with their studies)
  - requesting the overpayment be repaid in full. Failure to repay the amount due may result in commencement of litigation.

## **5. OUTSTANDING FEES AND OTHER MONIES OWING TO MLA COLLEGE**

- 5.1 Where a student has fees or other monies owing to MLA College relating to their studies MLA College will withhold the bursary payment until such time as the outstanding amount has been paid.

## **6. WITHDRAWALS**

Students must be fully enrolled at the time that the Bursary payment is due.

## **7. APPEALS**

- 7.1 Unsuccessful applicants wishing to appeal should write to the Rector, MLA College within 10 working days of the date of notification of the outcome of their application stating clearly the grounds for appeal.
- 7.2 Appeals will only be considered where there is evidence that a procedural irregularity has occurred in processing the application. Appeals against the content of the published MLA College Bursary guidance itself cannot be accepted.



## MLA BURSARY APPLICATION FORM

Bursaries offered by MLA College **MAY** change year on year, therefore bursaries are valid for one year only. Bursaries for subsequent years will be subject to re-application. Before completion, please read attached Higher Education Bursary Scheme Guidance

Applications must be received before noon on **Monday, 10<sup>th</sup> August 2020 for September 2020 applicants**  
 Applications must be received before noon on **Monday, 7<sup>th</sup> December 2020/21 for January 2021 applicants**  
 Applications must be received before noon on **Monday, 5<sup>th</sup> May 2021 for May 2021 applicants**

<b>Personal Details:</b>	
Title:	Surname:
First Names:	Date of birth:
Contact Address:	Post Code:
Telephone Landline:	Telephone Mobile:
Email:	Nationality:
Programme Manager (if known):	
Programme Title:	Year of Study:
<b>Where did you hear about this bursary please?</b>	
Title of Bursary (1, 2 or 3):	
Evidence of income enclosed	Yes / No
Declaration by Applicant: <ul style="list-style-type: none"> <li>•The information I have given in support of this application is correct and complete</li> <li>•I have read and understood the MLA College Bursary Policy</li> <li>•I understand that to qualify for a bursary I must provide the evidence as stated</li> <li>•I will inform MLA College immediately, in writing, if there is a change of circumstances (such as withdrawing from programme; change of mode of study and interrupted studies)</li> <li>•If successful in my application, I will complete any online bursary questionnaire as requested by MLA College.</li> <li>•If my application is successful, I will provide bank account details in my name for the payment of the bursary</li> </ul>	
Applicant Signature.....Date.....	

**Please note - Bursaries will not normally be given out without income evidence**  
**Payments will be made by BACS/CHAPS on receipt of bank account details (including IBAN/SWIFT/BIC codes) which must be in the name of the person who is awarded a bursary**  
**PLEASE RETURN THE FORM TO: INFO@MLA-UK.COM**