

Bursary Appeals Policy

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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

Bursary Appeals Procedure

Appeals Guidance

1. Learners can appeal in the following circumstances:
 - If they have applied for a bursary and the College has refused to award one.
 - If the learner has received notification of a bursary award but disagrees with the assessment.
 - If payments have been withheld.
2. Appeals against decisions must be raised in writing to the Admissions and Bursary Manager within 10 days of the decision being notified. Appeals are acknowledged within 3 working days of receipt and aim to be resolved within 21 working days.
3. An appeal must contain sufficient information or evidence for the appeals panel to review the case and come to a decision. If an appeal does not contain sufficient information, the Admissions and Bursary Manager will advise the applicant to resubmit the appeal with the required information or evidence. The learner will have an additional 7 working days to do this.
4. The Admissions and Bursary Manager will examine and weigh up the information or evidence and reach a decision regarding the outcome of the appeal. This may be done in collaboration with the Group Director for Funding Data and Exams.
5. Information on the following details may be considered as part of the appeal:
 - Attendance records
 - Progress reports
 - General conduct
 - Disciplinary records

Depending on the nature of the appeal:

- The appeal may be upheld.
- The appeal may be partially upheld.
- The appeal may be rejected.

The decision of the appeals panel will be communicated to the applicant within 5 working days of a decision.

The decision is final and binding. The Bursary Officers will maintain a record of the outcome of all appeals for 6 years after the date of the appeal.

Organisation and Responsibility

This Policy reflects the Milton Keynes College Structure in June 2025. The policy is the responsibility of the Admissions and Bursary Manager.

Quality Assurance and Monitoring

This policy will be reviewed annually.

Activity and budgets are reviewed on a monthly basis through the College Financial Review process.

Reference Documents:

- 16-18 Bursary Policy 2025-26
- ASF Bursary Policy 2025-26
- Advanced Learner Loan Bursary Policy 2025-26
- Tailored Learning Policy