



MLA
COLLEGE

Bursary Policy

MLA College Bursary Policy
Sponsor: Rector
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Next review: April 2023

MLA College is committed to helping achieve the United Nations Sustainable Development Goals. Whilst consideration has been given to the design of this document to reduce the use of printer ink and paper, please consider the environment before printing and only do so if absolutely necessary.

1. Introduction

The aim of this policy is to guide students in making a bursary application and to provide a clear framework for MLA College staff awarding bursaries.

MLA College believes that a lack of funds should not be a barrier to learning, and is committed to providing a number of bursaries each year to assist students in gaining access to its Higher Education programmes.

Bursaries will be made available for each of its intakes (September, January and May) each academic year. Bursaries are awarded at the discretion of MLA College and are not a student entitlement.

2. Available Bursaries (2022/23)

2.1 UK Bursary

6 x £500 bursaries for UK students over 25 years of age on enrolment.

Each bursary award will be for a single payment of £500 and 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 unconditional offer 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 (annual income of less than £25,000, normally confirmed by provision of evidence of 3 months' salary).

2.2 International Bursary

6 x £500 bursaries for non-UK students over 25 years of age on enrolment.

Each bursary award will be for a single payment of £500 and 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 unconditional offer on a MLA College Higher Education programme,
- Be paying the expected tuition fee in full,
- Be registered as a non-UK Student.
- Meet the appropriate income criteria (annual income of less than £25,000, normally confirmed by provision of evidence of 3 months' salary).

2.3 Women in Maritime/STEM

6 x £500 bursaries for women over 25 years of age on enrolment, for UK and non-UK students.

Each bursary award will be for a single payment of £500 and will be made on completion of the initial enrolment process (including payment of tuition fees).

Eligibility to apply:

- Be enrolled/holding an unconditional offer on a MLA College Higher Education programme on a part time basis,
- Be paying the expected tuition fee as agreed with MLA College during the offer Process

3. Application Process

The number of bursaries is limited and will be awarded on a first come first served basis.

3.1 Bursary Application Form

Students are required to complete the Student Bursaries application form found at Annex A. The application form will also be available to download from the MLA College website.

Applicants must provide evidence of income (where required). Incomplete applications, or applications which don't include required evidence, will not be considered.

3.2 Bursary Application Timelines

The opening date for bursary applications is 2nd May 2022. Bursary application deadlines are:

- 1st August 2022 for September 2022 starters.
- 5th December 2022 for January 2023 starters.
- 3rd April 2023 for May 2023 starters.

4. Payment

Bursaries will be paid in full on completion of the initial enrolment process (including payment of tuition fees).

Annex A – MLA College Bursary Application Form

MLA COLLEGE BURSARY APPLICATION FORM

Bursaries offered by MLA College may be revised on an annual basis, therefore all bursaries are valid for one year only. Bursaries for subsequent years will be subject to re-application. Before completion, please read the MLA Bursary Scheme Handbook.

- Applications must be received by midday on **1st August 2022** for **September 2022** applicants.
- Applications must be received by midday on **5th December 2022** for **January 2023** applicants.
- Applications must be received by midday on **3rd April 2023** for **May 2023** applicants.

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