



# Scholarships & Bursaries Policy

Prepared by: Commercial Operations Group

Prepared for: Commercial Leadership Group & Academic Board

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## Version Control

### Document Information

	This policy document outlines the approach taken by QAHE to the awarding of scholarships and bursaries each academic year.
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### Document Approval

Name	Position	Viewed / Comments
Chair	Commercial Leadership Group	Approved

### Revision History

Version	Issue Date	Author	Description of Change
1.1	22/04/2026	Consultant	Updates made based on feedback from Provost & Executive Dean
1.2	15/05/2026	Consultant	Updates made based on feedback from Provost & Executive Dean & Head of Legal



## 1. Introduction

QA Higher Education's ("QAHE") Scholarships & Bursaries Policy has been informed by the Office for Students (OfS) Conditions of Registration and ensures the consistent administration of any scholarships or bursaries offered by the institution each academic year.

Central to this policy is the responsibility for fair and consistent awarding of scholarships and bursaries. In applying its Scholarships and Bursaries Policy QAHE aims to encourage and maintain equality of opportunity for all applicants, irrespective of age, religion, belief, disability, ethnic origin, gender, nationality and sexual orientation.

## 2. Policy Ownership

Responsibility for reviewing the process and implementation of the Scholarships and Bursaries Policy lies with the Fees & Scholarships Working Group, chaired by the Director of International Student Recruitment.

Responsibility for reviewing and evaluating the effectiveness of the Scholarships and Bursaries Policy lies with the Commercial Leadership Group, chaired by the Chief Commercial Officer.

## 3. Scope

This policy applies primarily to applicants as the beneficiaries of any awards available within each academic year. The policy is also relevant in understanding the process involved in granting awards and in ensuring that awards are made in a fair and consistent manner.

## 4. Definitions

There are different reasons for awarding scholarships and bursaries, and the table below defines the terms under which they are awarded. QAHE may, from time to time, offer a reduction in tuition fees including through scholarships, bursaries or promotional arrangements. Details of any such offers, including eligibility criteria and conditions, will be made clear to applicants at the relevant time.

Award	Definition
Bursary	An award given based on an institutional assessment of financial need
Scholarship	An award given based on either academic merit or recognition of an institutional partnership
Reduction in tuition fee	A reduction in the advertised tuition fee amount not associated with a bursary or scholarship.
Full fee waiver	A complete fee waiver from the advertised tuition fee amount not associated with a bursary or scholarship.
Academic Year	Scholarships and bursaries at QAHE are approved and implemented according to specific academic years, and the intakes within each one. The academic year begins each September and ends each August.

## 5. Policy Statement

Every academic year QAHE offers a range of undergraduate and postgraduate scholarships and bursaries each with their own eligibility criteria.



The principal aim of QAHE offering awards is to attract students with strong academic credentials, or to broaden accessibility to educational opportunities by lowering or removing financial barriers to study.

Eligibility criteria for all scholarships and bursaries are set out and approved by the Commercial Leadership Group and QAHE's respective University Partners. Scholarships and bursaries are reviewed by the Commercial Leadership Group at regular intervals throughout the year and QAHE reserves the right to end awards at any time or introduce new ones.

In implementing the policy QAHE aims to adhere to principles of transparency, efficiency, professionalism, reliability, inclusion and courtesy. This approach supports QAHE's ongoing objective to support and protect its core values of widening access to higher education and of offering and maintaining academic and professional excellence.

## **6. Responsibilities**

Ultimate responsibility for this policy and the development of clear and effective processes and procedures associated with this policy lies with the QAHE Commercial Leadership Group. Its membership is responsible for ensuring that commercial teams are trained and briefed accordingly.

The Director of International Student Recruitment, as chair of the Fees & Discounts Working Group, is responsible for reporting any breaches or non-conformance back to the Commercial Leadership Group.

## **7. Related Policies and Procedures**

This policy should be read alongside the QAHE Admissions Policy.

## **8. Implementation Procedures**

An internal protocol document provides staff with a detailed process map for the effective administration of each scholarship and bursaries cycle. An outline of the implementation procedure is detailed below.

### **Award Eligibility**

- QAHE provides clear information via its website and marketing communications on the scholarships and bursaries available and the eligibility criteria for those awards.
- To be considered for scholarships and bursaries, applicants must have a live application to study a QAHE delivered programme.
- Applicants will be automatically considered for any awards as part of the initial assessment of their application and any applicable awards will be communicated to the applicant via the offer letter.
- Applicants can be in receipt of multiple awards however the cumulative total of any awards applied to an application cannot exceed 30% of the initial tuition fee for the programme.
- In rare instances this 30% limit may be exceeded due to specific strategic decisions taken on behalf of QAHE.
- Scholarships and bursaries can be deferred if the deferral point remains within the same academic year as the original target intake. If it does not, then QAHE does not guarantee that an award will be rolled over into a new academic year.



## Award Payment

- Scholarships and bursaries for all programmes will be paid via a reduction in tuition fees/full fee waiver of the published tuition fees, depending on the amount offered for the award.
- For undergraduate awards the award amount is taken off the first year of tuition fees.
- For postgraduate awards the award amount is taken off the total tuition fee for the programme and then each instalment payment is reduced proportionately.
- All payments to students are subject to the student completing any necessary eligibility checks pertaining to their chosen course or the specific scholarship or bursary that they have applied for within a specified timeframe.

## 9. Monitoring and Compliance

At the conclusion of each academic year an audit is conducted on the implementation of the scholarships and bursaries policy with an annual report compiled for the Commercial Leadership Group. This helps to ensure that the process is administered effectively, with any issues identified and addressed, and ensures that QAHE has the regular opportunity to assess the impact of its policy on applicants to ensure it is meeting its stated objectives.

## 10. Further Information

For any queries relating to this policy, please contact the governance team:  
[qahe.governance@qa.com](mailto:qahe.governance@qa.com)

## 11. Review

The scholarships and bursaries offering for QAHE will be reviewed on an annual basis and will be administered by academic year. The review of the policy follows this same pattern, typically seeing the policy reviewed each Autumn, a year in advance of the course start date. For example, a course starting in September 2026 will have its scholarships and bursaries confirmed in Autumn 2025 prior to applications opening. By following this approach, at the point when applications open, applicants can apply with clarity of the awards available to them.

