



BCIC Educational Bursary Terms & Conditions

The BCIC believes that education is one of the most important investments a community can make in its people. In September 2015 the BCIC introduced an enhanced Bursary Fund to give financial assistance to residents of Barrhill wishing to undertake educational courses, to ensure a bright and prosperous future for all residents. This document sets out how the BCIC will administer and distribute these funds and is divided into the following sections:

1. Eligibility
2. Bursary Award
3. Applications and Assessment
4. Payment
5. Fraud

1. Eligibility

BCIC Bursaries will be made available to anyone who has been a permanent resident of Barrhill for a minimum of at least one year prior to application and is planning to undertake a formal course of education as itemised in the following categories:

- 1.1 Students studying for an HNC/HND further education qualification – the course must be full time and completed in full by the student.
- 1.2 Students studying for a University degree – the course must be full time and completed in full by the student.
- 1.3 Apprenticeship – the course must be completed in full by the student.
- 1.4 Short Course Education / Open University Study – Short Course Education must be of a minimum of one day's duration and completed in full by the student. Open University - course must be completed in full by the student.

2. Bursary Award

The Bursary Award is a one-off / one-time payment for eligible applicants. No multiple payments will be made to any individual who decides to continue their education following receipt of their single BCIC Bursary payment.

For those residents who have already benefited from the previous BCIC Bursary Fund – no new applications from said individuals will be considered or approved.

Education	Award
Higher Education – University	£500.00
Further Education - HNC/HND	£500.00
Apprenticeship	£500.00
Short Course / Open University Study	50% of total course fee – up to a maximum of £150.00

BCIC Bursaries are intended to promote and support education within the community by helping with the increasing costs of travel, books, equipment, materials and uniforms.

3. Applications and Assessment

The BCIC Board will make every effort to ensure that students applying for bursaries through this scheme are legitimate and entitled to its receipt. A formal Application Form is to be used and is attached to this document. Both the Bursary Policy Document and Bursary Application Form must be signed and dated by the applicant before being returned to the BCIC Board for consideration.

As no BCIC Bursary will be paid retrospectively – completed Application Forms should be submitted to the BCIC Board well in advance of any course commencing. Submission of the Application Form does not automatically entitle any student to a bursary payment as each case will be discussed and appraised on an individual basis by the BCIC Board.

Students will be asked to provide verifiable written evidence from the educational body of their acceptance to college/university/ short course /open university including the contact name and telephone/email address of the enrolment officer/administrator. The verifiable written evidence must be an original document and not a photocopy. This document will be photocopied and returned to the student.

Students in receipt of a bursary payment will be asked to provide written evidence from the educational body that they have been successful in completing the course. If, for any reason whatsoever, a student has to resign / terminate their course for which a bursary payment has been made then the BCIC Board reserves the right to request a full refund of the bursary payment. Any resignation/termination should be notified in writing to the BCIC Board with full details of the reason, for due consideration.

4. Payments

For students successfully meeting the BCIC Bursary criteria and subsequently approved by the BCIC Board, a one-off payment as outlined in point 2 above, will be made in full by cheque to the individual named on the Application Form.

5. Fraud

Fraudulent claims for bursary allocations will be pursued with vigour, up to and including the Police where necessary. Students found to have made fraudulent claims will also be required to refund all payments made and will be barred from subsequent applications to the BCIC.

What happens now?

Once you have fully read this document and signed below as agreeing to its contents, then please continue and complete the attached Bursary Application Form.

Once you have completed your Application Form in FULL then return BOTH signed documents (the Bursary Policy Document and the Application Form) to the BCIC together with the accompanying supporting documentation.

We will then photocopy and return a copy to you by post to the address given on your Application Form. We shall also return your original supporting documentation at that time.

The BCIC Board will then consider your application at the next available BCIC Board Meeting and let you know the outcome as soon as possible.

Do you need any more help or clarification?

If you need to speak to someone about your application or need help in completing the forms then we are here to help you. Please contact any BCIC Director or email the BCIC on bcicbarrhill@yahoo.co.uk

We sincerely hope that all Barrhill residents consider furthering their education and making use of the bursary fund via the BCIC.

Declaration

By signing this declaration I certify that I agree to abide by the terms and conditions as set out in the BCIC Bursary Policy Document and attached Application Form.

Signed:	Date:
Full Name (Block capitals)	