

LINCOLN COLLEGE HIGHER EDUCATION
CAREER DEGREE BURSARY GUIDELINES 2020/21



The Career Degree bursary was established in order to enable you as Higher Education students to enhance your academic programme of study. The bursary funds have been allocated in order for you to access additional qualifications, events and/or resources that complement your main qualification – making you more employable, industry prepared and equipped for life as a graduate within your chosen field.

Bursary funds can be spent on any of the following:

- Additional qualifications (eg. FA Level 1, First Aid, Level 2 Safeguarding)
- Professional accreditation or membership (eg. Guild of Photographers, STA)
- CPD workshops or events (eg. Therapy Expo, Guest speakers, industry visits)
- Vocational placements
- Equipment and resources* (eg. Books, uniform, IT)

** Note: This is not the primary purpose of career degree bursary funds, therefore you will not be permitted to allocate more than 1/3 of your total bursary funding on equipment and resources over the duration of your main programme (eg. £500 in total for full time students on 3 year programmes).*

Your course tutors are responsible for authorising the money that you spend each year and, in the majority of cases, the College will pay directly for the bookings made. Your tutors will also keep detailed records of how much money you have left to spend throughout the year and it is important to remember that there is no cash alternative available at any point.

It is your responsibility as a student to consider how your bursary funds could be best spent, although your tutors may direct you to events or courses that they feel would be particularly beneficial. You may wish to consider broader training or qualifications that are more generic in areas such as self-employment, business and finance, marketing, project management, languages or teacher training.

You are able to use bursary money to part-fund any of the aspects listed above.

Once you have chosen how you would like to spend your money, you must submit a completed bursary request form to your course tutor. This form is available on moodle.

Due to the restrictions in place as a result of COVID-19 all purchases will need to be made by you to ensure that items are delivered securely to your home address. Once approved, the funds will be sent to you via a BACS payment directly into your bank account. It is therefore vitally important that you provide us with the correct bank details on your bursary request form at the time of submission.

In order for us to be assured that you have spent the money on the items you have requested, we will be asking for proof of purchase (goods receipt or delivery notice) on a random spot-check

basis. Please ensure that you keep copies of your receipts as you may be asked to submit them to the HE Admin team at any point during the academic year.

Failure to provide proof of purchase may result in disciplinary action being taken in line with the learner conduct policy. Your right to access further bursary funds in the future will also be withdrawn.

If you have further questions, please speak to your course tutors in the first instance.

SUBMISSION DEADLINE: all bursary requests need to be completed, signed by tutors and submitted to admin by **Friday 28th May 2020.**