



APPENDIX C

Bursary Agreement 2011/12

Student Name :

This Bursary Agreement needs to be agreed and signed by the student and the school / college / training provider in order to commence the weekly payments.

Your weekly Bursary amount is paid on condition that you achieve full attendance and maintain an acceptable level of behaviour / attitude to work.

The following explains what is expected from you and from your school / college / training provider:

You are expected to:

- Abide by the Institutions code and contract
- Attend 100% lessons as detailed on your timetable
- Ensure you are punctual to all lessons and register your attendance by attending registration, and / or signing in
- Inform the institution of any changes in circumstances, if significant, that may affect your eligibility to claim the bursary payments.

The school / college / training provider is expected to:

- Keep records of your attendance
- Monitor your attendance and any absence
- Report to the Learner Support Service within the institution each week to say YES to making the payment if you have 100% attendance
- Report to the Learner Support Service each week to say NO do not pay if you have any absence
- Let you know within a reasonable time if your payment has been stopped
- Respond to any queries or problems that you wish to discuss with them about the bursary yes/no decision
- Consider the changes in your circumstances and clarify with you how this will affect your bursary payments

If you are ill or sick

The bursary is given on condition of 100% attendance and therefore you **will not** be eligible for a payment that week.

Absence

The bursary is given on condition of 100% attendance. If you are absent then we will make a **“No, do not pay”** return to the Learner Support Service, except in the case of official university visits (agreed in advance), and in exceptional circumstances (funerals, etc).

Behaviour

Payments may be withheld in cases where behaviour and attitude to work has been deemed unacceptable, and in breach of the Institution code and contract, by subject staff. The decision of the senior team is final.

If you wish to appeal against the non-payment of your weekly bursary you must speak with your school/college/provider staff.

Student

Date

School / college / training provider Co-Ordinator

Date