

## **Application Process and Terms and Conditions for FSU Bursary Scheme**

*All applicants, upon completion and submission of application form, are deemed to accept the terms and conditions of the FSU Bursary Scheme as detailed below.*

### **Application Process**

The closing date for applications is 5pm Monday 9<sup>th</sup> December 2019. Applications must be made on: <https://www.fsunion.org/services/training/fsu-bursary-scheme>

Applications received after the deadline will not be considered. All applications will be acknowledged.

Bursaries will be awarded by means of a draw which will take place at a date and time to be decided by the General Secretary and will take place within 3 weeks of the closing date for applications.

All applicants will be notified of the outcome of their application, where possible within 4 weeks of the closing date for applications.

### **Eligibility Requirements/Criteria:**

Applicants must be a current full member of FSU for a minimum of six months prior to the closing date for applications. In addition, if successful in their application, they must be a full member of FSU when the payment of the bursary is due.

The course of studies, in respect of which members apply, should be aligned to and of benefit to their career/professional development in the financial services or allied sector or in their representative role in FSU. Applicants will be expected to demonstrate this in their application and failure to show relevance will preclude the application from progressing further.

The bursary is valid for all courses and modules due to commence in 2020, as well as for courses and modules which have already commenced in the current academic year September 2019 – June 2020. In practice, this means that members who have already commenced a course of studies are eligible to apply for a bursary in respect of costs paid for those studies.

Only one application per member will be allowed and multiple applications may result in the applicant being excluded from the selection process. However, it is possible for members to specify a number of potential courses/modules/study options in their application where they have not made up their minds as to the precise course of studies they wish to commence.

### **Method of Selection:**

Once applicants meet the eligibility requirements above, they will be entered into a draw. The number of successful applicants drawn will be based on the designated size of the bursary fund made available by the General Council at any one time.

The General Secretary may delegate the task of selection (decision making on eligibility and organising the draw/lottery) to an adjudication panel. The draw will be overseen by member/s of this panel, who will have authority to include a person independent of FSU to witness the draw.

Prior to holding the draw, the adjudication panel will scrutinise all applications and any applications which are deemed by the panel to be ineligible will not be entered into the draw. e.g., applicant does not fulfil the qualifying period of 6 months' membership; e.g., the course is not held to be relevant for career. The adjudication panel's decision in regard to eligibility of applications to enter the draw will be final.

The draw will take place within 3 weeks of the closing date for applications.

### **Bursary Amount and Funding Conditions**

Any bursary to an individual member will not exceed £1,000/€1,000, depending on jurisdiction, at any one time.

Only course/tuition fees will be covered by the bursary allocated. The bursary may not be used to fund materials, travel, equipment and any other costs associated with the course of studies.

The bursary will apply to course fees for a maximum of one year of any approved course.

Applicants will be asked in their application to state the total amount that they are seeking in the form of a bursary and also the cost of one year's course of studies.

In the event that a member is successful in the draw for a bursary and specified more than one course in their application, it will be necessary to get authorisation from the adjudication panel for the bursary to be applied to their final choice of course. This authorisation is also necessary in the event that a successful applicant has to change their choice of course.

This is a once-off bursary and there is no guarantee of success for applicants in future rounds of FSU bursary funding.

### **Methods of Payment of Bursary**

Colleges/providers should preferably be paid directly by FSU and applicants will be asked to provide FSU with the necessary detail to allow this method of payment, e.g. invoice for tuition fees and payment options.

In the event that the course, for which application is being made, has already been paid for, or if the payment process requires an individual to make payment directly themselves, successful applicants will need to prove payment and declare that they are not in receipt of double funding before the bursary is paid to the individual.

### **Other Conditions**

Bursaries are non-transferable.

It is expected that applicants will agree to stay in membership/associate membership of FSU for twelve months after the bursary is paid.

Successful applicants will be asked to commit to providing a testimonial/publicity to promote FSU Future Skills and the bursary scheme.

Bursaries cannot be used in conjunction with any other union funding of a course of studies.

No correspondence or discussion will be entered into in connection with any application after the application deadline.

The decision of the General Council on all matters relating to this Bursary Scheme will be final.

**Review of Scheme**

A review will take place within 6 months of the launch of this FSU Bursary Scheme.