

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



Bursary GWSNT - COL01

This policy applies to all R2W Learners and staff at Groundwork South and North Tyneside (hereafter referred to as Groundwork)

1. Scope and Purpose

This policy applies to all learners that Groundwork provides a programme of learning to and to all employees of Groundwork who are responsible for any bursary payments.

The purpose of the policy is to ensure that all learners are treated fair and equally in the assessment and payment of any bursary that may be applicable whilst learning with Groundwork.

Any contract that Groundwork enters into with a funder or educational establishment/provider that comes with a bursary policy or arrangement included, will take precedence over this policy and will apply.

Groundwork reserves the right to exercise its discretion over the payment of bursaries under its control and in line with any contractual obligations.

2. Forms/References

Funding contracts

Funding contract eligibility forms

Groundwork eligibility form

Groundwork financial procedures

3. Procedure

3.1 Part of Funding Contract:

3.1.1 If the funding contract/programme that the learner is signing up to comes with a separate bursary element, to be awarded if eligible, then complete and follow the funding contracts guidelines and eligibility form.

3.1.2 Any award of a bursary and the amount of any award will be dictated by the eligibility form and the funding contract.

3.2 Not Part of Funding Contract:

3.2.1 If the funding contract/programme that the learner is signing up to **does not** come with a separate bursary element to be awarded, then **no payments** are to be made before referring to the manager responsible and the financial elements of the relevant contract budget.

3.2.2 If there is a bursary element built into the contract budget by the responsible manager, then the learner will need to apply via the Groundwork eligibility form.

3.2.3 Any award of a bursary under paragraph 3.2.2 and the amount of any award will be dictated by the Groundwork eligibility form and the budgeted amount put in place by the manager responsible for the contract.

3.2.4 If there is **no** bursary element built into the contract budget by the manager responsible for the contract then **no payments** are to be made.

4.

4.1 All bursary awards are subject to satisfactory attendance, achievement and conduct as decided by teaching staff, support assistants and project officers.

4.2 Applications will be assessed on a first come first served basis and all awards are subject to the availability of funds.

4.3 Learners are only entitled to bursary payments from one source.

Policy review

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