



Terms and Conditions for Place2Be's Bursary Pathway scheme

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1. Bursary Overview

- 1.1 Place2Be Bursary scheme (also referred to as 'Bursary' or 'Bursary Scheme') is provided by Place2Be as part of the organisation's mission to increase diversity and inclusion within the counselling workforce.
- 1.2 The Bursary Scheme includes the following Place2Be courses: Level 2 Award, Level 3 Certificate, Level 4 Diploma, and the Postgraduate Diploma. Each course has a different Bursary offer and conditions.
- 1.3 Submission of an application and acceptance of any Bursary is considered acknowledgement and acceptance of these Terms and Conditions, including the relevant course Terms and Conditions.
- 1.4 The Bursary Scheme is a non-transferable contribution to course costs, allocated to Applicants by panel decision. It applies to the courses stated in Clause 1.2 within the relevant course cohort timeframe and cannot be used on later courses, unless in exceptional circumstances and agreed by Place2Be in advance.
- 1.5 The purpose of the Bursary Scheme is to cover the course tuition fee costs, either in full or partially, and in some cases to also subsidise living and training-associated costs for successful Bursary Applicants as a means of financial support to enable wider access to the course.
- 1.6 An administrative fee will be requested from all successful Bursary recipients to cover administrative and course registration fees. The payment of this fee will also confirm acceptance of the Bursary and place on the relevant course. The amount of the administrative fee depends on which course the bursary is for:
 - £100 for a Level 2 Award Bursary;
 - £150 for a Level 3 Certificate Bursary;
 - £200 for either a Level 4 Diploma or Postgraduate Diploma bursary.
- 1.7 These Terms and Conditions do not cover any other form of discount or financial support made under government loan or grant frameworks for courses at Place2Be.

2. Bursary Eligibility

- 2.1 To be considered for the Bursary, Applicants must meet all eligibility criteria for the Bursary and for the course they are applying for.
- 2.2 Applicants cannot apply for a Bursary to be used in a future year of study, nor to apply retrospectively to a course already started; they are applicable only to the course they are originally offered a Bursary for.

Eligibility Criteria

- 2.3 To be considered for a Bursary, Applicants must meet **all** of the following requirements;
 - 2.3.1 Be a UK resident for the past 5 years.

- 2.3.2 Be able to demonstrate that you are in genuine financial need. This means that your total household annual income is less than £35,000 for courses in London, and less than £30,000 for courses outside of London.
 - 2.3.3 Have a level of education that is no higher than degree-level (Level 6)
 - 2.3.4 Be able to show a genuine interest in qualifying as a counsellor.
 - 2.3.5 Meet all entry requirements for the course you are applying for.
 - 2.3.6 Be able to attend the course and preparatory courses in full at the location and dates specified.
- 2.4 Applicants can only apply for one Bursary at a time and should only submit one application. If multiple applications are submitted, the most recent will be considered.
- 2.5 Applicants accept that it is their responsibility to ensure they meet the requirements for their chosen training course. Applicants accept that if they do not meet these requirements, they will not be eligible to join the course.
- 2.6 Applicants for the Level 2 Award and Level 3 Certificate Bursaries must attend an Information Session to be eligible to apply for the Bursary.
- 2.7 Applicants for the Level 3 Certificate, Level 4 Diploma and Postgraduate Diploma courses must attend and pass a course interview for their Bursary application to be considered.
- 2.7.1 Successful application and interview records will be valid for up to two academic terms as per usual course processes, in cases where Applicants not awarded for the Bursary still wish to be considered for a training course.
- 2.8 All Applicants will be asked to provide evidence of eligibility in the form of supporting documents as defined in section 2.12.

Eligibility Definitions

- 2.9 A UK resident is anyone who ordinarily and lawfully resides in any area of the UK.
- 2.10 Genuine financial need is defined as anyone whose total household income (before tax and including any benefits or allowances) is less than £35,000 for courses in London, and less than £30,000 for courses outside of London. Genuine financial need could also include those on Universal Credit. Your household income should also include the income of any adults you live with that you are financially dependent on, or that you share living costs with. This could include your parents or partner's income.
- 2.11 Universal Credit is inclusive of other means tested benefits and allowances, such as; Jobseeker's Allowance, Employment and Support Allowance, Income Support, Working Tax Credit, Child Tax Credit and Housing Benefit.

Accepted Proof of Eligibility

2.12 Accepted forms of supporting evidence include the following documents;

Criteria	Accepted Documents/Evidence
UK resident for a minimum of 5 years	<p>One of the following:</p> <ul style="list-style-type: none"> • Utility or Council Tax bill (from the past 3 months) • Bank statement (from the past 3 months) • Tax assessment • Photographic ID (e.g. driver's license) • Mortgage statement • Certificate of voter registration • NHS Medical Card or Local GP Registration Confirmation
Total household income	<p>All relevant documents from the following;</p> <ul style="list-style-type: none"> • Payslips (from the last 3 months) for relevant persons • HMRC Tax statements if self-employed • Confirmation of any forms of financial support mentioned (from the last 3 months) • Confirmation of any additional income mentioned (dated within 12 months and showing current/ongoing eligibility)
Level of education that is no higher than degree-level (Level 6)	As self declared in application form
Commitment to training	<ul style="list-style-type: none"> • Bursary and/or Course Application form • Introductory course attendance • Interview process
Meeting course requirements	<ul style="list-style-type: none"> • Acceptance onto the specified course (within the Bursary timeframe) • Certificates of any prior training

2.13 Place2Be shall determine the acceptable supporting evidence and documentation.

2.14 Supporting documents will be requested alongside the Bursary offer and must be provided by the deadline outlined in the offer communication.

2.15 If supporting documents are not provided or are not deemed sufficient, the offer will be withdrawn.

2.16 All supporting evidence shall be processed in line with [Place2Be's Privacy Policy](#) which can be found on the website.

3. Bursary Application and Allocation Process

3.1 Application stages are as follows;

- i. Applications open
- ii. Initial sifting
- iii. Invitation to interview (if applicable)
- iv. Bursary offers
- v. Third-party reviews bursary application

3.2 Only applications submitted online via Place2Be's online form will be accepted. Applications received in any other form will not be considered.

3.3 Bursary applications submitted beyond the closing date advertised on the website will not be accepted.

3.4 Initial sifting criteria will be taken from your completed application form and will be anonymised and ranked by a Bursary Administrator.

3.5 Applications which sufficiently meet these criteria will be progressed to the next stage of the application process.

3.6 Applicants will apply for the course alongside the Bursary. This is to confirm a candidate's eligibility for the relevant course.

Interviews may be conducted in person, over Zoom or over the phone and will be arranged between the candidate and the Bursary Administrator.

Allocation

3.7 Final decisions will be made by a Place2Be panel. The decision of the Bursary panel is final and cannot be changed. There will be no option to appeal final decisions on Bursary allocations.

3.8 Should a candidate reject the Bursary offer or not respond by any of the deadlines outlined in communications, the Bursary may be offered to another candidate as identified by the review panel.

3.9 The Bursary cannot be claimed against any type of course other than the one specified at the time of application.

3.10 Place2Be is responsible for the fair allocation of Bursaries and cannot be held responsible for any errors or omissions in information supplied during the application process.

4. Bursary Offers

- 4.1 The offer of a Bursary will be communicated to all successful Applicants via email following the decision of the review panel. If there is no response, Place2Be may attempt to contact Applicants by phone, where a phone number has been provided.
- 4.2 Applicants who are unsuccessful will also be informed of the decision regarding their application via email.
- 4.3 Place2Be will confirm any supporting documents required in the offer email.
- 4.4 Applicants are required to respond and confirm acceptance of a Bursary offer and submission of supporting documents by the deadline outlined in communications after the offer email has been sent.
- 4.5 If there is no response from Applicants after this time and after multiple contact attempts, the Bursary will be offered to another candidate.
- 4.6 If a candidate cannot provide supporting documents or does not provide them by the deadline given, Place2Be reserves the right to withdraw the Bursary offer.
- 4.7 Acceptance of any Bursary offer is considered further acceptance of both the course and Bursary Terms and Conditions, and acceptance of the general standards and behaviours expected during courses at Place2Be.
- 4.8 In accepting a Bursary offer and beginning a training course at Place2Be, recipients are making a commitment to meet the course criteria to the best of their ability.

5. Bursary Payment

- 5.1 In accepting the offer of a Bursary, Applicants agree to all financial commitments detailed below. This includes;
 - 5.1.1 Payment of the administrative fee as outlined in Clause 1.7 if receiving a full course fee bursary, or payment of the reduced course fee amount if receiving a partial course fee bursary.
 - 5.1.2 The Bursary funding for the Course fees will be applied directly to the cost of the course, and therefore not be paid to the recipient.
 - 5.1.3 If also receiving a support fund Bursary, the Bursary funding for living expenses and personal therapy will be distributed equally at the beginning of each school half-term.
- 5.2 Should the candidate withdraw from their course or be asked to leave for any reason, Place2Be reserve the right to ask the candidate to repay any Bursary funding already awarded directly to the recipient. No further Bursary payments would be made once a candidate withdraws from or is asked to leave the course. Any exceptions to this will be made at the discretion of Place2Be.

6. Bursary Deadlines

- 6.1 Applicants will not be considered for a Bursary if they have not submitted an application within the advertised timeframe.
- 6.2 All deadlines for subsequent course applications, supporting documents, provision of bank details, and payment of administration fees will be communicated to Applicants by email.
- 6.3 Applications or supporting documents which are not submitted by the advertised or communicated deadlines will not be considered, and it will be assumed the candidate no longer wishes to pursue their application. Any exceptions will be made at the discretion of Place2Be.
- 6.4 If a candidate cannot meet a deadline for any reason, they must inform Place2Be in writing to qualify@place2be.org.uk ahead of the advertised or communicated deadline.
- 6.5 If a candidate's circumstances change during the application process, or during a training course they agree to inform Place2Be as soon as possible.

7. Withdrawal of a Bursary

- 7.1 Any application at any stage that is discovered to be fraudulent in nature will be withdrawn, and Place2Be reserves the right to request that any Bursary funds already applied be repaid in full.
- 7.2 Applicants agree to the [Professional Qualifications Terms and Conditions](#) and to adhere to expected standards and behaviours during the course. If these are not met, students may be asked to leave the course.
- 7.3 Should a candidate leave or be advised to leave a course after it has started, they will no longer be eligible for any remaining Bursary contributions. Reasons for leaving a course can include a student withdrawing from a course and/or non-attendance.
- 7.4 Place2Be reserves the right to request repayment of additional funding should a candidate withdraw in the early stages of the course
- 7.5 If a student completes but fails any course there will be no requirement to repay any costs covered by the Bursary.
- 7.6 Place2Be may withdraw a bursary and ask students to leave their course in accordance with the Student Code of Conduct, which will be supplied to you upon enrolment.;

8. Use of Bursary Applicants Data

- 8.1 In agreeing to the Terms and Conditions in this document, bursary Applicants also agree that Place2Be can store and use application responses as outlined below.
- 8.2 Place2Be will use the information provided in each section of the application form as follows;

Application Form Section	Detail	How it will be used
Bursary application page	Eligibility criteria	<ul style="list-style-type: none"> • Initial sifting and longlisting • Interview
Your personal details page	Contact and personal details	<ul style="list-style-type: none"> • Communications with Applicants (email) • Verification of UK address • Place2Be course checks • Place2Be reporting
Supporting statements page	Supporting statements	<ul style="list-style-type: none"> • Initial sifting and longlisting • Interview
Bursary application page	Bursary application	<ul style="list-style-type: none"> • Shortlisting
Your personal details page	Under-represented characteristics	<ul style="list-style-type: none"> • Initial sifting and longlisting • Shortlisting
Counselling qualifications page	Course entry requirements	<ul style="list-style-type: none"> • Initial sifting and longlisting for L3 applicants
Learning supporting & reasonable adjustments page	Additional support	<ul style="list-style-type: none"> • Shared with clinical team to provide reasonable adjustments
Safeguarding page	Safeguarding declarations	<ul style="list-style-type: none"> • Shared with safeguarding team if any declarations made
Relevant employment experience page	Course readiness	<ul style="list-style-type: none"> • Shortlisting

8.3 Place2Be will retain full bursary application information for successful recipients until course completion, at which point candidate details will be deleted.

8.4 The Bursary Administrator and application review panels will have access to the full details of a candidate's application, and relevant staff in the training team will have access to necessary details for course registration.

8.5 Place2Be may use feedback or statements provided by Bursary recipients on the Place2Be website or in future advertising. We will be relying on legitimate interest as our legal basis for this. Please refer to Place2Be's [Privacy Policy](#) for further information on how Place2Be processes individuals' personal data.

9. Changes to Bursary Scheme

9.1 All Bursary scheme processes and documentation, including these Terms and Conditions, will be reviewed and adjusted as needed by Place2Be.

9.2 Place2Be reserves the right to amend or discontinue the Bursary scheme at any time without prior notice, although where a period of notice is possible it will be communicated to Applicants and recipients.