



The Wolfson Place2Be Bursary Terms and Conditions

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1. Overview

1.1 This Terms and Conditions document applies to The Wolfson Place2Be Bursary scheme (also referred to as ‘bursary’ or ‘bursary scheme’), launched by Place2Be in Autumn 2020 as part of the organisation’s 25th Anniversary celebrations, and applies to the following courses, starting in the calendar year 2021ⁱ;

- Level 2 Award in Counselling Skills for Working with Children
- Level 3 Certificate in Counselling Skills for Working with Children
- Postgraduate Diploma in Counselling Children in Schools

1.2 Submission of an application for any bursary is considered acknowledgement and acceptance of these Terms and Conditions.

1.3 The bursary scheme is a non-transferable contribution to course costs, allocated to candidates by panel decision. It applies to the above-mentioned courses within the timeframe outlined and cannot be used on later courses, unless in exceptional circumstances and agreed by Place2Be and The Wolfson Foundation.

1.4 The purpose of the bursary scheme is to cover the course costs (in all or in part) for successful bursary candidates as a means of financial support to enable wider access to the course.

1.5 The full fees and the proportions covered by the bursary are as follows;

Course	Full Course Fee	Percentage covered by bursary
Level 2 Award	£895	100%
Level 3 Certificate	£1,830	100%
Postgraduate Diploma	£12,240 (over 2 years)	80%

1.6 There are a set, non-transferable quantity of bursaries pre-allocated to each course;

Course	Number of bursaries
Level 2 Award	10
Level 3 Certificate	14
Postgraduate Diploma	1

1.7 Each bursary recipient is also entitled to funding as outlined below to support additional course costs. There are no restrictions on how this additional funding is spent.

Bursary	Additional funding total
Level 2 Award	£400
Level 3 Certificate	£500
Postgraduate Diploma	£1,500

1.8 The Postgraduate Diploma recipient is entitled to a further £1,400 to support payment for personal counselling sessions throughout the course.

1.9 A fee of £100 will be requested from all successful bursary recipients to cover administrative and course registration fees.

- 1.10 The Wolfson Foundation Place2Be Bursary scheme will run in 2021 only. Any future schemes will be determined by later funding allocations.
- 1.11 The funding for this bursary scheme has been donated by The Wolfson Foundation.
- 1.12 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. Eligibility

- 2.1 In order to be considered for the bursary, candidates must meet all eligibility criteria for both the bursary and for their chosen course.
- 2.2 Candidates cannot apply for a bursary to be used in a future year of study, nor to apply retrospectively to a course started in 2020; they are applicable to courses starting in 2021 only.

Eligibility Criteria

- 2.3 In order to be considered for a bursary, candidates must meet **all** of the following requirements;

- A UK resident
- Able to demonstrate that you are in genuine financial need (total household annual income <£35,000)
- Able to demonstrate that you are currently involved in, or planning to work in, the field of children's emotional well-being or counselling
- Meet all entry requirements for the course you apply for
- Be able to attend the course in full at the location and dates specified

- 2.4 Candidates can only apply for one bursary and should only submit one application. If multiple applications are submitted, the most recent will be considered.
- 2.5 Candidates who meet the above eligibility criteria are invited to apply for the bursary scheme either before or after they have been accepted onto a training course.
- 2.5.1 Candidates accept that it is their responsibility to ensure they meet the requirements for their chosen training course. Candidates accept that if they do not meet the requirements, they will not be able to join the course.
- 2.6 Bursary candidates for the Level 3 Certificate and Postgraduate Diploma courses must be willing to complete the standard course application form and attend an interview during the bursary application process in order to confirm their eligibility for the course.
- 2.6.1 Candidates must pass this interview for their bursary application to be considered.

- 2.6.2 Successful application and interview records will be valid for up to two academic terms as per usual course processes, in cases where candidates not awarded the bursary still wish to be considered for a training course.
- 2.7 In applying for the bursary, candidates agree to attend a Taster Day prior to undertaking any further training at Place2Be. This is a requirement for all courses eligible for the bursary, unless the candidate has already completed a Taster Day (no longer than 12 months prior to the course start date) or has completed another course at Place2Be.
- 2.8 If bursary recipients require financial support to fund a Taster Day, this can be indicated in Section 1 of the Application form. This will not have an impact on any part of a candidate’s application or eligibility for the bursary.
- 2.8.1 Financial support for Taster Days will only be provided to successful bursary candidates.
- 2.9 All candidates will be asked to provide evidence of eligibility in the form of supporting documents as defined in section 2.14 – 2.17.

Eligibility Definitions

- 2.10 A UK resident is anyone who ordinarily and lawfully resides in any area of the UKⁱⁱ.
- 2.11 Genuine financial need is defined as anyone whose total annual household income (before tax and including any benefits or allowances) is less than £35,000.
- 2.12 A carer is any person who ‘looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.’ⁱⁱⁱ
- 2.13 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.^{iv}

Accepted Proof of Eligibility

2.14 Accepted forms of supporting evidence include the following documents;

Criteria	Accepted Documents/Evidence
UK resident	One of the following; <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	All relevant documents from the following; <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)
Commitment to training	<ul style="list-style-type: none"> • Application form - Section 3 • Video submission at shortlisting stage
Meeting course requirements	<ul style="list-style-type: none"> • Acceptance onto the specified course (within the bursary timeframe) • Certificates of any prior training

2.15 Place2Be’s decision on acceptable supporting evidence and documentation is final.

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

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

3. Application and Allocation Process

3.1 Application stages are as follows;

- Applications open
- Initial sifting and longlisting
- Invitation to apply for Level 3 Certificate or Postgraduate Diploma (if applicable)
- Invitation to submit a supporting video
- Internal panel review and shortlisting
- Final panel review and selection process
- Bursary offer and request for supporting documents

3.2 Only applications submitted online via Place2Be’s [bursary page](#) will be accepted; applications received in any other form will not be considered.

3.3 It will not be possible to submit a bursary application beyond the closing date advertised on the website.

3.4 A bursary application does not stand in lieu of a course application for the Level 3 Certificate or Postgraduate Diploma, nor a Taster Day for the Level 2 Award.

- 3.5 Initial sifting criteria will be taken from Section 2 of the application form and will be anonymised and ranked by the Bursary Administrator.
- 3.6 Applications which sufficiently meet these criteria will be progressed to the next stage of the application process and submitted for internal review.
- 3.6.1 The internal review be anonymised and will focus on Section 3 of the application form.
- 3.7 Candidates for the Level 3 Certificate or Postgraduate Diploma bursaries who have not already applied for a course will be invited to submit a separate application for their relevant course.
- 3.7.1 The purpose of this is to confirm a candidate's eligibility for the relevant course before requesting any further supporting evidence for the bursary.
- 3.7.2 If this is required, an application pack will be sent out via email along with a return deadline.
- 3.7.3 Any interviews for the Level 3 Certificate or the Postgraduate Diploma may be conducted in person, over Zoom or over the phone and will be arranged between the candidate and the Programme Coordinator.
- 3.7.4 If candidates are not successful at interview or do not meet the requirements for their chosen course, their application can be moved to a more appropriate course prior to bursary offers being made, in line with usual course processes. Bursary application transfers will not be possible in any other circumstance.
- 3.8 All candidates who are successful at the initial sifting stage (3.5) will be invited to submit a video supporting statement.
- 3.9 Full guidelines on content and submission will be included in the invitation.
- 3.9.1 The video should be 3 - 5 minutes in length.
- 3.9.2 Candidates should be present and visible on the video screen.
- 3.9.3 Videos should be submitted to bursaries@place2be.org.uk via WeTransfer.
- 3.9.4 The video must be submitted by the deadline communicated otherwise it cannot be included as part of the final panel review.

Allocation

- 3.10 Bursaries will be offered to candidates who successfully meet all criteria for the bursary *and* the course they wish to apply for.
- 3.11 Final decisions will be made by a group of Place2Be and external panellists who are professionals in the education, counselling or charity sector.
- 3.12 The decision of the review panel is final and cannot be changed. There will be no option to appeal final decisions on bursary allocations.
- 3.13 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.
- 3.14 The bursary cannot be claimed against any type of course other than the one specified at the time of application.
- 3.15 Place2Be is responsible for the fair allocation of bursaries, but 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 candidates via email following the decision of the review panel. Those not successful will also be informed of the decision regarding their application.
- 4.2 Place2Be will confirm any supporting documents required in the offer email.
- 4.3 Candidates are required to respond and confirm acceptance of a bursary offer and submission of supporting documents no more than 3 weeks (21 days) after the offer email has been sent.
 - 4.3.1 If there is no response, Place2Be may attempt to contact candidates by phone, where a phone number has been provided.
- 4.4 If there is no response from candidates after this time and after multiple contact attempts, it will be assumed that the bursary is no longer required, and it will be offered to another candidate.
- 4.5 If a candidate cannot provide supporting documents or does not provide them by the deadline outlined in the offer communication, Place2Be reserves the right to withdraw the bursary offer.
- 4.6 Acceptance of any bursary offer is considered further acceptance of the Terms and Conditions outlined in this document, acceptance of the [Professional Qualifications Terms and Conditions](#), and acceptance of the general standards and behaviours expected during courses at Place2Be.
- 4.7 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. Payment

- 5.1 In accepting the offer of a bursary, candidates agree to all financial commitments detailed below. This includes;
 - 5.1.1 Payment of the Taster Day (£95) where this forms part of the course requirements and the candidate has not requested financial support on the application form.
 - 5.1.2 Payment of the £100 confirmation fee to cover administrative costs and registration with the awarding body. This fee is refundable for the first 14 days in line with [Professional Qualifications Terms and Conditions](#).
- 5.2 Where a candidate is yet to attend a Taster Day and has requested financial support, funding will be provided by Place2Be.
- 5.3 The bursary funding will be applied directly to the cost of the course, therefore will not be paid to the recipient.
- 5.4 The Level 2 Award and Level 3 Certificate will require no course fees from the bursary recipient, and the Postgraduate Diploma will require 20% of the total fee, to be paid throughout the course.
- 5.5 If any deposit or fees have already been paid by a student who is subsequently offered a bursary, Place2Be will contact them to arrange reimbursement of this initial payment.

Additional Funds

- 5.6 Bursary recipients will have access to additional funding towards the cost of training resources. There are no restrictions on how this funding should be spent.
- 5.7 The additional funding amount will total no more than the amounts defined above (1.7).
- 5.8 This will be paid to each recipient as a lump sum in two equal instalments as follows;
- 5.8.1 Level 2 Award: after confirmed attendance at Session 1, and again after attendance at the mid-course tutorial (Session 4).
- 5.8.2 Level 3 Certificate: after confirmed attendance at Session 1, and again after attendance at the first mid-course tutorial (Session 5).
- 5.8.3 Postgraduate Diploma: after confirmed attendance at the first session of each year.
- 5.9 There is further additional funding totalling £1,400 allocated to the bursary recipient on the Postgraduate Diploma course, to support payment of personal counselling throughout the course.
- 5.9.1 This will be paid in two separate instalments at the start of each academic year, following confirmed attendance at the first session.
- 5.10 Payment of additional funding instalments will be made by bank transfer, and the recipient will be asked to provide their bank details for this transaction.
- 5.11 Should the candidate withdraw from their course or be asked to leave for any reason, they may be asked to repay any additional funding already awarded. Any exceptions to this will be made at the discretion of Place2Be.

Summary of Payment Schedule

- 5.12 Payment of additional funding will be made by Place2Be at the following intervals;

Funding	Payment Stages	Payment Method
Bursary (Level 2 Award and Level 3 Certificate)	At point of confirmed booking onto the course	Applied directly to course fees
Bursary (Postgraduate Diploma)	Fee reduction at the start of Year 1 and Year 2 (remaining 20% can be paid in full or in instalments)	Applied directly to course fees
Additional Funding – Level 2 Award	50% after Session 1, 50% after Session 4	Bank transfer
Additional Funding – Level 3 Certificate	50% after Session 1, 50% after Session 5	Bank transfer
Additional Funding – Postgraduate Diploma (general funding and funding for counselling sessions)	50% at the beginning of Y1, 50% at the beginning of Y2	Bank transfer

5.13 Payments made by bursary recipients (outlined in 5.1) will be required within the following timeframes;

Fees	Payment Stages	Payment Method
Taster Day fee (£95)	At point of booking the course	Webform payment
Bursary confirmation fee (£100)	Following receipt of bursary offer	Bank transfer/card payment

6. Deadlines

- 6.1 Candidates will not be considered for a bursary if they have not submitted an application within the advertised timeframe. The application deadline is advertised via Place2Be's [bursary page](#), and was communicated to all those who registered their initial interest via the [online form](#).
- 6.2 All deadlines for subsequent course applications, supporting documents, provision of bank details, and payment of administration fees will be communicated to candidates by email.
- 6.3 Applications or supporting documents which are not submitted by the advertised or communicated deadlines will be not be considered, and it will be assumed the candidate no longer wishes to pursue their application.
- 6.3.1 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 bursaries@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 Candidates 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;
- Student withdrawal from a course
 - Deferral to another course

- 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 (5.8).

7.5 If a student completes but fails any course there will be no requirement to repay any costs covered by the bursary.

8. Transfers

8.1 If a student already confirmed on a course starting in 2020 is awarded a bursary, they are entitled to transfer to a later course, provided this agrees with [Professional Qualifications Terms and Conditions](#)^{vi} and there is space on the later course.

8.2 It remains the student's responsibility to ensure that they can attend all sessions of any course they may transfer to.

8.3 Place2Be cannot speculatively hold places on future courses for potential bursary recipients and cannot create additional spaces on a course if it has reached capacity.

8.4 The Postgraduate Diploma has one intake per academic year, and the bursary will apply to the course starting in January 2021 only. Any changes to this will be communicated to candidates.

8.5 If for any reason, a student needs to delay their course to a start date beyond the remit of the bursary as outlined, they will no longer be eligible for the bursary. Any exceptions to this will be made at the discretion of Place2Be and The Wolfson Foundation.

9. Use of Data

9.1 In agreeing to the Terms and Conditions in this document, bursary candidates also agree that Place2Be can store and use application responses as outlined below.

9.2 Place2Be will use the information provided in each section of the application form as follows;

Application Form Section	Detail	How it will be used
Section 1	Contact details and course information	<ul style="list-style-type: none"> • Communications with candidates (email) • Verification of UK address • Place2Be course checks • Final panel review
Section 2	Eligibility criteria	<ul style="list-style-type: none"> • Initial sifting and longlisting • Final panel review
Section 3	Supporting questions	<ul style="list-style-type: none"> • Shortlisting and internal panel review • Final panel review

- 9.3 Place2Be will retain full bursary application information for successful recipients until course completion, at which point candidate details will be deleted.
- 9.4 Application forms for all candidates will be held for 6 months, after which all but candidate name and email address will be removed from Place2Be's system.
- 9.4.1 Records of candidate name and email address will be retained for future bursaries as a record of previous candidates.
- 9.5 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.
- 9.6 Place2Be reserves the right to keep in touch with bursary recipients to ask for feedback on the scheme, course experience, further study and career progression in the future.
- 9.7 Place2Be may use feedback or statements provided on the 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.
- 9.8 If a recipient's contact details change, it is their responsibility to inform Place2Be so that they can continue to receive communications about their bursary.
- 9.9 To request removal of data from Place2Be's system, candidates can contact bursaries@place2be.org.uk to request this in writing. Details for any bursary recipients currently on courses need to be kept until the course has been completed. Further details on how we use and process data can be found in our [Privacy Policy](#).

10. Complaints Procedure and Dispute Resolution

- 10.1 A complaint at any stage of the bursary process must be addressed in writing to the Bursary Administrator at bursaries@place2be.org.uk.
- 10.2 If possible, issues will be resolved between the Bursary Administrator and candidate.
- 10.3 Any complaints that cannot be resolved in this way will be escalated to the Head of Learning, Mental Health Workforce and raised in accordance with the formal complaints procedure in the Learning and Development Team.
- 10.4 Records of all communications made regarding any complaints will be retained by Place2Be until the complaint is resolved.

11. Changes to Scheme

- 11.1 All bursary scheme processes and documentation, including these Terms and Conditions, will be reviewed and adjusted as needed ahead of any future bursary schemes run by Place2Be.
- 11.2 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 candidates and recipients.
- 11.3 This document was last updated in August 2020.

ⁱ 1st January 2021 – 31st December 2021 inclusive.

ⁱⁱ For the purpose of the bursary scheme, the UK is considered to be anywhere in England, Wales, Scotland or Northern Ireland, and includes the Isle of Man, the Bailiwick of Guernsey and the Bailiwick of Jersey.

ⁱⁱⁱ <https://www.england.nhs.uk/commissioning/comm-carers/carers/>

^{iv} <https://www.caba.org.uk/help-and-guides/information/understanding-benefits-uk-basics-explained>

^v Bursaries@place2be.org.uk is monitored Monday – Friday from 9am – 5pm.

^{vi} Professional Qualifications Terms and Conditions state that transfers must be requested at least seven days ahead of a course, and only one transfer per student is accepted for that course.