

## **SU SCOTLAND SCHOOL BURSARY**

### **FUND GUIDELINES**

#### **PURPOSE OF THIS FUND**

The purpose of the SU Scotland School Bursary Fund is to make it possible for pupils who would otherwise be unable to afford a residential at an SU Scotland Centre to still be able to enjoy this enriching experience. We don't want any child to be left behind!

This School Bursary Fund is made possible by the generous support of donors who share our vision to work with children and young people at our outdoor centres. We are grateful for their faithful support in making this fund possible.

#### **ELIGIBILITY CRITERIA**

To be eligible for support from this fund, candidates must be between 8 and 18 years old on the final day of their residential visit and be enrolled as students at the school or college they will visit an SU Scotland centre with. The candidate may be visiting Lendrick Muir, Alltnacriche or Gowanbank.

Applications should be submitted by the school's head or lead teacher on behalf of one or more pupils at the school, rather than directly by parents or guardians. This is because it is the school that makes a booking with us, rather than individuals.

We will assess all applications demonstrating a genuine need through a supporting letter. Typically, this need is demonstrated by eligibility for free school meals or individuals facing financial hardship. Each application will be assessed on its own merits, so please provide as much supporting information as possible.

#### **HOW MUCH IS AWARDED?**

Our goal is to collaborate with schools to reduce the financial burden for eligible pupils. We encourage schools to also make use of other available funds, such as Pupil Equity Fund, fundraising, and school funds, to support individuals.

We can offer up to a maximum of 50% of the fee for each pupil. This coverage includes accommodation, meals, activities, and transportation during the residential, but it does not include travel to and from the centre or any additional costs imposed by the school.

We are unable to grant bursaries in excess of £1500 per residential visit per group within an academic year. Each individual applicant may only receive one School Bursary for each residential visit. Any approved bursary will be deducted from the school's invoice rather than being disbursed directly to the school or individuals.

## APPLICATION PROCESS

We request that the school's head or lead teacher completes our School Bursary Fund Application Form and sends it, along with any relevant additional information in a supporting letter, to the School Bursary Fund at [schoolbursary@suscotland.org.uk](mailto:schoolbursary@suscotland.org.uk). Please submit applications as early in the booking process as possible.

The application can be submitted for several individuals attending one or multiple SU Scotland centres.

The SU Scotland School Bursary Fund does not provide support for:

- Whole group costs where financial hardship is not justified at an individual level (please consult with the centre if you feel your group falls into this category)
- More than £1500 per residential visit per school within an academic year
- Transportation expenses to and from the SU Scotland centre
- Pupils on SU Holidays – a separate bursary scheme is in place for this ([suholidays.org.uk/more-info/financial-help](http://suholidays.org.uk/more-info/financial-help))
- The purchase of personal equipment needed for the residential, such as backpacks, clothing, toiletries etc.

## DEADLINES AND DECISIONS

We aim to respond to your request for support within 10 working days upon receiving your application, assuming all necessary information is provided.

Decisions will be made by the SU Scotland School Bursary Fund Panel, and these decisions are final.

You will receive notification by letter or email, confirming your award, and the awarded amount will be deducted from your invoice.

The fund relies on voluntary donations and varies annually. SU Scotland cannot therefore predict in advance the exact amount available from the School Bursary Fund for each applicant annually. The fund's capacity to support applications each year is subject to the donations received, so it can only accommodate a limited number of applications each year.

## **FEEDBACK**

Your feedback is invaluable in shaping the fund's development and in providing reports to our donors. Therefore, we kindly ask that you complete a brief questionnaire on the impact of the award. We will use this information for reporting to fund contributors and to encourage future donations through the use of comments in our promotional materials.

We welcome suggestions for the future growth of the SU Scotland Bursary Fund from both groups and individuals.

## **CANCELLATION**

In the event that the school cancels their booking, any expenses not covered by the bursary remain payable, subject to SU Scotland's standard cancellation charges.

## **GET IN TOUCH**

If you have any further questions regarding SU Scotland's School Bursary Fund, please contact the centre with which you have made your booking.