

**LINCOLN COLLEGE HIGHER EDUCATION**  
**CAREER DEGREE BURSARY GUIDELINES 2023/24**

The Career Degree bursary was established in order to enable you as Higher Education students to enhance your academic programme of study. The bursary funds have been allocated in order for you to access additional qualifications, events and/or resources that complement your main qualification – making you more employable, industry prepared and equipped for life as a graduate within your chosen field.

The bursary has two components:

- The Independent Study Bursary
- Course-level funding

### **Independent Study Bursary**

The total allocation is as follows:

- £500 for a full time student on a 3 year programme
- £330 for a full time student on a 2 year programme
- £170 for a full time student on a 1 year programme
- £250 for a part time student on a 2 year programme
- £300 for a part time student on a programme for 3 years or more

The bursary is available to all students studying on an HE programme and can be spent in full or part at any time across the duration of continuous enrolment. The purpose is to provide financial support towards any equipment or resources that will enable you to study either at college or remotely. This includes:

- IT devices (laptop / tablet)
- IT equipment (monitors, risers, microphone, speaker, headset)
- Desk / office equipment (desk, chair)
- Software or licencing
- Academic books or journal subscriptions

Your course tutors are responsible for authorising the money that you spend and, in the majority of cases, the College will require you to purchase the items requested and claim the money back. This ensures that any licencing or warranty information is in your name and it also enables you to have items delivered to your home address.

Your tutors, with support from the School Administration Teams, will also keep detailed records of how much money you have left to spend throughout each year and it is important to remember that there is no cash alternative available at any point.

You are able to use bursary money to part-fund any of the aspects listed above.

Once you have chosen how you would like to spend your money, you must submit a completed bursary request from to your course tutor. This form is available on Canvas.

**In order for us to be assured that you have spent the money on the items you have requested, we will be asking for proof of purchase (goods receipt or delivery notice) on a random spot-check basis. Please ensure that you keep copies of your receipts as you may be asked to submit them to the HE Admin team at any point during the academic year.**

**Failure to provide proof of purchase may result in disciplinary action being taken in line with the learner conduct policy. Your right to access further bursary funds in the future will also be withdrawn.**

### **Course-level funding**

This allocation of funds will be managed by the Course Coordinator and programme team in order to provide you as a group of students with additional enhancements and career-development opportunities. These might include:

- Additional qualifications (eg. FA Level 1, First Aid, Level 2 Safeguarding)
- Professional accreditation or membership (eg. Guild of Photographers, STA)
- CPD workshops or events (eg. Therapy Expo, Guest speakers, industry visits)
- Vocational placements
- Course specific resources (eg. uniform)

Course teams welcome and encourage ideas and suggestions from students with regards to how these funds might be best allocated.

If you have further questions, please speak to your course tutors in the first instance.

**SUBMISSION DEADLINE: all bursary requests need to be completed, signed by tutors and submitted to admin by Friday 31<sup>st</sup> May 2024.**