

**The KPA Bursary Scheme is designed to aid Keele postgraduate students in undertaking activities relevant to their current course of study. It should not replace your Research Institute or Faculty as a source of funding, and applications received for funding in areas that are deemed to be the responsibility of your Faculty or Research Institute will be completely rejected.**

**Please read carefully the following points. In submitting an application for a KPA bursary you are agreeing to the following terms and conditions:**

## **Terms and Conditions**

1. The KPA Bursary is available to full members of the Keele Postgraduate Association. This is defined in the KPA Constitution (Article 13 and Standing Order 4) as “a registered postgraduate studying at Keele University”. Any postgraduate student may apply for a Bursary, regardless of their level of study or mode of attendance.
2. The activity must be undertaken whilst you are a registered student at Keele University. If the activity is due to take place after completion of study or work at Keele University the application will not be accepted, regardless of whether the application was made when you were registered.
3. One of the KPA’s charitable objectives is to relieve the financial hardship of postgraduates. To this end, the Bursary Awards and Scholarships Committee (“The Committee”) will prioritise cases where students have clearly demonstrated that they are experiencing financial hardship.
4. The minimum limit per application is £50.
5. The maximum limit per application is £500.
6. We cannot fund activities or equipment which are a requirement of a Postgraduate course (e.g. travelling to compulsory placements, books, etc.).
7. Funding can only be sought for activities taking place in the current academic year, or in the following academic year. Although we can fund retrospectively, we cannot consider applications where the activity took place in the **previous** academic year.
8. All applications must be completed by following the instructions provided at [www.kpa.org.uk/kpa-bursary](http://www.kpa.org.uk/kpa-bursary) and must be authorised by a relevant supervisor/course director.
9. Each student may submit no more than two applications in a 12-month period. For example, if you apply in March of one year, you can apply once more before March the following year.
10. Applications can be made at any time. Provided that the application is complete, it will be presented to the next meeting of the KPA’s Bursary Awards and Scholarships Committee. Applications may take up to six weeks to process.

11. Applications will be accepted for the following:

- Travel to an event, such as a workshop or conference (using the most cost-effective mode of transport available)
- Conference or workshop registration fees
- Materials required for the above
- Accommodation costs
- Groups of students attending the same event (although each student must make an individual application)

This above list is by no means exhaustive and the Committee may consider supporting other activities, in exceptional circumstances.

12. What you **cannot** apply for:

- Any activity which is a core, essential part of your course / area of study
- Costs which should be covered by your Research Institute or Faculty
- Travel to and from University or compulsory placements
- Day-to-day living costs, such as rent or other expenses
- The purchase of books or a laptop
- The purchase of other equipment (unless in exceptional circumstances)
- International travel
- First class travel
- Excessively expensive accommodation
- Visas
- Memberships, subscriptions or affiliation fees
- The purchase of Railcards or other discount scheme purchases

The Committee has ultimate discretion and reserves the right to decide that a particular activity is NOT what the KPA Bursary should be used for.

13. The Committee shall, at its discretion, award less than the amount applied for.
14. Reimbursement will only be made to a valid UK bank account, where the main account holder is the individual making the application.
15. Any expenditure claim which exceeds that sanctioned by the Committee will not be reimbursed.
16. Any funds not spent shall be retained by the Association. This will be calculated by the amount granted minus received expenditure.
17. It is the recipient's duty to ensure that all expenditure claimed for is receipted. Claims for non-receipted expenditure will not be accepted.
18. Receipts must prove that the claimant personally incurred the cost. If someone else has paid, you should provide evidence that you have paid them back (e.g. by sending us a copy of a bank statement showing the transaction).
19. All receipted expenditure must be appropriate and 'official in manner'. Easily reproducible written receipts may not be accepted. This will remain at the discretion of the KPA Trustees.

20. Receipted expenditure must be submitted electronically with the claim form, EITHER within 28 days of the date on which the bursary is awarded OR within 28 days of the completion of the trip, whichever is appropriate. Failure to submit a claim within this timescale will result in the Committee retaining the entire awarded sum.
21. Receipted expenditure in a currency other than pounds sterling will be subject to potentially different exchange rates, from the date of the original purchase to the date of reimbursement. The Committee holds no responsibility for any shortfalls arising due to exchange rate differences. Amounts paid will depend on the exchange rate at the time of reimbursement.
22. The process of paying a Bursary claim can take up to two weeks. Please do not enquire as to the status of your claim during this time.
23. As a condition of your award you will be required to submit a short report (approx. 500 words) explaining how the bursary was used and how you benefited from the activity. **If we do not receive a report on your activity, you will not be eligible to apply for a KPA Bursary in the future.**

24. The Bursary report may take the form of:
- o A full written report
  - o A short report accompanied by photos
  - o An edited video

The Committee also welcomes any proposals for alternative reporting methods.

25. You will be required to feature the KPA logo on any materials you produce relating to the bursary activity, such as any presentations you may make.
26. Any attempt to fraudulently obtain a bursary from the Association may result in the matter being referred to the Police and the University.

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**In completing the application, you are expected to have read this document and accepted the above terms and conditions.**

**Violation of any of the above may result in the award of funds being forfeited.**

*Please note that all awards are made at the discretion of the Committee and the KPA Trustees and may be cancelled at any time. There is no intention on the part of the KPA to enter into a contract with successful applicants. Should you require any further information please contact the President ([kpa.chair@keele.ac.uk](mailto:kpa.chair@keele.ac.uk))*