

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 conditions:

Terms and Conditions

1. Any postgraduate student currently registered at Keele University and who is also a full member of the Keele Postgraduate Association (as defined by Article 13 and Standing Order 4 of the Keele Postgraduate Association Constitution) may apply for a grant, regardless of 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. Funding can only be sought for activities taking place in the current academic year.
4. All applications must be completed online, through the system available at kpa.org.uk, and must be authorised by a relevant supervisor/course director.
5. Each student may submit no more than two applications in a 12-month period.
6. Whilst the application period is open-ended, applications may take up to six weeks to process.
7. Applications will be accepted for:
 - UK public travel costs (standard class)
 - UK private travel (car travel paid at 45p per mile)
 - Accommodation (standard room)
 - Event fees
 - Small consumables

Each of these must be adequately justified upon application. In line with the KPA and Bursary Committee's commitment to sustainability and climate change, applications must demonstrate an effort to make use of public transport where possible.

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

- First Class travel
- Travel discount cards of any sort
- International travel, including travel within a foreign country
- Visa costs
- Expenses relating to vaccinations
- Inappropriate accommodation
- Affiliation fees
- Subsistence costs - i.e. food and drink (except in exceptional circumstances, to be judged at the discretion of the Committee)
- Equipment not *directly* related to your visit or activity
- Other costs that should be covered by your research Institute or Faculty
- Equipment that is not specific to your course of academic study (e.g. laptops)

9. It is the recipient's duty to ensure that all expenditure is receipted. Claims for non-receipted expenditure will not be accepted.

10. 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 Committee.

11. Any funds not spent shall be retained by the Association. This will be calculated by the amount granted minus receipted expenditure.

12. There is a minimum of two weeks processing time until bursaries are paid to successful applicants, please do not enquire as to the status of your bursary during this time.

13. Receipted expenditure must be submitted electronically EITHER within 28 days of the date on which the bursary is awarded OR within 28 days of the completion of the trip. Failure to do so will result in the Committee retaining the entire awarded sum.

14. Any expenditure which exceeds that sanctioned by the Committee will not be reimbursed.

15. The minimum limit per application is £50.

16. The maximum limit per application is £500.

17. The Committee shall, at its discretion, award less than the amount applied for.

18. Successful applicants will be given a deadline by which the funds must be collected. **Failure to claim funds by the given deadline will result in funds being forfeited.**

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19. Please be aware that expenditure incurred in other than pounds sterling (UK currency) will be subject to potentially different exchange rates from expenditure to reimbursement. The Committee holds no responsibility for any shortfalls arising as a result of exchange rate differentials. Amounts paid will depend on exchange rates at the date and time of reimbursement.
20. Reimbursement will only be made via a valid UK bank account, where the main account holder is the individual making the application.
21. Failure to adhere to guidelines may result in a successful grant being forfeited.
22. Petrol usage will be paid based on a 45p per mile flat rate; calculated distances will be determined by the Committee. Petrol costs will only be paid where it can be proven to be cheaper to drive than to use public transport, unless other justification can be given (to be decided at the discretion of the Committee).
23. Train tickets will be calculated assuming that applicants have a Young Persons (16-25) Railcard (unless otherwise stated in your application) as these should be available to all full-time postgraduates regardless of age. The purchase of railcards or other discount cards is not covered by the bursary.

24. Where the KPA bursary represents part of the funding sought for an activity, the provider and amount of funds applied for should be clearly detailed on the application form; this includes pending sources of funding. This also includes any funding coming from within the university, or external bodies.
25. We cannot fund activities or equipment which form a core part of a Postgraduate course (e.g. travelling to compulsory placements and books).
26. As a condition of your award you will be expected to submit a short report explaining how the bursary was used and what you have gained. Failure to produce a report may result in delayed payment.

This report may take the form of:

- a) A full written report
- b) A short report accompanied by photos
- c) An edited video

The Committee will also hear proposals for alternative reporting methods.

27. Retrospective applications will be considered; so long as the activity did not take place prior to the last round of the KPA Bursary.
28. Any attempt to fraudulently obtain a bursary from the Association may result in the matter being referred to the Police.

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 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)