**BHA Bursary Award Guidelines**

**What is the Bursary Award Scheme?**

The BHA Bursary Scheme Award’s purpose is to help ease the costs of an apprenticeship, school, college or university course fees, equipment or class trips for our residents.

**Why do we offer the Bursary Award Scheme?**

BHA’s mission is to provide a quality service to its residents. Underpinning this is the vision to help keep the Barnsbury community thriving and help build the community’s self-reliance.

We therefore offer our residents who wish to improve their skills or education and increase their employability, the opportunity to apply for a bursary payment from BHA. This might be used to help fund adult/further education courses, apprenticeships, skills-based courses or other forms of education.

**Who is eligible for a Bursary award?**

1. Applicants must be a current resident living in a BHA property at the time of applying.
2. Applicants must not be in rent arrears or, if they are in arrears, must have a payment plan in place and have kept to this plan for at least 3 months.
3. Applicants should not have any history of anti-social behaviour within the last two years or any allegations of Anti-Social Behaviour outstanding at the time of application.
4. Applicants must not have broken the terms of their tenancy agreement.
5. We welcome applications from tenants of all ages.

**How much are the awards?**

* Each Bursary Scheme Award is for a maximum of £500.
* Applicants can only receive one award per year.
* Applicants can receive a maximum of 3 awards in total.

**What can the Bursary awards be used for?**

The awards can be used for training or education, or for equipment related to education of training.

We do not fund items that could be funded elsewhere, for examples we do not provide computer hardware or software as there are Government-backed schemes that offer people on low incomes the opportunity to purchase equipment at discounted cost.

**Are there any conditions to the awards?**

1. The applicant must have written evidence of their acceptance onto their chosen school, college, university or apprenticeship.
2. If awarded, bursary funds will only be awarded when BHA receive receipts confirming purchase and costs of items and/or fees.
3. If the Bursary Scheme Award does not meet the total cost of items and/or fees, it is the resident’s responsibility to pay these.
4. If these conditions are not met, the Bursary Recipient will be required to reimburse BHA the full value of the award.
5. If for any reason a course and/or trip is cancelled, BHA must be informed and any monies associated with the Bursary Award that are unspent must be returned.
6. If for any reason the recipient fails to attend a course, or changes their mind on the award, they must inform BHA and reimburse BHA the full value of the award.
7. The Bursary Award is not transferable in any circumstances.
8. BHA reserves the right at any time and without notice to withdraw the award, either in full or in part, if the recipient fails to comply with the conditions set out.
9. BHA reserve the right to add to, or vary any conditions at any time.
10. All applications are considered in strict confidence. Unsuccessful applications will be destroyed within 12 months but contact details may be kept on file for future awards, unless the applicant requests otherwise.
11. By completing the application form and submitting it to BHA you hereby accept the conditions set out.

**Procedure:**

1. Applicants must allow for at least 8 weeks before a decision regarding their application can be made.
2. Applications should be submitted to the Housing Manager.
3. The BHA Board will decide the annual level of funding of the Bursary Award Scheme.
4. Scrutiny and approval of the Bursary Award Scheme will be managed by the CEO and Governance & Remuneration Committee.
5. Appeals regarding the outcome of an application can be made to the CEO and BHA Board.

**Reviewed: December 2017**