



FSC Bursary Fund Application Form

CONTACT DETAILS Please type or print clearly	To be completed by the school, on behalf of individuals in need of financial support to attend an FSC curriculum course. This form must not be completed by FSC staff.
Name of school	
Local Authority	
Contact name	
Position of contact within group	
Address	
Postcode	
Phone contact	
Mobile contact	
Email contact	
COURSE DETAILS	
Course location	
Course dates/preferred time of year for visit if not yet provisionally booked	
Course type eg A Level Biology, GCSE Geography,	
FSC Course fee (per head)	
GROUP DETAILS	
Age of students	
Number of students attending	
Number of staff attending	
Number of individuals in group applying for bursary	

EVIDENCE OF NEED FOR A BURSARY																																													
<p>Please provide the home postcode for each individual that is applying for an FSC Bursary. Add more rows if you need them.</p> <p>Please give the IMD (indices of multiple deprivation) Rank % for each postcode. Please refer to the accompanying guidance "How to check your student's eligibility".</p> <p>FSC aims to support those who live in the 10.00% most deprived areas.</p> <p>Each individual can only receive one bursary from FSC.</p> <p>Schools may only apply once per academic year to FSC. The application may be for students attending different FSC courses eg A level Geography and GCSE Biology.</p> <p>Information will be treated as confidential. There is no need to give the names of the students, just list their postcodes.</p>	<table border="1"> <thead> <tr> <th>Individual postcode</th> <th>IMD rank %</th> </tr> </thead> <tbody> <tr> <td>Eg BS5 6DN</td> <td>7.61%</td> </tr> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> <tr><td>6.</td><td></td></tr> <tr><td>7.</td><td></td></tr> <tr><td>8.</td><td></td></tr> <tr><td>9.</td><td></td></tr> <tr><td>10.</td><td></td></tr> <tr><td>11.</td><td></td></tr> <tr><td>12.</td><td></td></tr> <tr><td>13.</td><td></td></tr> <tr><td>14.</td><td></td></tr> <tr><td>15.</td><td></td></tr> <tr><td>16.</td><td></td></tr> <tr><td>17.</td><td></td></tr> <tr><td>18.</td><td></td></tr> <tr><td>19.</td><td></td></tr> <tr><td>20.</td><td></td></tr> </tbody> </table>	Individual postcode	IMD rank %	Eg BS5 6DN	7.61%	1.		2.		3.		4.		5.		6.		7.		8.		9.		10.		11.		12.		13.		14.		15.		16.		17.		18.		19.		20.	
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FINANCIAL DETAILS																																													
<p>FSC Bursary Fund can contribute a maximum of 80% of the course fee. The maximum Bursary is £1250 for a residential course and £450 for a day course per school per academic year.</p> <p>What total amount are you requesting from FSC Bursary Fund? Please show the detail of your workings.</p> <p>Please see www.field-studies-council.org/outdoorclassroom for programme course costs or contact centres direct for tailor made options. FSC Bursary Fund will not contribute to course costs which are inflated beyond FSCs published levels.</p>																																													
<p>How will the 20% balance of the fee be funded?</p>																																													

<p>SIGNATURES</p> <p>The named contact and the Head Teacher of the school should sign this application. You are signing to say that the information given is true and accurate and that the individuals benefitting from the FSC Bursary would not be able to attend without this financial support.</p>	<p>Main contact</p> <p>Name (in capitals)</p> <p>Position</p> <p>Date</p> <p>Signature</p> <p>Head Teacher</p> <p>Name (in capitals)</p> <p>Date</p> <p>Signature</p>
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Applications can be posted to FSC Bursary Fund, FSC Head Office, Preston Montford, Montford Bridge, Shrewsbury, Shropshire SY4 1HW. Or emailed to bursaryfund@field-studies-council.org but a hard copy with original signature must be received via the post before the assessment can be completed.

There is no deadline for receiving applications. You can send them at anytime. We know it is important to get a quick response to your request. We will try to respond to your request for support within 10 working days, from receipt of your request, assuming that you provide us with all the information we need.

Decisions will be made by the FSC Bursary Fund Board. FSC has limited administrative time and will not enter into appeals or debate with applicants once the final decision has been made. The income available to the support the FSC Bursary Fund is limited to the annual interest on the lump sum investment and as such the Board will only be able to support a limited number of applications each year.

Following the decision from the FSC Bursary Fund Board, FSC will contact the school by letter or email. The school must sign to accept the Terms and Conditions of the FSC Bursary Fund and return these before the course starts . The FSC will release the cheque to the school. The FSC Centre which you are visiting will invoice the school for the full course fee. If a bursary is offered more that 3 months in advance of the course the school must confirm the students who will be attending 6 weeks before the course. Payment would not be released until confirmation is received. Schools who apply within the 3 month period would receive payment 6 weeks before the course.

One of the Terms and Conditions for the school is to complete a written report (500 words) on their course and send 3 digital photographs in a .jpeg or alternative file format to FSC Head Office within 2 months of course completion.

The FSC Bursary Fund Board will review the Fund criteria and management once a year. We welcome suggestions for the future development of the FSC Bursary Fund from schools and individuals.