



FSC Bursary Fund Terms and Conditions

SCHOOL NAME AND REF

Please complete and sign this form and return to FSC Head Office within one month of receipt.

Upon receipt FSC will release a cheque payment to the school for the bursary grant amount. School is responsible for paying their host FSC centre for the full course fee in accordance with FSC standard booking conditions.

Your Bursary details are as follows:

FSC Bursary Grant	
Course fee	
Number student attending course	
Number of bursaries requested	
Number of bursaries eligible	
80% of course fee	
Multiplied by eligible student number	
TOTAL Bursary offered (max £1250)	

In accepting this grant from Field Studies Council you are agreeing to the following terms and conditions:

- All individuals that were eligible for bursary support must attend. If they do not the grant is repayable.
- If the course is cancelled the grant is repayable.
- A short 500 word report must be written and sent to FSC Head Office within one month of your course completion.
- Your report must be accompanied with 3 photos in electronic format and with permission for use by FSC (see further details overleaf).
- If you choose to publicise your receipt of this grant you must acknowledge FSC Bursary Fund as the grant source.

Please note the following information:

- Schools may only receive one bursary per academic year
- Schools can apply for a Bursary grant in subsequent years but support will be reduced on a sliding scale.
- Photographs should be supplied as a .jpeg or alternative image file and not pasted into a word document. The maximum file size which FSC can accept by email is 8MB so anything larger should be split into smaller file sizes and sent on separate emails.

Photographs

One of the conditions of accepting this grant is that you supply three photos of your students on their field course. To comply with the Data Protection Act 1998, we need suitable permission before we can use photographs or recordings of your students.

Do you have the authority to give permission for your students' image to be used? Yes / No

If you answer **Yes** we may use your students' image for promotional purposes which could be in printed material, film footage, on our websites and related social media.

If you answer **No** we will send you the FSC parent permission form and you must collect individual parent permissions for all students aged under 18 years old who appear in the photos which you send us. Photos of small groups or individuals might reduce the burden of photos permission forms.

FSC Conditions of use of photographic images

- a. This permission is valid for ten years from the date you sign it. The consent will automatically expire after this time.
- b. We will not use the personal details or full names (which means first name and surname) of any young person or adult in a photographic image, on our website, video footage or in any of our other printed publications.
- c. We will not include personal email or postal addresses, or telephone or fax numbers on our website or in other printed publications.
- d. If we use photographs of individual students, we will not use the name of that young person in the accompanying text or photo caption, except when given to local or national newspapers.
- e. If we name a student in the text, we will not use a photograph of that young person to accompany the article, except when given to local or national newspapers.
- f. We may include pictures of students and teachers that have been drawn by the students.
- g. We may use group or class photographs or footage with very general labels, such as "a science lesson".
- h. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

ACCEPTANCE OF FSC BURSARY GRANT

This bursary grant should be accepted by the main staff contact and the Head Teacher and returned within one month of receipt.

I accept the terms and conditions of this FSC Bursary Fund Grant including the use of photographic images conditions.

Main Contact

Signature _____ Name _____

Position _____ Date _____

Head Teacher

Signature _____ Name _____

Date _____

Return this form to FSC Head Office (FSC Head Office, Montford Bridge, Shrewsbury, SY4 1HW) or scan and email to jennie@field-studies-council.org or fax to 01743 852101.

V11.13