



FSC BURSARY FUND Terms and Conditions

SCHOOL NAME

Please complete and sign this form and return to FSC Head Office within one month of receipt and before you attend the field course. Upon receipt FSC will schedule a BACS payment to school for the bursary grant amount about 3 weeks before the course start date.

FSC Bursary Grant	
Course fee	£
Number students attending course	
Number of bursaries requested	
Number of students eligible	
75% of course fee	£
Multiplied by eligible student number	£
TOTAL Bursary offered (max £1500)	£
Date of grant issue:	FSC Centre and course dates:

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

- All individuals that were awarded 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 by 3 photos in electronic format for use by FSC marketing.
- By signing this form you give FSC permission for use of these photos (see details below).
- 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 grant 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.
- School remains responsible for paying their host FSC centre for the full course fee in accordance with FSC standard booking conditions

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. By signing this form you give permission for use.

If you cannot give school permission please tick here and you will be sent FSC Photo Permissions Form (Parents) to distribute to parents and these need to be returned with the photos, within one month of the course completion.

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.
- i. The students' image may be used for promotional purposes, in printed material, film footage, on our websites and related websites eg social media or in the media.

BACS Payment details

FSC will pay the grant via a BACS payment direct to school.

Please supply the following information using clear block capitals:

FSC reference	FSC BURSARY FUND
Bank name	
Account name	
Sort code	
Account number	

ACCEPTANCE OF FSC BURSARY GRANT

This bursary grant should be accepted by the main staff contact and the Head Teacher.

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 _____

Please complete, scan and return this form **before you attend** the course to

j.comerford@field-studies-council.org

or post to Jennie Comerford FSC Head Office, Montford Bridge, Shrewsbury, SY4 1HW.

FSC internal use only	
OMT sign off	
Date sent to Accounts team	
FSC account code	170-80-553-0
Is this a delayed payment?	Yes _____ No _____
Payment month	
Notes	Course departure date: _____

V14 2019

Field Studies Council

Head Office, Preston Montford, Shrewsbury, Shropshire SY4 1HW

Tel: (01743) 852100 Fax: (01743) 852101 email enquires@field-studies-council.org

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