



Terms and Conditions for Place2Be's Bursary Pathway scheme

Last updated: March 2025

Contents

1. Bursary Overview	2
2. Bursary Eligibility.....	3
3. Bursary Application and Allocation Process	6
4. Bursary Offers.....	7
5. Bursary Payment	7
6. Bursary Deadlines.....	8
7. Withdrawal of a Bursary	8
8. Use of Bursary Applicants Data.....	9
9. Changes to Bursary Scheme	10

1. Bursary Overview

- 1.1 Place2Be Bursary scheme (also referred to as 'Bursary' or 'Bursary Scheme') is provided by Place2Be as part of the organisation's mission to increase diversity and inclusion within the counselling workforce.
- 1.2 The Bursary Scheme includes the following Place2Be courses: Level 2 Award, Level 3 Certificate, Level 4 Diploma, and the Postgraduate Diploma. Each course has a different Bursary offer and conditions.
- 1.3 Submission of an application and acceptance of any Bursary is considered acknowledgement and acceptance of these Terms and Conditions, including the relevant course Terms and Conditions.
- 1.4 The Bursary Scheme is a non-transferable contribution to course costs, allocated to Applicants by panel decision. It applies to the courses stated in Clause 1.2 within the relevant course cohort timeframe and cannot be used on later courses, unless in exceptional circumstances and agreed by Place2Be in advance.
- 1.5 The purpose of the Bursary Scheme is to cover the course tuition fee costs, either in full or partially, and in some cases to also subsidise living and training-associated costs for successful Bursary Applicants as a means of financial support to enable wider access to the course.
- 1.6 An administrative fee will be requested from all successful Bursary recipients to cover administrative and course registration fees. The payment of this fee will also confirm acceptance of the Bursary and place on the relevant course. The amount of the administrative fee depends on which course the bursary is for:
 - £100 for a Level 2 Award Bursary;
 - £150 for a Level 3 Certificate Bursary;
 - £200 for either a Level 4 Diploma or Postgraduate Diploma bursary.
- 1.7 These Terms and Conditions do not cover any other form of discount or financial support made under government loan or grant frameworks for courses at Place2Be.

Bursary Administration Partnership

1.7.1 Place2Be works in partnership with Bursary Administration Limited (BAL), an independent third-party organisation that specialises in the assessment and administration of means-tested bursary applications.

1.7.2 BAL's responsibilities include:

- Receiving and processing bursary applications
- Assessing applicants' financial circumstances through review of supporting documentation
- Conducting interviews with applicants either through home visits or internet calls
- Providing Place2Be with assessment reports and financial spreadsheets to assist with bursary allocation decisions
- Maintaining appropriate data security measures in compliance with Data Protection Legislation

1.7.3 When you apply for a bursary, your application and supporting financial documentation will be shared securely with BAL for assessment purposes. This data sharing is necessary for the legitimate interests of administering the bursary program effectively and fairly.

1.7.4 BAL acts as a Data Processor on behalf of Place2Be (the Data Controller) and is bound by a formal contract that ensures all personal data is handled in accordance with the Data Protection Act 2018 and related regulations. BAL's privacy practices include appropriate technical and organisational security measures to protect your information.

1.7.5 By applying for a Place2Be bursary, you consent to your application data being shared with and processed by BAL for assessment purposes. You can find more information about how your data will be used in Section 8 of these Terms and Conditions.

1.8 These Bursary Terms and Conditions operate in conjunction with Place2Be's Counselling Qualifications Terms and Conditions. In cases where provisions overlap, the more specific provision or the one more favourable to the student will typically apply. Recipients are bound by both sets of terms.

2. Bursary Eligibility

2.1 To be considered for the Bursary, Applicants must meet all eligibility criteria for the Bursary and for the course they are applying for.

2.2 Applicants cannot apply for a Bursary to be used in a future year of study, nor to apply retrospectively to a course already started; they are applicable only to the course they are originally offered a Bursary for.

Eligibility Criteria

2.3 To be considered for a Bursary, Applicants must meet **all** of the following requirements;

2.3.1 Be a UK resident for the past 5 years.

2.3.2 Be able to demonstrate that you are in genuine financial need. This means that your total household annual income is less than £35,000 for courses in London, and less than £30,000 for courses outside of London.

2.3.3 Have a level of education that is no higher than degree-level (Level 6)

2.3.4 Be able to show a genuine interest in qualifying as a counsellor.

2.3.5 Meet all entry requirements for the course you are applying for.

2.3.6 Be able to attend the course and preparatory courses in full at the location and dates specified.

2.4 Applicants can only apply for one Bursary at a time and should only submit one application. If multiple applications are submitted, the most recent will be considered.

- 2.5 Applicants accept that it is their responsibility to ensure they meet the requirements for their chosen training course. Applicants accept that if they do not meet these requirements, they will not be eligible to join the course.
- 2.6 Applicants for the Level 2 Award and Level 3 Certificate Bursaries must attend an Information Session to be eligible to apply for the Bursary.
- 2.7 Applicants for the Level 3 Certificate, Level 4 Diploma and Postgraduate Diploma courses must attend and pass a course interview for their Bursary application to be considered.
- 2.7.1 Successful application and interview records will be valid for up to two academic terms as per usual course processes, in cases where Applicants not awarded for the Bursary still wish to be considered for a training course.
- 2.8 All Applicants will be asked to provide evidence of eligibility in the form of supporting documents as defined in section 2.12.

Eligibility Definitions

- 2.9 A UK resident is anyone who ordinarily and lawfully resides in any area of the UK.
- 2.10 Genuine financial need is defined as anyone whose total household income (before tax and including any benefits or allowances) is less than £35,000 for courses in London, and less than £30,000 for courses outside of London. Genuine financial need could also include those on Universal Credit. Your household income should also include the income of any adults you live with that you are financially dependent on, or that you share living costs with. This could include your parents or partner's income. These threshold amounts will be reviewed annually and may be adjusted to reflect changes in cost of living and average income levels. Any changes will be published on the Place2Be website prior to each application cycle.
- 2.11 Universal Credit is inclusive of other means tested benefits and allowances, such as; Jobseeker's Allowance, Employment and Support Allowance, Income Support, Working Tax Credit, Child Tax Credit and Housing Benefit.

Accepted Proof of Eligibility

- 2.12 In the first instance, we will request completion of an Expenditure & Financial Situation spreadsheet which will be reviewed for eligibility. If you are shortlisted for a bursary you will need to provide supporting evidence to substantiate your Expenditure & Financial Situation spreadsheet.
- 2.13 Accepted forms of supporting evidence include the following documents;

Criteria	Accepted Documents/Evidence
UK resident for a minimum of 5 years	One of the following: <ul style="list-style-type: none"> • Utility or Council Tax bill (from the past 3 months) • Bank statement (from the past 3 months) • Tax assessment

	<ul style="list-style-type: none"> • Photographic ID (e.g. driver's license) • Mortgage statement • Certificate of voter registration • NHS Medical Card or Local GP Registration Confirmation
Total household income	<p>All relevant documents from the following;</p> <ul style="list-style-type: none"> • Payslips (from the last 3 months) for relevant persons • HMRC Tax statements if self-employed • Confirmation of any forms of financial support mentioned (from the last 3 months) • Confirmation of any additional income mentioned (dated within 12 months and showing current/ongoing eligibility)
Level of education that is no higher than degree-level (Level 6)	As self-declared in application form
Commitment to training	<ul style="list-style-type: none"> • Bursary and/or Course Application form • Introductory course attendance • Interview process
Meeting course requirements	<ul style="list-style-type: none"> • Acceptance onto the specified course (within the Bursary timeframe) • Certificates of any prior training

2.14 Bursary Administration Ltd (BAL) shall determine the acceptable supporting evidence and documentation.

2.15 Supporting documents will be requested by Bursary Administration Ltd and must be provided by the deadline outlined in the communication.

2.16 If a candidate cannot provide supporting documents or does not provide them by the deadline given, Place2Be reserves the right to withdraw the Bursary offer. If supporting documents are not provided or are not deemed sufficient, the offer may be withdrawn.

2.17 All supporting evidence shall be processed in line with [Place2Be's Privacy Policy](#) which can be found on the website, and [BAL's Privacy Policy](#) which can be found on their website.

2.18 Place2Be and/or BAL reserve the right to request additional verification if initial documentation appears insufficient or raises concerns. This may include requesting alternate forms of proof or verification calls with the applicant.

3. Bursary Application and Allocation Process

3.1 Application stages are as follows;

- i. Applications open
- ii. Initial sifting
- iii. Invitation to interview (if applicable)
- iv. Course offers
- v. Bursary shortlisting
- vi. Third party checks by BAL
- vii. Bursary offers

3.2 Only applications submitted online via Place2Be's online form will be accepted. Applications received in any other form will not be considered.

3.3 Bursary applications submitted beyond the closing date advertised on the website will not be accepted.

3.4 Initial sifting criteria will be taken from your completed application form and will be anonymised and ranked by a Bursary Administrator.

3.5 Applications which sufficiently meet these criteria will be progressed to the next stage of the application process.

3.6 Applicants will apply for the course alongside the Bursary. This is to confirm a candidate's eligibility for the relevant course.

Interviews may be conducted in person, over Zoom or over the phone and will be arranged between the candidate and the Bursary Administrator.

Allocation

3.7 Bursaries will be offered to Applicants who sufficiently meet all criteria for the Bursary *and* the course they wish to apply for, where there are spaces in Place2Be schools locally.

3.8 Applicants who meet criteria for the bursary and meet the requirements for the course they wish to apply for will not definitely receive a bursary. The panel at Place2Be will also consider information from the report provided by BAL to ascertain a candidate's eligibility.

3.9 Final decisions will be made by a Place2Be panel; taking into consideration BAL's report, financial need, the applicants' interview and application, as well as diversity data. While the panel's assessment of applications is final, applicants may request a procedural review within 7 days if they believe a significant process error affected their application. Such reviews will only examine whether procedures were correctly followed, not reassess the application content.

3.10 Should a candidate reject the Bursary offer or not respond by any of the deadlines outlined in communications, the Bursary may be offered to another candidate as identified by the review panel.

3.11 The Bursary cannot be claimed against any type of course other than the one specified at the time of application.

3.12 Place2Be is responsible for the fair allocation of Bursaries and cannot be held responsible for any errors or omissions in information supplied during the application process.

4. Bursary Offers

- 4.1 The offer of a Bursary will be communicated to all successful Applicants via email following the decision of the review panel. If there is no response, Place2Be may attempt to contact Applicants by phone, where a phone number has been provided.
- 4.2 Applicants who are unsuccessful will also be informed of the decision regarding their application via email.
- 4.3 Applicants are required to respond and confirm acceptance of a Bursary offer by the deadline outlined in communications after the offer email has been sent.
- 4.4 If there is no response from Applicants after this time and after multiple contact attempts, the Bursary will be offered to another candidate.
- 4.5 Acceptance of any Bursary offer is considered further acceptance of both the course and Bursary Terms and Conditions, and acceptance of the general standards and behaviours expected during courses at Place2Be.
- 4.6 In accepting a Bursary offer and beginning a training course at Place2Be, recipients are making a commitment to meet the course criteria to the best of their ability.

5. Bursary Payment

- 5.1 In accepting the offer of a Bursary, recipient agree to all financial commitments detailed below. This includes;
- 5.1.1 Payment of the administrative fee as outlined in Clause 1.7 if receiving a full course fee bursary, or payment of the reduced course fee amount if receiving a partial course fee bursary.
- 5.1.2 The Bursary funding for the Course fees will be applied directly to the cost of the course, and therefore not be paid to the recipient.
- 5.1.3 If also receiving a support fund Bursary, the Bursary funding for living expenses and personal therapy will be distributed equally at the beginning of each school half-term.
- 5.1.4 All funding provided by Place2Be should be used to help students succeed in their course, and should not be used for any gain outside of the course.
- 5.1.5 Acceptable use of additional funding includes:
- Personal therapy
 - Core reading books that are not accessible to the student through Place2Be
 - Materials to help you complete coursework
 - Software to make learning more accessible.
- 5.1.6 Unacceptable use of additional funding includes:
- Materials for use on placement
 - Materials for use once you have finished the course

- Books that are available to be referenced from our library or are accessible online, unless there is a reasonable adjustment

5.2 For Level 4 Diploma only - if the candidate has not met all criteria or required hours by the end of the course, they will incur additional fees not covered by the original bursary. This is to reflect the additional time Place2Be will have to invest into the student. Students may apply for additional funding if it is available.

Should the candidate withdraw from their course or be asked to leave for any reason, Place2Be reserve the right to ask the candidate to repay any Bursary funding already awarded directly to the recipient. No further Bursary payments would be made once a candidate withdraws from or is asked to leave the course. Any exceptions to this will be made at the discretion of Place2Be.

6. Bursary Deadlines

6.1 Applicants will not be considered for a Bursary if they have not submitted an application within the advertised timeframe.

6.2 All deadlines for subsequent course applications, supporting documents, provision of bank details, and payment of administration fees will be communicated to Applicants by email.

6.3 Applications or supporting documents which are not submitted by the advertised or communicated deadlines will not be considered, and it will be assumed the candidate no longer wishes to pursue their application. Any exceptions will be made at the discretion of Place2Be.

6.4 If a candidate cannot meet a deadline for any reason, they must inform Place2Be in writing to qualify@place2be.org.uk ahead of the advertised or communicated deadline.

6.5 If a candidate's circumstances change during the application process, or during a training course which changes their eligibility status, they agree to inform Place2Be as soon as possible.

7. Withdrawal of a Bursary

7.1 Any application at any stage that is discovered to be fraudulent in nature will be withdrawn, and Place2Be reserves the right to request that any Bursary funds already applied be repaid in full.

7.2 Recipients agree to the [Counselling Qualifications Terms and Conditions](#) and to adhere to expected standards and behaviours during the course. If these are not met, students may be asked to leave the course.

7.3 Should a candidate leave or be advised to leave a course after it has started, they will no longer be eligible for any remaining Bursary contributions. Reasons for leaving a course can include a student withdrawing from a course and/or non-attendance.

7.4 Place2Be reserves the right to request repayment of additional funding should a candidate withdraw in the early stages of the course

7.5 If a student completes but fails any course there will be no requirement to repay any costs covered by the Bursary.

7.6 Place2Be may withdraw a bursary and ask students to leave their course in accordance with the Student Code of Conduct, which will be supplied to you upon enrolment.;

8. Use of Bursary Applicants Data

8.1 In agreeing to the Terms and Conditions in this document, bursary Applicants also agree that Place2Be can store and use application responses as outlined below.

8.2 Bursary students agree to write a blog post on completion of the course. This is a mandatory condition of receiving the bursary.

8.2.1 The content of the blog will be used in communications and marketing to promote Place2be and improve accessibility to our courses and bursary funding.

8.2.2 Students will be given the opportunity to review and approve the final content before publication and will be credited as the author unless anonymity is requested.

8.3 Place2Be will use the information provided in each section of the application form as follows;

Application Form Section	Detail	How it will be used
Bursary application page	Eligibility criteria	<ul style="list-style-type: none"> Initial sifting and longlisting Interview Shared with BAL (Qualifying courses only)
Your personal details page	Contact and personal details	<ul style="list-style-type: none"> Communications with Applicants (email) Verification of UK address Place2Be course checks Place2Be reporting Shared with accrediting body (CPCAB or UEL)
Supporting statements page	Supporting statements	<ul style="list-style-type: none"> Initial sifting and longlisting Interview
Bursary application page	Bursary application	<ul style="list-style-type: none"> Shortlisting Shared with BAL (Qualifying courses only)
Your personal details page	Under-represented characteristics	<ul style="list-style-type: none"> Initial sifting and longlisting Shortlisting
Counselling qualifications page	Course entry requirements	<ul style="list-style-type: none"> Initial sifting and longlisting for L3 applicants

Learning supporting & reasonable adjustments page	Additional support	<ul style="list-style-type: none"> Shared with clinical team to provide reasonable adjustments
Safeguarding page	Safeguarding declarations	<ul style="list-style-type: none"> Shared with safeguarding team if any declarations made
Relevant employment experience page	Course readiness	<ul style="list-style-type: none"> Shortlisting

- 8.4 Place2Be will retain full bursary application information for successful recipients until course completion, at which point candidate details will be deleted.
- 8.5 The Bursary Administrator and application review panels will have access to the full details of a candidate’s application, and relevant staff in the training team will have access to necessary details for course registration.
- 8.6 Place2Be may use feedback or statements provided by Bursary recipients on the Place2Be website or in future advertising. We will be relying on legitimate interest as our legal basis for this. Please refer to Place2Be’s [Privacy Policy](#) for further information on how Place2Be processes individuals' personal data.
- 8.7 If a recipient’s contact details change, it is their responsibility to inform Place2Be so that they can continue to receive communications about their bursary.

9 Complaints Procedure and Dispute Resolution for Bursary Applicants

- 9.1 A complaint at any stage of the Bursary process must be addressed in writing to the Bursary Administrator at qualify@place2be.org.uk.
- 9.2 If possible, issues will be resolved informally.
- 9.3 Any complaints that cannot be resolved in this way will be raised in accordance with the formal complaints procedure with the Mental Health Workforce Team.
- 9.4 Records of all communications made regarding any complaints will be retained by Place2Be until the complaint is resolved.

10. Changes to Bursary Scheme

- 10.1 All Bursary scheme processes and documentation, including these Terms and Conditions, will be reviewed and adjusted as needed by Place2Be.
- 10.2 Place2Be reserves the right to amend or discontinue the Bursary scheme at any time without prior notice, although where a period of notice is possible it will be communicated to Applicants, recipients, students.
- 10.3 This document was last updated March2025