

Guidelines for Bursaries and Course Fees for ESTD-UK

Courses may be organised by individuals on behalf of ESTD-UK or by organisations in collaboration with ESTD-UK.

1. Consultation about such courses organised by individuals on behalf of ESTD-UK or other organisations in collaboration with ESTD-UK to take place with Treasurer of ESTD-UK.
2. Consultation about bursaries to take place between Course Organiser and Treasurer when planning any course coming under the umbrella of ESTD-UK, whether organised by an individual or an organisation
3. In principal, course fees should be as low as possible.
4. Application forms for bursaries to be used when course advertised. These may be modified from our draft form to dovetail with different requirements of courses.
5. Value of bursaries. 50% of fee up to maximum of £100.
6. Number of bursaries. A maximum of 3 bursaries per course as follows:- 1 bursary per course, plus 1 additional bursary for courses offering at least between 12 and 20 places, plus 1 additional bursary for courses offering at least 30 places.
7. Plan to spend no more than 50% of ESTD-UK bank balance on bursaries per year.
8. If ESTD-UK bank account used for accounting. (This will be likely if course organised by an individual, and not an organisation.)
 - Any excess income over expenditure can be held by ESTD-UK account for planning further courses.
 - Any losses accepted by ESTD-UK account, providing consultation with treasurer, and through Treasurer to the Finance Group.
9. If ESTD-UK bank account not used for accounting. (This will be likely if course organised by an organisation.)
 - 30% of any income exceeding expenditure should go to ESTD-UK account to pay for bursaries in the future.
 - The cost of any unawarded bursaries can be used to help offset any financial loss. In addition, 30% of any losses should be accepted by ESTD-UK, after negotiation with the Treasurer and Finance Group on the merits of each case. Expected financial loss should be notified to Treasurer in time for course cancellation decisions to be taken without incurring venue cancellation charges. This will usually be at least five weeks in advance of the course.